## **Cambridge Area Rotary Consignment Instructions**

Sale: Friday 11/19 from 7:00 -9:00 pm and Saturday 11/20 from 9:00 am -3:00 pm.

Consignment drop-off 11/19 from 5:00 - 7:00 pm and pick-up 11/20 from 2:30 - 4:30 pm.

- Select used but good condition skis, boots, poles, boards, sleds, snowshoes, ice skates, gear racks, gear bags, winter jackets, winter pants and race suits to sell in the sale.
  CAR reserves the right to refuse to accept items that we feel are unsafe, too old, or in poor condition.
- 2. LIMIT of 12 tags total per seller.
- 3. Complete all required information on each sale tag. Put the first 3 letters of your last name in the box provided. For example, if your last name is Lepsic, put LEP in the box.
- 4. Attach the tag to the item you are selling using tape, zip ties, or string. **Make certain the tag is firmly attached to your item.**
- 5. Complete the USED EQUIPMENT INVENTORY SHEET. Read the acknowledgement statement, sign, and date.
- 6. Bring all items with your USED EQUIPMENT INVENTORY SHEET to the Cambridge Community Center between 5:00 pm and 7:00 pm on Friday November 19<sup>th</sup>.
- 7. A CAR volunteer will check that your tags and inventory match, make a copy of your inventory sheet as your receipt and place your items on the sales floor.
- 8. If you indicated on your inventory sheet that you agree, inventory that remains at noon on Saturday will be reduced in price by 20 %. If you do not want your items reduced do not check off the price reduction column on your inventory sheet.
- 9. Please remember that there is a 20% consignment fee to CAR as this is a fund-raising event to support our Winter Wellness Program.
- 10. ALL ITEMS THAT ARE NOT PICKED UP BY 4:30 pm on Saturday, November 20<sup>th</sup> will be considered donations to CAR and may be discarded. We have no way to store items for a later pick-up.

Thank you for supporting the Cambridge Area Rotary!