

# SKI, SKATE & MORE SALE - CONSIGNING 101

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## 1. PREPARING ITEMS FOR SALE

- Pack hats, gloves and other small items in Ziploc bags. This will help to keep tags and items organized.
- The following are NOT allowed at the sale and will be refused at Check-In/Drop Off.
  - Straight Skis
  - Skis with Outdated Bindings (see link on PTG website for more information)
  - Helmets
  - Outdated Boots
- All gear should be in “Gently Used” condition. Items deemed non-salable due to quality/condition will not be put on the sales floor.
- All items should be **PRE-TAGGED** at home and secured with packing tape to your items **BEFORE** drop off. Please be as descriptive as possible. **There is a \$1.00 charge per tag to print at Check-In/Drop Off.**
- Consignment items must be dropped off at the Bedford High School at 47 Nashua Road in Bedford on **FRIDAY, NOVEMBER 18th FROM 5PM-8PM.**
- CONSIGNOR LINKS WILL CLOSE AT 4PM ON FRIDAY, NOVEMBER 18TH. ALL ITEMS MUST BE LOGGED IN THE SYSTEM BEFORE THEN IN ORDER TO BE CONSIGNED AT THE SALE.**

## 2. REGISTERING AS A CONSIGNOR / ENTERING ITEMS AT HOME

- If you have registered before as a Consignor, please visit the Ski, Skate and More page on the PTG website ([www.bedfordptg.org](http://www.bedfordptg.org)) and use the “Returning Consignor” link to log in.
- If you have **NOT** Consigned before, please visit the Ski, Skate and More page on the PTG website ([www.bedfordptg.org](http://www.bedfordptg.org)) and use the “New Consignor” link to set up a new account. **The home address you enter will be where your check is mailed after the sale**
- Once Registered, you will enter your items for consignment, please be as descriptive as possible. (Example: write Women’s Salomon X Access Black Boots, size 24.5 versus Women’s black boots).
- Print a tag for each item (once logged into the system, click on: My Homepage - Activities Menu - Work with Consigned Inventory - Print tags) and securely attach to your item with packing tape. For hats, gloves and small items please place into a Ziploc bag and attach the tag.

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## 3. CHECK-IN / DROP OFF ON FRIDAY, NOVEMBER 18TH FROM 5PM-8PM

- Bring your **PRE-TAGGED** items into the cafeteria at Bedford High School. Please make sure you know your Consignor Number.
- Confirm with a Check-In volunteer that you have brought all of your items, volunteers will go over each item to confirm you have tagged and dropped off the item. At this point, you are registered and all set for the sale the next day.

**ALL items must be PRE-TAGGED or you will be charged \$1.00 per tag printed at Check In/Drop Off.**

#### **4. DURING THE SALE\_ FROM 9AM-2PM**

- You will be able to log-in and view your items that have sold during the sale.
- Please be aware, there is at least a 30 minute delay in sales reporting.

#### **5. AFTER THE SALE\_ PICK UP UNSOLD ITEMS BETWEEN 3:30PM-4:30PM**

- Items that did **NOT** sell, can be picked up between 3:30pm and 4:30pm on Saturday, November 19th.
- Please log into your account and print out unsold items for you to pick up.
- Have your Consignor Number ready at Pick-Up.
- Any unsold items NOT picked up by 4:30pm on Saturday, November 19th will be donated.
- A check for 75% of the sale price for your sold items will be mailed to you within approximately 2 weeks after the sale to the home address listed.

**THANK YOU FOR YOUR COOPERATION IN MAKING THE SKI, SKATE & MORE SALE A SUCCESS FOR ALL!**