

BFSFC *Consignment Sale 2019* INSTRUCTIONS

BIRMINGHAM
Figure Skating Club

SATURDAY, FEBRUARY 23, 2019 9:00 AM - NOON

This sale is a fundraiser for the Birmingham Figure Skating Club. **Thirty percent (30%)** of all proceeds will go to the BFSFC. Checks will be mailed to consigners within two weeks of the sale. When checking items in, please insure the BFSFC has correct payee and mailing information. Instructions for the sale are as follows:


- Bring a self-addressed envelope for the BFSFC to use to mail your proceeds. The cost of the stamp will be deducted from your proceeds.
- Bring a written/typed list of all items that you are bringing for the consignment sale. This will be returned to you with sold items marked. Be sure to include your name, address, and telephone number on the list. There is a ready to fill in form on the website that you can use if you prefer. Just print it out after you've filled it in and bring it the day of the sale.
- Attach a 3x5 inch index card with your name, item size, item description, and item price to each item (see example below). Secure the index card to the item with a medium or large safety pin. There are ready to fill out cards on the website to fill out if you prefer. Just print them out, cut on the lines, and pin to your items.
- Place a piece of masking tape with your name and price on it inside the item. **(This is very important and will serve as a backup in the event the original tag is misplaced. Tags often come off during the trying on process.)**
- All garments must be placed on hangers.
- All small items such as gloves, soakers, tights, and guards, must be placed in a Ziploc bag with the index / sale card inside, description facing outward.
- In lieu of the card, label skates for sale with masking tape on each skate including your name, item price, and size.
- **Please drop your labelled items off, between 8am to 9am, prior to the beginning of the sale. Volunteers will be at the rink to receive items.** You may no longer drop off items in the ProShop. If you cannot drop your items off the morning of the sale, please find a skater friend that can bring them for you.
- **Please pick up any unsold items at the conclusion of the sale (Noon).** If you cannot pick them up then, please ask a skater friend to pick them up for you, we may not leave unsold items in the ProShop.
- For questions, contact Susie Gray (susieleegray@gmail.com or 423-599-6033).
- Example of 3x5 inch index card to be attached to items:

Susie Skater	Child Size M
Blue Competition Dress	\$30

Example of online ready to fill in card:

_____	_____
Name	Size
_____	\$

Item Description	Price



***The Birmingham Figure Skating Club is not responsible for lost, damaged, or stolen items. All sales are final and items are sold as-is. (No individual or private transactions are allowed during this sale.)*