

**Instructions for Filling Out Bethel Outing Club
Ski Sale Tags and Inventory Sheet
Sale: October 28th, 6 to 9pm & October 29th, 9am to Noon**

**First 4 tags are free, then 25 cents a piece if pre-paid.
Tags are \$1 a piece on day of sale. More than 20 tags, price becomes \$2/tag.**

1. Choose equipment that is safe and in good condition (NOT OBSOLETE) to sell in the sale!
2. Fill out all three sections of the sale tag. Please fill each section out exactly the same way. Fill out ALL information asked. **Put the first 3 letters of YOUR LAST NAME in the middle section of the tag in the box provided. For example, if your last name is Southam, put SOU in the box.**
3. Cut off the bottom section of the tag below the dotted line and keep this section for your own records.
4. Attach your tags to the items you are selling with the zip ties provided.
5. Fill out your name, address, phone number and Email on the **attached inventory sheet**.
6. List the tag numbers you have in the first column of the inventory sheet. Then put in the brand, description and price for which you would like to sell the item. **If your equipment does not sell and you wish to donate it to the BOC, please indicate on the spreadsheet. Also, indicate if you would like to donate the proceeds you make from your equipment sales to the BOC.**
7. Read the acknowledgment statement, sign and date.
8. Bring your items to the Used Equipment drop off table starting at 3pm on Fri., Oct. 28th. The location is the Gould Field House. If you cannot make it there on that Friday, another option is to drop off **tagged** equipment at True North Adventureware anytime during business hours, starting Oct. 1st.
9. A BOC volunteer will check that your tags and inventory all match up. They will then take your inventory sheet and put your equipment out on the floor.
10. If your equipment does not sell Fri. night, you may 1) Pick up your equipment at the 9pm closing time. Make sure to let the volunteer at the used equipment table know that you are taking it home and have them check it off on the inventory sheet. Or 2) leave it on the floor and it will be **reduced in price 50% for Saturday's sale**.
11. **On Sat., Oct. 29th, at 12:30pm (NO EARLIER, PLEASE)** you may come to the used equipment table to pick up any unsold equipment and/or your check for the amount of your sold equipment. Please remember there is a 20% consignment fee to the BOC. **If you cannot be there to pick up your check, you may fill out a stamped pre-addressed envelope for a \$1 on Friday night when you drop off your equipment (or you may do this at True North Adventureware). Any unsold equipment at 2pm will be donated to the BOC. We have no way to store equipment for a later pick up!!!**

Thank you for supporting the BOC's mission to promote cross country skiing and family oriented activities in the outdoors.

