



Policies & Procedures

Important Consignor Information

If you would like to **DISCOUNT** your items to 50% off during the Sunday Sale, please fill in the circle with **RED** on the Upper Right Hand Corner of each tag.

If you would like to **DONATE** your item to a local charity if it does not sell, place circle the **Y** on the Lower Right Hand Corner of each tag. Be sure to circle the **N** if you do not wish to donate unsold items.

Inspect your merchandise:

Clothing should be clean. All items must be in excellent condition. Please no broken zippers, holes, tears or excessive wear and tear. Examine each item as if you were buying it.

Skis, skates & equipment should be cleaned up

Hangers required for all clothes. All clothes must be hanging with hangers all facing the same direction (hook pointing **LEFT** as you face the garment). Hang all pants by the waist with the front showing. Use a pant hanger with clips, or use safety pins to attach the pant to the top sides of the hanger so it doesn't slide off.

Tag your Items:

Use one tag per item on heavy cardstock.

Apparel - Use safety pins (not straight pins), use one tag per item. Pin your tags to the **RIGHT** front shoulder of each shirt and the upper **RIGHT** pant leg of each pair of pants.

Skates/Boots - Staple our inventory tag to a tag with a string, or string our tag through the laces. Make sure left & right boots/skates are affixed to one another. Use twine to tie skates/boots together.

Skis/Boards/Equipment - USE MASKING TAPE, BLUE PAINTERS TAPE OR ELECTRICAL TAPE to affix your tag. Other tape may damage merchandise

Mittens/Gloves - or anything in a pair - should be attached together with a safety pin.

Create your Inventory List:

Fill out the necessary personal information at the top of the Consignor Inventory Sheet

Using the spreadsheet provided, create a list of all items being consigned, including a brief description of each item, size and price. Indicate if items are being discounted on Sunday and/or donated at the end of the event.

Make a copy of this form for your records

ITEMS WE DO ACCEPT

All items will be inspected at drop-off. All items must be in excellent condition. All items must be clean with no visible signs of mold or mildew.

Winter Apparel

Snowsuits

Winter jackets, snow & ski pants

Winter Boots

Mittens & Gloves

Hats

Face Masks

Vests - fleece, down, other

Polar fleece jackets

long underwear layers

Equipment

Downhill Skis, Boots, Poles, Bindings Cross-Country Skis, Boots, Poles Bindings Telemark

Skis, Boots, Poles, Bindings Snowshoes

Skates - figure, hockey, kids adjustable

Hockey pads & gear

Hockey Sticks

Hockey Helmets with valid safety sticker

Snowboards, Boots, Bindings

Sport-specific carry bags

Winter Sleds

Revised 10/22/2019

ITEMS WE WILL NOT ACCEPT

Skis with bindings that are not listed on the current Indemnified list. (see note below)*

Helmets - NO Ski helmets - unless they are brand new, tags on, original packaging

Fashion-oriented outerwear (items that won't keep you warm and dry)

Items in poor condition or dirty

Items that appear to be in old and dangerous condition.

*If your bindings do not appear on the current Binding Indemnification or 'safe binding' list, your bindings are no longer considered current and they cannot be adjusted by any professional ski shop so we cannot accept them. You must take all outdated skis home with you.

Note: We will look over your items to make sure they are clean, in excellent condition and are for the appropriate season. *We reserve the right to refuse any items that do not meet our standards.* Thank you for your understanding as we strive to maintain the highest quality of consigned items.

Payment and Fees

\$10 consignor fee to be deducted from your proceeds.

Consignors earn **60%** of all revenue received from the sale of their items. Pricing is determined by the consignor - Pricing should be competitive but priced to sell!

We treat your items as if they were our own. However Ski, Skate, & Board and the Friends of Cutler are not responsible for lost or stolen items - or items that have been separated from their tags.