



Policies & Procedures

Important Consignor Information

All items must be tagged PRIOR to dropping off.

Tag requirements:

- Use heavy cardstock paper (SSB is not responsible for any items where tags are missing)
- Use specific words to describe your item (ex. Navy blue patagonia vest not blue vest)
- To **DISCOUNT** your items to 50% off during the Sunday sale, fill in the circle with **RED** on the upper right corner of each tag
- To **DONATE** your item to a local charity if it does not sell, circle the **Y** on the lower right corner of each tag. Circle the **N** if you do not wish to donate unsold items. If not marked, **Y** or **N**, it will be assumed the item is to be donated
 - Pick up time for items that did not sell and were not to be donated, is 1-2 pm on the Sunday of the sale

How to attach tags:

- Apparel - Use safety pins (not straight pins) or zip ties. Adhere your tags to the **RIGHT** front shoulder of tops and the upper **RIGHT** pant leg of bottoms
- Skates/Boots - zip ties should be used. Make sure left & right boots/skates are affixed to one another using string/twine.
- 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.
- All clothing must be on hangers
 - The hook of the hanger should be 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

Along with your tagged items, please bring the following:

- Signed consignor agreement
- Completed inventory list (make a copy for yourself)
- Self addressed envelope (to receive your revenue check)

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 wiped down.

**SSB reserves the right to turn down items that do not meet the above standards.*

Items we DO accept:

Winter Apparel

- Snowsuits
- Winter jackets, snow pants
- Winter Boots
- Mittens & Gloves
- Hats
- Face Masks (winter outerwear)
- Vests
- Fleece jackets
- Base 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

Items we DO 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.

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, SSB and the Friends of Cutler are not responsible for lost or stolen items - or items that have been separated from their tags.