



## Fleece & Equipment Sales Guidelines

### For the JUDGED Fleece Sale:

1. Complete registration form for applicable show (ie: wool, mohair, alpaca, etc), and check the appropriate box indicating your interest in being included (or not) in the fleece show.
2. Indicate on the Entry ID Tag (that goes in with the fleece) if the fleece is for sale and the weight and price of the fleece. In the case of alpaca, you will be contacted regarding sales price (if applicable) when your fleece tag is emailed to you.
3. At fleece check-in: Seller shall advise as to acceptable method of payment by circling "CASH" and/or "CHECK" and/or "CREDIT CARD" on the sales tag. Mail-in fleeces will be subject to "CASH" only basis. If sellers of mail-in fleeces wish to accept payment by additional methods as outlined below, seller must contact Fiber Fusion's Treasurer, Ed Gardipe, at [edgard@wavecable.com](mailto:edgard@wavecable.com) no later than Thursday, Oct 16 .
  - a. CASH purchases will be paid to the Seller within 1 week
  - b. CHECK purchases will be paid to the Seller after 2 weeks to allow time for the check to clear. In the event of an NSF check, the seller will be paid when funds to cover the NSF check have been received and cleared. If an NSF check is uncollected NSAA will engage the services of a Collection Agency to attempt to collect on the check. The Seller will then be paid the net amount collected by the Collection Agency
  - c. CREDIT CARD purchase will be paid to the Seller after two weeks to allow the transaction to clear. The Seller will be paid the sale amount less the credit card fee (2.75 %).
4. Any and all taxes that may be due as the result of selling any item at Fiber Fusion Northwest, are the sole responsibility of the seller.
5. Fleeces are left at the Judged Fleece Sale at the owner's risk. The Fiber Fusion Northwest volunteer staff will take every precaution in displaying and handling your fleece, but is not responsible for any damage or theft.
6. Judged Fleece Sale will start after all fleeces are judged.

Anticipated start time for Wool, Mohair, Cashmere, Pygora, Llama, Angora, and Youth/4-H alpaca entries is 1:30 pm on Saturday, October 18, 2014.

Anticipated start time for Alpaca entries is 12:00 on Sunday, October 19, 2014.

## For the NATURAL (UNJUDGED) Fleece Sale - Selling Fleece:

1. Fleeces must be presented in a clear plastic bag large enough to accommodate the entire fleece.
2. Fleeces should not be washed.
3. Skirted fleeces are preferred.
4. A maximum of 6 fleeces from the same owner may be on display and for sale at any one time. If one of an owners six fleeces is sold, the owner may submit another fleece subject to the check in procedure.
5. Check-in fleeces at the Natural Fleece Sale no later than 11 am each day.
6. Seller fills out tag and selects acceptable method of payment by circling "CASH" and/or "CHECK" and/or "CREDIT CARD"
  - a. CASH purchases will be paid to the Seller within 1 week
  - b. CHECK purchases will be paid to the Seller after 2 weeks to allow time for the check to clear. In the event of an NSF check, the seller will be paid when funds to cover the NSF check have been received and cleared. If an NSF check is uncollected NSAA will engage the services of a Collection Agency to attempt to collect on the check. The Seller will then be paid the net amount collected by the Collection Agency and the 10% donation to Fiber Fusion will be waived.
  - c. CREDIT CARD purchase will be paid to the Seller after two weeks to allow the transaction to clear. The Seller will be paid the sale amount less the credit card fee (2.75 %). The 10% donation will be calculated on the net amount (sale amount less the credit card fee).
  - Staff cuts off bottom portion and gives to seller (*'Pick-Up Receipt'*)
  - Staff folds form at 'Office Use' line and staples to create a 2-sided form
  - Staff enters Item, Asking Price, Name & Cell # to Summary Sheet
  - Staff attaches the 2-sided tag to the Item for sale and places it in the display area
7. Fleeces are left at the Natural Fleece Sale at the owner's risk. The Fiber Fusion Northwest volunteer staff will take every precaution in displaying and handling your fleece, but is not responsible for any damage or theft.
8. A donation of 10% of the selling price of any item sold will be retained by Fiber Fusion Northwest.
9. Any and all taxes that may be due as the result of selling any item at Fiber Fusion Northwest, are the sole responsibility of the seller.

## **For the USED EQUIPMENT Sale - Selling items**

1. Check-in equipment at the Used Equipment Sale no later than 11 am each day.
2. Seller fills out tag and selects acceptable method of payment by circling "CASH" and/or "CHECK" and/or "CREDIT CARD"
  - a. CASH purchases will be paid to the Seller within 1 week
  - b. CHECK purchases will be paid to the Seller after 2 weeks to allow time for the check to clear. In the event of an NSF check, the seller will be paid when funds to cover the NSF check have been received and cleared. If an NSF check is uncollected NSAA will engage the services of a Collection Agency to attempt to collect on the check. The Seller will then be paid the net amount collected by the Collection Agency and the 10% donation to Fiber Fusion will be waived.
  - c. CREDIT CARD purchase will be paid to the Seller after two weeks to allow the transaction to clear. The Seller will be paid the sale amount less the credit card fee (2.75 %). The 10% donation will be calculated on the net amount (sale amount less the credit card fee).
    - Staff cuts off bottom portion and gives to seller (*'Pick-Up Receipt'*)
    - Staff folds form at 'Office Use' line and staples to create a 2-sided form
    - Staff enters Item, Asking Price, Name & Cell # to Summary Sheet
    - Staff attaches the 2-sided tag to the Item for sale and places it in the display area
3. All sales items left at the Used Equipment Sale are left at the owner's risk. The Fiber Fusion Northwest volunteer staff will take every precaution in displaying and items, but is not responsible for any damage or theft.
4. A donation of 10% of the selling price of any item sold will be retained by Fiber Fusion Northwest.
5. Any and all taxes that may be due as the result of selling any item at Fiber Fusion Northwest, are the sole responsibility of the seller.

## **For ALL – Judged & Unjudged Fleeces and Used Equipment – Buying Items**

1. Buyer notifies staff that they want to purchase an item. Staff accompanies the item and Buyer to the Cashier desk. Cashier staff will write up a receipt noting the tag number and a brief description and collect the money.
2. Cashier staff will remove the tag from the item and write "SOLD" and the receipt number on it, and then file the tag in the designated place.
3. Cashier staff gives white copy of receipt to buyer and completes the 'Sales Info' on the summary sheet in the space that corresponds to the item being sold.
4. If the Buyer has questions about the item or wants to negotiate the price, the staff will phone the Seller and arrange for the Seller and Buyer to meet. The Seller will notify the cashier desk staff of any changes in price. The Seller may need to present the 'Pick-Up Receipt' as proof of ownership and identity.