



## Instructions for Sellers Participating in Fiber Fusion's Used Equipment Sale or Fleece Sale

Each item that is tendered to Fiber Fusion NW to be sold must have a Sale Tag attached to it. It is recommended that you print and fill out your Sale Tags **before** you arrive to submit items to be offered for sale. There are three Sale Tags on each page. You can download a page of Sale Tags by clicking on this link -

[http://www.fiberfusion.net/uploads/9/9/4/7/9947269/used\\_equipment\\_fleece\\_sale\\_ticket.pdf](http://www.fiberfusion.net/uploads/9/9/4/7/9947269/used_equipment_fleece_sale_ticket.pdf).

### Instructions for filling out the Sale Tag

1. **Price** – fill out the price that you wish for your item to be sold for. Remember that Fiber Fusion will retain 10% of the selling price of your item, so set your price accordingly.
2. **Item** – a simple, one to three word description of your item. For example, “Spinning Wheel” “Fleece” “Carding Combs” If you are selling a fleece that was entered for judging in one of the fleece shows write “Show Fleece” in this space.
3. **Description** – make, model number, color. For fleeces or wool enter what kind of animal it from. Any details that would help us get your tag back onto your item if it were to become separated
4. **Pay With** – circle each type of payment that you are authorizing us to accept on your behalf. The type of payment(s) you select will affect when the money that is due to you will be sent. **Cash** payments will be mailed to you within 7 days after the close of the show. **Check** payments will be mailed to you within 14 days after the close of the show, *unless* a check or checks are returned to us unpaid for any reason, in which case you will be paid within three days after we collect the funds. **Credit Card** payments will be mailed to you within 14 days of the close of the show.
5. **Seller** – name of the person selling the item – Please write legibly
6. **Address, City, ZIP** – fill out the address to which you want your payment mailed. Again, please write legibly
7. **Cell #** - in the event that a potential buyer has a question about your product or wants to negotiate the price with you please write down your phone number, with area code.
8. **Email address** – in case we need to contact you and have not been able to reach you by phone
9. **I authorize...** - if you want to authorize somebody else to pick up your unsold item at the end of the show, enter their name here.

10. **Seller's Signature** – read the paragraph above this space and then sign to indicate that you accept the conditions outlined in it.
11. **Claim Check** – write a brief description of your item in this space, it could help in the event that your item becomes separated from the Sale Tag. ***Leave this portion attached to the tag.*** It will be assigned a control number when you check your item in and you will be given the claim check at that time. Keep the claim check, you will need it to pick up your item. If your item is sold, keep the claim check until you receive the payment from us. It will be your proof that you submitted an item for sale. You may pick up your item at any time during the show. Unsold items must be picked up by 4:00 pm on Sunday, October 16.