



Instructions for Sellers

Participating in Fiber Fusion's Used Equipment Sale & Fleece Sale

Sale Tag Instructions

Note: Please write legibly

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.
- **Please Note: Items must be priced at \$5 or more.** (All items must have a tag listing the price at \$5 or more. No items, including fleece, may be sold piecemeal.)

2. Item

- A simple, one to three word description of your item. For example, "Spinning Wheel"
"Fleece" "Carding Combs"

3. Description

- Make, model number, color.
- For fleeces, we suggest entering Breed, Fleece color, date of shearing and weight of fleece.
- Add 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 due to you will be sent.
 - Cash payments will be mailed to you within 14 days after the close of the show.
 - Check & Credit Card payments will be mailed to you within 14 days after the close of the show. If funds are uncollected for any reason, you will be paid within three days after we collect the funds.

5. Seller

- Name of the person selling the item. – Reminder: Please write legibly

6. Address, City, ZIP

- Fill out complete 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.
- 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 assist in reuniting tag and item if they become separated.)
- Leave this portion attached to the tag. When you check in your item, it will be assigned a control number. You will be given the claim check at that time.
- Keep the claim check, it must be presented 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 5:30 pm on Sunday, October 20th, 2019.
- All items, whether sold or unsold, must be checked out through the Cashier before leaving the building.