

How do I use the Consignment forms for a VCF Festival

Last revised 2017-10-21

Each consignor will fill out a single “cover” consignment sale sheet. Only signed and completed sheets will be accepted. Please review the text and agreement on the sale sheet before signing the terms.

Sales items are split into two categories: Individual and Bulk. Individual items are listed one item to a line with a unique description and price for each item. The bulk item category is useful for things like a large selection of books, where you don't care to describe each book and just want to set a fixed price per book for every book in a particular box of books.

If you cannot fit your individual items on a single sheet please continue on another individual item sheet. Additional sheets will be attached to the first sheet (the sheet with your contact information) and kept together. Items written in columns or in margins will not be honored. Each bulk item type will require an individual sheet so that we can keep track of each individual sale.

Each individual needs to be marked with a letter/number identifier in addition to a consignor identifier to avoid confusion. Please mark your items ahead of time; there will be a lot of activity during the drop-off period so having this done ahead of time will be helpful.

Prices are fixed at the time of submission with revisions allowed on Saturday at the end of the day and Sunday mid-afternoon. (The exact time will be published at a later time.) You will be allowed to revise prices to \$0 (free) at any time before closing of the consignment on Sunday.

Consignment will close on Sunday late in the afternoon, with payouts to follow after. (The exact time will be published at a later time.) Please see notes on sale sheet for payout details.

The Vintage Computer Federation is a Federal 501c3 Tax Exempt organization. (Our EIN number is 47-4133714.) If you choose to donate all or part of your proceeds more than \$200, you will be provided an IRS compliant gift letter within 7 to 10 business days of the festival.

PLEASE NOTE: UNSOLD ITEMS NEED TO BE CLAIMED AT THE END OF THE SHOW BEFORE FESTIVAL CLEANUP IS COMPLETE AS PER THE CONSIGNMENT SALE SHEET.

We recommend filling out your consignment consignment sheets before the show to make the drop-off process quicker.

Questions? Email info@vcfed.org.