

How do I use the Consignment forms for a VCF Festival?

A consignment consists of a Master sheet with the consignor's personal information plus one or more detail sheets with the individual sale items. The master sheet must be completed and signed before items can be accepted for sale. The Master sheet is a legal agreement between the consignor and Vintage Computer Federation. Please review the text and agreement on the Master sheet before signing the terms. Each consignor is assigned a Consignor Tag Identification (CTI). This letter code must be marked on every item consigned (except small bulk items).

VFC consignment forms can be filled out using Adobe Acrobat and printed with all your information. Those with pre-filled forms will be granted MOST FAVORED status by the Consignment Room staff.

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 or price each book, so a single fixed price per book for every book in a particular box of books works well. The box or container must be labeled with both your CTI and the price per item.

Use as many individual item sheets as needed for your items. Mark each sheet with your CTI. Use multiple lines to describe items as necessary. Additional sheets will be attached to the first sheet (the master sheet with your contact information) and kept together. All sheets must be neat and legible; items written between columns or in margins will not be accepted. Each bulk item type must be on a separate sheet so that each individual sale can be recorded. Labeling each item with a sign giving details about make, model, condition, etc. is highly encouraged.

Every individual item must be marked with the consignor's CTI. Using both the CTI and the item's line number is preferred to avoid confusion during purchases. Please mark your items ahead of time with the line number, leaving space to add the CTI during check-in; there will be a lot of activity during the check-in period so having this done ahead of time benefits everyone. Blue painter's tape is suggested.

Prices are fixed at the time of submission with revisions allowed on Saturday at the end of the day and mid-afternoon Sunday. Prices on Sunday afternoon often go to zero.

Consignment will close on Sunday late afternoon. Payouts begin during quiet moments provided all your items have sold. Please see notes on sale sheet for payout details.

The Vintage Computer Federation is a 501(c)3 Tax Exempt organization. Our EIN number is 47-4133714. If you choose to donate more than \$200 of your proceeds, VCF will provide you an IRS-compliant donation letter within 10 business days after the festival.

PLEASE NOTE: UNSOLD ITEMS MUST BE CLAIMED AT THE END OF THE SHOW BEFORE FESTIVAL CLEANUP IS COMPLETE – NO EXCEPTIONS!