

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

Last revised 2021-10-03

Each consignor fills 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. 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 for each.

If you cannot fit your individual items on a single sheet, please continue on additional sheets, as required. Additional sheets must 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 use your initials, and if you have fewer than three (3) names, please add extra letters of your choosing. For instance, if my name was John Smith, with no middle name, I would choose “JXS”. So, John would use “JXS-1” for his first item, and “JXS-987” for his nine-hundred and eighty-seventh item. Please mark each item, ahead of time, with your chosen price. Labeling them with prices ahead of time will be helpful because there will be a lot of activity during the drop-off period.

Prices are fixed at the time of submission, with revisions allowed on Saturday at the end of the day and mid-afternoon on Sunday. 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 at 5pm, with payouts to follow after. Please see notes on the 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, that totals more than \$200, you will be provided an IRS compliant gift letter within 7 to 10 business days of the end 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 vcfeast@vcfed.org