

## **The process for selling on the Convention second hand stall.**

- Please ensure the item is unbroken. We will not sell items that do not work or are broken. This reflects badly on the club. You may be asked to prove it is in working order when arriving at the stand.
- Please ensure all items are listed on a sale form, and the items have as much detail as possible in the space provided.
- Ensure the sales form has your name and contact details on it. If a reasonable offer is received we will contact you to discuss the offer.
- Ensure all items have a clear price marked on the sales form. Sounds silly but we have had instances where the price on the sellers ticket and the price on the form are different, or unreadable.
- Fill in the sales tickets and attach one to each item for sale. Please ensure that in the name of seller box you put your name, as it is displayed on the sales form and the number of the item that corresponds to the item number on the sales form. Something like "J.BLOGGS - 1" works fine. This helps us to ensure we are identifying the item correctly and can ensure your goods and monies received are matched up.
- When you arrive at the stand a member of the team will go through the booking in process with you. Please be patient with this process. At the start of the day it can be very busy, but we need to make sure all items correspond to the list and we have everything correctly set up.
- At this point £1 will be taken from you. This is an admin fee and must be paid at the this point. This money is none refundable. It doesn't matter if you are selling one item, or fifty. The fee is the same for all items, just £1. All proceeds go into the clubs funds.

- At this point you will be given a raffle ticket. This is your proof of correct booking in. The counter ticket will be attached to your paperwork. Please ensure you retain this ticket. You will be asked to produce it when you return to the stall to collect the money for the items you have sold.
- When you are ready to leave return to the stall and ask a member of the team to redeem any unsold items and monies due. They will go through the process of ticking off what has been sold, and what has not. At this point 10% of the money raised from selling items will be retained as commission. Again all this money goes to the club. Again at busy times of the day this process can take time. So please be patient, all the team are volunteers who have given up the opportunity to make the most of the show to support the club and its members.
- Finally and most importantly remember that other people are selling things that may be useful to you. So please take the time to browse the stand, you can guarantee a real bargain.

From all those who work on the second hand stall. Enjoy what is always a fantastic day.