

SKI, SKATE & MORE SALE - CONSIGNING 101

PREPARING ITEMS FOR SALE

- Pack hats, gloves and other small items in Ziploc bags. This will help to keep tags and items organized.
- The following are NOT allowed at the sale and will be refused at Check-In/Drop Off: **Straight Skis, Skis with Outdated Bindings, Helmets, Outdated Boots.**
- All gear should be in "Gently Used" condition. Items deemed non-salable due to quality/condition will not be put on the sales floor.
- All items should be **PRE-TAGGED** at home and secured with packing tape to your items **BEFORE** drop off. Please be as descriptive as possible. **There is a \$1.00 charge per tag to print at Check-In/Drop Off.**
- Consignment items must be dropped off Bedford High School, Friday 10/23 from 6pm-8pm.
- **CONSIGNOR LINKS WILL CLOSE AT 4PM THE FRIDAY, 10/23. ALL ITEMS MUST BE LOGGED IN THE SYSTEM BEFORE THEN IN ORDER TO BE CONSIGNED AT THE SALE.**

REGISTERING AS A CONSIGNOR / ENTERING ITEMS AT HOME

- If you have registered before as a Consignor, visit the Ski, Skate and More page on the [PTG WEBSITE](#) and use the "Returning Consignor" link to log in.
- If you have **NOT** Consigned before, visit the Ski, Skate and More page on the [PTG WEBSITE](#) and use the "New Consignor" link to set up a new account. **The home address you enter will be where your check is mailed after the sale.**
- Once Registered, you will enter your items for consignment, please be as descriptive as possible. (Example: Women's Salomon X Access Black Boots, size 24.5 versus Women's black boots).
- Print a tag for each item (once logged into the system, click on: My Homepage - Activities Menu - Work with Consigned Inventory - Print tags) and securely attach to your item with packing tape. For hats, gloves and small items please place into a Ziploc bag and attach the tag.

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CHECK-IN / DROP OFF ON FRIDAY 10/23 FROM 6PM-8PM

- Bring your **PRE-TAGGED** items to Bedford High School. Please make sure you know your Consignor Number.
- Confirm with a Check-In volunteer that you have brought all of your items, volunteers will go over each item to confirm you have tagged and dropped off the item. At this point, you are registered and all set for the sale the next day.

ALL items must be PRE-TAGGED or you will be charged \$1.00 per tag printed at Check In/Drop Off.

DURING THE SALE - FROM 9:00AM TO 1:00PM ON SATURDAY, 10/24

- You will be able to log-in and view your items that have sold during the sale.
- Please be aware, there is at least a 30 minute delay in sales reporting.

AFTER THE SALE - PICK UP UNSOLD ITEMS BETWEEN 3:00PM-4:00PM ON 10/24

- Items that did **NOT** sell, can be picked up between 3pm and 4pm on Saturday at Bedford High School. Any unsold items NOT picked up by 4pm on Saturday will be donated.
- Please log into your account and print out unsold items for you to pick up.
- Have your Consignor Number ready at Pick-Up.
- A check for 75% of the sale price for your sold items will be mailed in approximately 2 weeks after the sale to the home address listed.

THANK YOU FOR YOUR COOPERATION IN MAKING THE SKI, SKATE & MORE SALE A SUCCESS FOR ALL