

**WEST MOUNTAIN SCHOOL'S ANNUAL SKI & SPORTS GEAR SWAP
HOW TO CONSIGN GUIDE**

The consignment sale is Saturday, November 14 from 9am-5pm. Collect all your new and gently used gear, spiff it up, and drop it off at West Mountain on Friday, November 9 between 4pm-7pm with price tags and consignment sheets filled.

How it works: Management will issue you a consigner number that goes on your price tags at drop off on Friday, November 13 from 4-7pm. You keep 70% of the price of the items you sell. The remainder goes to support the West Mountain School, which supports the race team with program need-based scholarships, safety equipment and supplies. If you choose to donate all of the proceeds, here is the tax exemption ID #75-3173928.

Acceptable Items For Sale: New/used skis/snowboards with proper, usable bindings-new/used boots & poles-new/used helmets & goggles-new/gently used winter clothing & outerwear– new/used sporting equipment (snowshoes, lacrosse, soccer and hockey equipment, ice skates, etc.)-new/used ski racing items. Items ski and sport shops can sell: Any new clearance ski and sport items

How to prepare: All items must be in good working condition. Use the supplied tags and make sure they are sturdily attached. They can be ripped off by a customer and fall from your item. We cannot pay you for an item that does not have a tag. Please make sure if you handwrite on tags and sheets that we can read the handwriting. Make sure all clothing is clean and has been laundered. Clothing should be in excellent condition or it will not sell. If you are selling gloves or hats it would be beneficial to place them in zip lock baggies so they do not get separated, no one will buy just one glove. Presentation is everything. If your items are clean and in good working orders, they will sell much better than dusty items that are next to them. Use the consignment sheet and properly fill it out.

Pricing and Tagging: Minimum price for any item is \$5.00. All items must be in \$1.00 increments. Using our tagging template: [ski swap price tags](#) either hand write or type in necessary information. Printing tags on card stock will hold up much better than regular paper. When placing the tag on items, make sure they are securely attached and legible.

Clothing: Use a safety pin and attach your tag to the upper right corner of clothing.

Boots: Tags may be attached with safety pin to liner (make sure it does not hinder trying the boots on) or can be taped to the back of the boot.

All other items: Use tape (packing tape works best) to secure tag to the most visible part of your item.

Dropping off and picking up items: All items must be dropped off in the main lodge at West Mountain on Friday between 4:00 pm and 7:00 pm no exceptions. Nothing will be accepted on Saturday. A volunteer will help check in your items. If you have already tagged your items, this process will be much quicker for you. Pick up of items not sold will be on Sunday, Nov. 11 from 9am-noon. We will also continue selling left over items on Sunday. Any items not picked up will be considered a donation to the West Mountain school. The West Mountain School is not responsible for any lost or stolen items.

Consignment Payments: Checks will be mailed to the name and address you register 2-4 weeks after the sale. The West Mountain School is not responsible for any lost or stolen items. West Mountain School does not issue refunds or credits and WMS and West Mountain are not responsible for anything purchased at the swap.