

## Mike & Key ARC Electronic Swap Meet Consignment Instructions

This service is for customers who don't have a table and either don't want to attend the event or are attending the event but would like to have their items on display early. You can bring your items through Registration between 2:00 and 7:30 PM Friday, the day before the event, and between 5:30 and 8:30 am Saturday, the day of the event. ***You will not be allowed into the event until 9:00 am the day of the event and then only if you have purchased an admission ticket.***

You can download a consignment form or request one when you drive into Registration to deliver your items. You must come to Registration via the Orange Gate on the West side of the Fairgrounds. Ask for a temporary Country Store car pass and continue on to Registration.

***Check the box near the top of the form that best describes you.***

Fill in and sign the top part of the consignment form. In the bottom half, fill in the description of each item, the asking price, and the minimum price that you will sell it for.

At Registration we will need to assign a Seller's Number for you. For clarification for the consignment staff, you will also need to put numbered stickers or tags (your choice) on all items being sold. You will need to include the asking price also on each numbered sticker.

Registration has stickers or tags. Number ***one*** will represent item number ***one*** on the consignment form. Sticker or tag number ***two*** will represent item number ***two*** on the consignment form and so on.

After you have completed all paperwork and put your tags or stickers on your items, we will give you a permanent Country Store hanging car pass for your vehicle mirror which must be displayed anytime your vehicle is on the Fairgrounds during this event. Then you will put the completed consignment form in a Country Store envelope.

At the loading dock you will unload your items onto a pallet and attach the envelope to your load. The loading dock crew will take your pallet to the Country store, as you will not be able to enter the building. You will then drive out through the Gold Gate.

At 3:00 PM Saturday you may pick up any unsold items by coming through Registration. Since all of our sellers are collecting their unsold items at that time, vehicle lines are long. At 2:00 PM you can park in the Gold Gate parking lot; walk over and hand carry your items out (no admission charge at that time). We have a couple of handcarts, but feel free to bring your own if you have one. If you come through Registration you will need to load your items on a pallet with your seller number on it before you get in line. Pallets will not be available until 3:00PM. When you get in line, a traffic person will ask for your number. Tell them your number and that it is for Country Store items. The pallet crew will bring your pallet down for you so that you can load it in your vehicle and drive away.