

2024 BONSAI GARDEN AT LAKE MERRITT (BGLM) SALES DONATION/CONSIGNMENT FORM INSTRUCTIONS

Thank you for contributing to the BGLM by donating or consigning your bonsai related items for the Annual Mammoth Auction and Sale!! The purpose of this instruction sheet is to make it easy for cashiers to calculate your total sales, and correctly calculate your consignment return or the amount of your donation. It is in your best interest to fill out these forms correctly and legibly.

Items for the Sunday **SALE** must be individually tagged, and recorded on our official 2024 form, see below. When an item is purchased at the sale, cashiers will remove the bottom half of all tagged items for each buyer, and use these to total the final price. The top of the tag will remain fixed to the item that the buyer takes home. In order to calculate your consignment/donation value following the sale, cashiers will pair the bottom half of your tag to your form. The tags are the evidence that the item was sold, and the item is sold at the price marked on the tag, so **please write clearly**.

Filling in the Sales sheets:

On the first sheet, please fill out all the requested information. Please write very clearly.

Then please fill in columns A-E. For more than 5 items, use additional sheets, and staple together.

Column A: Select a three letter initial for yourself. For each item, write your initials, followed by a unique number, e.g. ABC1.

Column B: Describe the item, e.g. Large olive grove in oval unglazed pot, Round pot, 7", Sara Rayner, 10" Juniper.

Column C: Write your asking price.

Column D OR E: If you would like to **donate** the whole selling price to BGLM, check the box in column D. If you would like to **consign** the item and receive 75% of your asking price, check the box in column E (25% commission goes to the BGLM). If you would like to donate a larger percentage than the 25% commission, please write the percent you would like to donate in the box in column E. E. g. if you write "60%", BGLM will keep 60%, and you will receive 40%

Column F: DO NOT WRITE IN THIS COLUMN. Cashiers will write the selling price in this column.

Drop off tagged items with accompanied form for the Sunday Sale at the Ebell Room of the Garden Center on Saturday, February 17, from 9am – 4pm (preferred) and Sunday, February 18, between 8 a.m. – 9 a.m. Please include a self-addressed stamped envelope (or you will be charged \$1.00).

Drop off tagged items with accompanied forms for the Sunday Sale at the Ebell Room of the Garden Center on Saturday, February 17, from 9am – 4pm (preferred) and Sunday, February 18, between 8 a.m. – 9 a.m. Please include a self-addressed stamped envelope (or you will be charged \$1.00).

When you bring your items for drop off, Sales staff will check your items and paperwork for:

1. CORRECT 2024 FORM is used.
2. Check plants for health
3. All contact information is filled out and readable
4. All item information on sheet is readable
5. All tags are filled correctly and readable
6. Tags match the sheets
7. Self addressed, stamped envelope is attached

IF you wish to change the price of your items during the sale, please make the change with ink on the tag, AND ON YOUR FORMS! See the Cashiers to get your forms. The reason for this: Cashiers will sell your item at the price marked on the tag. Many people reduce prices on Sunday. After the sale, cashiers match the bottom half of the tags with your sales form. If the PRICE of the item disagrees, we would like to know that you authorized this (instead of someone just changing the price at random).

Likewise, if you remove unsold items before the end of the sale, cross them off your sheet so we know they were not stolen.

Filling in the TAGS:

Each item must have a two part tag tied or taped to the item. If the tag falls off, we cannot sell the item, so please attach firmly. Tags can be picked up at the BGLM before the sale, or at the venue when you bring the items in for sale. You or your club may purchase your own: <https://www.amazon.com/Garment-Perforated-Tear-Off-Receipt-String/dp/B07N14CXKF>

Please fill in the tag as shown below. The Top and Bottom part of the tag should be identical.

The **BOTTOM PART** is the most important. Information on top and bottom should exactly match. Information on each tag should exactly match the information for that specific item on your sheet.



Remember: If the cashiers cannot read the bottom tag, you will not get your consignment money or credit for you donation

CORRECT- all information exactly matches the sheet, and the top and bottom are identical and neatly written

INCORRECT- Description on bottom tag does not match top tag, or sheet

INCORRECT- Initials and number NOT on bottom tag. After the sale, this bottom tag CANNOT be matched back to the proper sheet, and you will NOT get your money!

A	B	C	D	E	F
Donors Initial-#	Description (Name, size, style, etc.)	Asking Price	D	C	Sold Price
ABC1	Trident maple Shohin/blue pot	125		X	