



The Marketplace
AT EQUINE AFFAIRE

Consignment Guidelines

1. You must be at least 18 years of age to consign items.
2. Each of your consigned items must have an asking price of at least \$15.
3. The Marketplace at Equine Affaire reserves the right to limit the number of items consigned by any one consignor.

All items consigned must be clean and in good, serviceable condition.

The Marketplace at Equine Affaire reserves the right to reject any item that it deems inappropriate for consignment because of poor overall condition, an obvious defect, or lack of cleanliness. Clothing items must be washed/ironed or dry cleaned as appropriate and hung on individual hangers so that the openings are to the left (when the hanger is in shape of a question mark). Boots and hats must be cleaned, and boots should be attached together by a ziptie, string or other means. Gloves should be placed in a plastic ziplock bag and tagged. All tack, saddle pads, and horse blankets and sheets must be cleaned and/or washed.

You will be responsible for placing price tags on the items you consign.

Equine Affaire will provide the price tags and the zip ties, pins, or tape needed to attach price tags to your consigned items. The price tags must include your consignment account number, the item number (from your consignment summary), a description of the item, the size of the item (if applicable), and the price. Items which have multiple pieces (sch as a suit) should have a tag on each piece; all pieces of one item should have the same item number and should be label "1 of 3, 2 of 3, 3 of 3" or whatever numbers are appropriate based on number of pieces included in the item.

You will be responsible for pricing your own items.

The staff of the Marketplace will not offer any assistance regarding pricing. The price listed on your price tag will remain in effect until you adjust the price, the item is sold or you remove it from consignment. You will be given *one opportunity* to adjust the price of any consigned item that is initially priced at \$201 or more; go to the consignment registration desk with your consignment summary and contract to arrange for the price reduction.

The consignment fee retained by the Marketplace will be 35% of the selling price of any item sold for \$200 or less, 30% of the selling price of any item sold for \$201-\$499, and 25% of the selling price of any item old for \$500 or more.

The Marketplace at Equine Affaire will accept payments for purchases of consigned items in cash or by credit card (Visa, MC, Discover). All sales will be final; no returns will be allowed. The Marketplace will collect and submit all required state sales taxes.

Consignors will be paid in cash upon checking out for all items sold. However, because of the greater amount of time required to accurately reconcile the account of anyone who consigns an unusually large number of items (e.g. 50+ items), Equine Affaire reserves the right to reconcile such accounts after the close of the show and issue payment by check within 10 days of the close of the event.