



Instructions for Preparing Price Tags

CONSIGNOR # **SIZE**

ITEM #

PRICE

ITEM DESCRIPTION

Equine Affaire will provide tags for your items at check in. If you'd like to prepare in advance, you may create labels (Avery 5160 labels, 1" x 2 5/8") that will be affixed to the tags received at check in.

You should have a tag for each item you are consigning. This tag will have your consignment account number in the upper left corner. Please write the following information on your tags before attaching them to your items:

1. In the upper left corner below your consignor number write the item number as it appears on your consignor summary.
2. In the center of the tag write the price in ink using large, easy-to-read numbers.
3. In the upper right corner, write the size of the item (for apparel, saddles, bits, blankets, etc...anything that has a size.) If you need help determining the size of an item, consult with the Marketplace staff.
4. Across the bottom of the tag write a description of the item including what the item is, brand/manufacturer, the color of the item, etc. For example: Western Saddle, Circle Y, Dark Brown
5. Use the back of the tag to write any additional information you wish to share with the buyer about the item such as age or amount of use, etc.
6. If the consigned items have more than one piece (e.g. a three-piece suit), put a tag with the same item # on each of the pieces and write "1 of 3," "2 of 3," etc. as appropriate.

Attaching Your Price Tags

Whenever possible, use a zip tie to attach your tags. Use a safety pin or tape only when it is not possible to use a zip tie to attach the tag.

TACK . . .

English Saddle: Zip tie tag to the martingale/breastplate ring on the LEFT side of the saddle

Western Saddle: Zip tie tag through the left cinch ring.

Bridle/Headstall: Zip tie tag to the browband or ear loop

Bits: Zip tie tag to whatever ring the rein attaches to

Girths: Zip tie tag to the buckle or ring

Reins: Zip tie tag to the bit end of the rein

Harnesses: Zip tie tag to the top of the surcingle

Saddle & Bridle sets: Zip tie identical tags to the main item (e.g. the saddle) and the other pieces in the set (e.g. the bridle). Indicate on both tags that the items are part of a set and are priced together

Blankets/sheets/coolers: Zip tie the tag to the front buckle on front-closing pieces with buckles. On pieces that do not have buckles, use a safety pin to attach the tag at the center front edge of the blanket, sheet or cooler.

Saddle pads: Attach tag to center front edge of pad with a safety pin.

APPAREL . . .

Pants: Zip tie tag to the front belt loop or buttonhole of pants; use a safety pin if there are no belt loops or buttonholes.

Shirts/Jackets: Zip tie tag to the buttonhole of a jacket or shirt. You may also zip tie the tag to the size tag at the neck of a shirt or jacket. If you cannot find a suitable location to attach with a zip tie, use a safety pin.

Suits: Zip tie identical tags to the jacket and to the pants and indicate on both tags that the items are part of a set and are priced together.

Boots/Shoes: Secure the tag to the left boot or shoe

Hats: Zip tie the tag to the chin strap of a helmet or use a safety pin to attach the tag to the inside band of a hat that does not have a chinstrap

Gloves: Secure the tag to the left glove with a zip tie or safety pin as appropriate. Attach the two gloves together or place them in a ziplock bag.

Chaps: Zip tie the tag to the front buckle

Books/Videos: Tape the tag on the back cover using masking tape around all edges of the tag

Whips/Crops: Zip tie the tag to the wrist strap or crop end, if available. Use tape if there is nothing to attach zip tie to.