

**Admission is free!**

**Masks are required if you have not been vaccinated, sanitizing stations will be available**

We accept Cash, Visa & MasterCard (3% service charge for C.C. usage)

A consignment sale of good used & new ski & snowboard equipment and snowrider/winter clothing 4T-XXL adult sizes.

Please wear tights, shorts, or leggings to try ski pants on...socks to try boots on.

**Friday, November 12, 2021 - 4pm-7pm**  
drop-off for consignors

**Saturday, November 13, 2021 - 9am-2pm**  
**SWAP SALE:** clothing & equipment for sale

**Saturday, November 13, 2021 – 4-5pm**  
consignor pickup of unsold goods

**Roland Park Community Center, 5802 Roland Ave, Baltimore, MD 21204**

Limited parking behind center and also on road parking...please be careful.

**Consignor - 20% commission on sold items**

**Consignors you will need: an email address, printer to print your sale tags.**

**Print on heavy / index WHITE PAPER ONLY (no colored paper)**

Make your sales tags at home, No sale tags made at drop-off.

**New tagging software this season!!! Print these new instructions!**

go to: [www.myconsignmentmanager.com](http://www.myconsignmentmanager.com)

- Click "**REGISTER**" and fill out form.
- An email confirmation will be sent to you.

click on link to activate your account. (Please store acc info on your phone)

**YOU HAVE JUST CREATED A USER ACCOUNT** with "My Consignment Manager" software

**NOW YOU HAVE TO REGISTER WITH THIS SALE.**

1. Log on to [www.myconsignmentmanager.com](http://www.myconsignmentmanager.com)
2. Click on "**Select a Consignment**" menu option at top
3. Click on "**Find a Partner Consignment**"
4. Follow the prompts

**Now Register with Baltimore Ski Swap**

**When finished registering with both software and BSS event...sign in with...**

[www.myconsignmentmanager.com/swapexpert](http://www.myconsignmentmanager.com/swapexpert)

click on "Baltimore Ski Swap 2021"

click on "Manage Items" to start making sale tags

**TAG TEMPLATE:**

Click on "ADD" ...6 items

**Category** – a drop down menu of choices

**Size** – a drop down menu of sizes for clothing, equipment or not applicable

**Brand** – type in brand and style

**Description** – type in information so we can find your item if tag comes off. *Ex. Colors*

**Price** – drop down menu of prices. Min is \$5.00

Do Not Check Discount...we don't discount

Check "Donate" if you are not picking up unsold items

**Add Item** – used only if you have multiples of same item

Check "Clear Desc Field"

Click "**ADD**" if continuing to add another item

Click "**CLOSE**" if you are finished adding...this will save what you have typed

#### **TO EDIT ITEM:**

Click on item...then click on edit...edit item...save changes.

Print a new tag if you have already printed tag(s).

#### **TO PRINT TAGS: *White heavy/index paper...no colored paper***

*Each page contains 25 tags...we use a 6-tag divided paper so only print in increments of 6...6 / 12 / 18 / 24 items...or you'll waste your paper.*

Select/Click on the tags you want printed from that page.

Click on **PRINT**...Chose **6 per page** on drop-down option

It will create a file...at bottom left of screen...click and open that file and **PRINT**.

When finished printing that file page...close it.

**MAKE SURE YOU PUT THE CORRECT TAG ON YOUR ITEMS...CHECK PRICES**

#### **APPLY TAGS:**

There will be supplies at sign in to attach your tags to items

Tagging guns / tape / plastic bags for tags on boots & skis

you can tape sale tags onto top part of skis

Please do not use safety pins to attach sale tags to clothing, use a tagging gun.

**All clothing items have to be on hangers**...hangers will be available at sign-in.

**All boots need to be tied together**...with enough length of rope/string for walking.

String will be available at sign-in.

**Print and Bring "Inventory Report" of your consignment items**...click on "Event Navigation" at top of tagging page.

#### **DROP-OFF / CHECK IN CONSIGNED ITEMS...bring printed list of consignment items.**

On back side of building come in door marked "Consignors".

Sign-in, place all your items on an empty table and an associate will check your items into the sale.

- **Friday, Nov 12, from 4-7pm**
- **NO CONSIGNMENT DROP-OFF ON SATURDAY.**

#### **CONSIGNORS ... BEFORE CONSIGNING...**

**YOU HAVE TO BE ABLE TO PICK UP UNSOLD ITEMS AT**

**Saturday, Nov 13, 2021 4-5pm**

**We leave this building with everything.**

**We do not store consignor items.**

**Accepting:** skis, boards, boots, poles, helmets, goggles, Outerwear: jackets, pants, hats, gloves, base layers, bags/packs, racks, sleds, snow sports fun equipment, and Vintage equipment (before 1960)

**Not Accepting:** straight skis, rear entry boots. Items too worn, old, stained, or out of style, bindings no longer usable\* (have to be on "Ski Industry Indemnity List" to be sold). and anything we know from past sales that won't sell!

### **The rules**

1. Equipment can't be older than 8 years / 2013
2. All items must be in sellable clean condition
3. Items must be relevant for snow sports
4. Items are subject to refusal
5. Items cannot be removed once consigned
6. Prices cannot be changed once consigned
7. Only **24 items** per consignor.

\*if you have more items, please contact [BaltimoreSkiSwap@aol.com](mailto:BaltimoreSkiSwap@aol.com)

**Pick-up of unsold items, Saturday, Nov 13, 2021, 4-5pm**

**Bring Copy of "Settlement Report"...**click

"Event Navigation" at top of tagging page

- **Building closes after 5pm pick-up time.**
- Unclaimed items are considered donations.
- We do not store consigned unsold items.
- Commission checks are sent out within 2 weeks.

For any questions email [BaltimoreSkiSwap@aol.com](mailto:BaltimoreSkiSwap@aol.com)