

Selling Stuff at the Council Gaming Auction

Thank you for your participation in the Council Gaming Auction. Thanks to you, others will have the chance to enjoy old games and stuff that you've grown tired of, and you can pick up some extra cash.

Rules for selling items

1. You must list every item you're selling on a Seller Log Sheet
2. You must use a separate log sheet for each individual Con percentage donation choice. ITEMS NOT ON LOG SHEET WILL NOT BE ACCEPTED.
3. Every item or bundle of items you sell, you must have an item description tag attached. Please print the tag sheet(s), cut the individual tags apart and attach the appropriate tag to each item. ITEMS WITHOUT TAGS WILL NOT BE ACCEPTED.
4. All starting bids should be set in \$1 increments, with a minimum of \$1.00
5. Small items must be bundled in groups. This is somewhat subjective, but try to keep things reasonable, if we get too many small items, we will not have a chance to get through them all. Magazines are an excellent example of this. If you plan on selling Dragon issues #20–25, bundle them for sale as a group

Collecting your proceeds:

- Sellers will be given their cash as soon as possible after the auction (probably about 2-3 hours afterward). Your patience is appreciated. Sellers should go to the Registration Desk to collect their payment.
- If you must leave the convention early, we will gladly mail you a check.
- We will also pay your PayPal account, if you prefer

Starting Bids:

- Starting bids are your choice (\$1 minimum), however we suggest that you keep them low.
- If you've got a \$20 game you've only played twice, we really wouldn't suggest starting it at \$10. Yes, it might really be worth it, but you probably won't even get a single bid. If you start it at \$3-5, it will probably work its way up to around \$10. If you don't like the idea of selling low, you might want to reconsider selling your stuff here. We say this only to avoid wasting both your time and ours

Delivering your items to the Con:

- Please bring your items to the Registration desk Sunday morning by 1 pm. ITEMS DROPPED OFF AFTER 1PM MAY NOT BE IN AUCTION
- If you plan to bring more than 15 games, please email us before the Con begins on Friday.
- If you choose to drop off your items before Sunday morning, there will be shelving units in the basement available to leave them at your own risk. This storage space will not be watched by the Con staff.

Completing the paperwork:

- To complete printed blank forms and tags, either type or print LEGIBLY.
- You may use Excel or open office Sheets to complete them electronically (this will give you some additional error handling and automation). Then print them. We cannot accept electronic forms.
- It may be a useful to keep your own copy of the log sheet(s).

Help:

- If you have any questions, please contact us ahead of time at Council@swa-gaming.org.

Thanks for your participation.....

Step-by-step instructions to fill out the log sheet:

1. **Seller Name:** - Your name
2. **Lot:** A unique number (not letter) for each log sheet you fill out (Lot 1, Lot 2...)
3. **% to Con:** - The percent of the sale price you will donate to the Con. We keep at least 20% of the final selling price of each item sold. However, you have the option of donating more. All money raised goes to the Schenectady Wargamers Association, allowing us to sponsor future Councils and to keep the cost of weekly gaming low. Items where the percent to the con is higher than 20% will get preferential selling treatment. In short, the higher the %, the sooner the auctioneer presents the item.
4. **Item Description:** - A brief description of each item (i.e. "Divine Right" or "Dragon #20-25").
5. **Start Bid:** - Your minimum bid (must be at least \$1). If no one bids, we will return your item
6. **Sold to:** - Leave blank
7. **Sold for:** - Leave blank
8. **Signed:** - Your signature indicating your acceptance and understanding of these rules and instructions
9. **Date:** - Date
10. **Address/email:** - Mailing address or email to receive your payment. This is optional if you will be picking up your payment in person at the auction
11. **Total Goods Sold:** - Leave blank
12. **Total \$ to Con:** - Leave blank
13. **Total Payout to Seller:** - Leave blank
14. **Sellers initials:** - Leave blank. You will be initialing this when you pick up your cash or unsold items after the auction
15. **Means of Payment:** - Please choose from "In Person", "Check", or "PayPal".

Step-by-step instructions to fill out the tags:

1. **Sold to:** # - Leave blank
2. **Sold for:** \$ - Leave blank
3. **Complete:** - Yes, if no parts, counters, accessories or documentation is missing, otherwise No
4. **Punched:** - Yes, if parts and counters are on their original sprues, otherwise No
5. **Starting Bid:** - Starting Bid from your Log Sheet
6. **Extras/Expansions:** - Yes, if item contains anything that did not come in the original box being auctioned. Explain in the comments.
7. **Condition:** - Honest evaluation of your item
Like New
Excellent
Good

Fair

8. **% to Con:** - Percent donation to the Con from your Log Sheet
9. **Seller:** - Your name as it appears on your Log Sheet
10. **Description:** same as on you Log Sheet
11. **Comments:** - Any comments you want the auctioneer and bidders to be aware of. Explain extras, if any. List expansions, if any. What pieces, if any, are damaged or missing. This is the only information the auctioneer (and hence the buyers) will have about your item, be clear and concise.
12. **Item identification:** - along left side of tag, are 4 blank squares. The first three blanks are for your initials, the fourth for the Log Sheet page number. The number following the “-” matches the item number on your log sheet.
EXAMPLE Log sheet #1 lists “Item 1 Divine Right” So tag would read “KAS1-1”; “Item 2 “Dragon issues #20-25” would read “ KAS1-2”.

Council Gaming Auction - Seller Log Sheet

Lot:



Seller Name:

Initials:

% to Con:

	Item Description	Start Bid	Sold to (badge number):	Sold for
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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26				
27				
28				
29				
30				
31				
32				

I have read all instructions regarding the sale of my items at the Council Gaming auction, and I agree to abide by them.

Signed:

Date:

Address or email for payment:

Total Goods Sold:

Total \$ to Con:

Total Payout to Seller:

Sellers initials upon receipt of payment:

Means of Payment:

		Council Auction Tag		
		Sold To:		Sold For:
Item#	Complete:		Extras/Expansion:	
	Punched:		Condition:	
	Starting Bid:	\$	% to Con:	%
	Seller name:			
	Description:			
Lot #	Comments:			

		Council Auction Tag		
		Sold To:		Sold For:
Item#	Complete:		Extras/Expansion:	
	Punched:		Condition:	
	Starting Bid:	\$	% to Con:	%
	Seller name:			
	Description:			
Lot #	Comments:			

		Council Auction Tag		
		Sold To:		Sold For:
Item#	Complete:		Extras/Expansion:	
	Punched:		Condition:	
	Starting Bid:	\$	% to Con:	%
	Seller name:			
	Description:			
Lot #	Comments:			

