



## City of Loveland Parks & Recreation 2019 Ski & Sports Swap Community Member Seller's Information

### **SKI & SPORTS SWAP SALE**

- Friday, November 8 from 5:00-8:30P
- Saturday, November 9 from 9:00A-2:00P
- LAST CHANCE Closeout Sale Hours: Saturday, November 9 from 12:00-2:00P

NOTE: Participation in Saturday's Closeout Sale is OPTIONAL and requires specific notation on your tags.

### **PLEASE NOTE THE FOLLOWING**

- We will not allow the sale of any skis/bindings that do not meet current safety standards.
- You may choose to leave skis that do not meet current safety standards as a donation to ReSki Industries, a local CO company creating innovative products from upcycled winter gear.
- Staff reserve the right to refuse any items that are in disrepair, dirty, ripped, stained or those that do not fit into an appropriate sports gear/equipment category (e.g., toys, shoes, clothing, etc.)
- Loveland Parks & Recreation Department retains 15% of each sold item.
- You may choose to donate 100% of the money earned from sold items to the Loveland Parks & Recreation Foundation to support local youth participation in recreational programming.
- No returns or refunds are accepted through the Loveland Parks & Recreation Department, however individual sellers ARE responsible for returning a buyer's money in full IF the equipment sold to the purchaser is unable to be repaired by a licensed ski technician.
- The Loveland Parks & Recreation Department is not responsible for items that are lost or stolen during the sale, or for items that are not picked up after the event during scheduled pick-up times.
- Unsold items that are not picked up during scheduled pick-up times will be donated.
- Inventory sheets will be reviewed upon completion of the event and checks will be mailed on or before the week of November 25, 2019.

### **PREPARING ITEMS**

- Before you tag and price your items, please read and sign the Seller's Waiver.
- List all items on a Seller Inventory Sheet. If you have multiple inventory sheets, please staple them together and ensure your full name is on the top of EVERY page. PRINT ALL INFORMATION LEGIBLY!
- Please use provided manila tags to tag ALL items. Complete each manila tag following example/instructions found on the back of this form.
- It is highly encouraged that you fill out all tags and inventory sheets ahead of time. Inventory sheets & tags can be picked up at the Chilson Center front desk or printed online at [www.CityofLoveland.org/SkiSwap](http://www.CityofLoveland.org/SkiSwap).
- Extra seller sheets and tags will be provided at equipment drop-off for those who need them.

## **TAGGING YOUR ITEMS**

- Securely attach all tags to your items. For skis, snowboards, and other flat items it is preferable that you secure your tag with tape. Be sure the tag is visible and legible.
- Clothing – please bring your items with hangers and attach tags in a way that will not damage the product.
- Tie all boots and shoes together, and secure tags with string or tape.

## **ITEM DROP-OFF**

Public Seller Check-in Times: Friday, November 8  
FROM 10:00A-5:00P

Check-in Location: Chilson Recreation Center  
Gymnastics Room (enter off of Fourth St.)

Bring all completed forms and items to be sold to a check-in table where staff will double check your inventory sheets & tags, collect your Seller's Waiver, and transfer your items to the sales floor.

## **UNSOLD ITEM PICKUP**

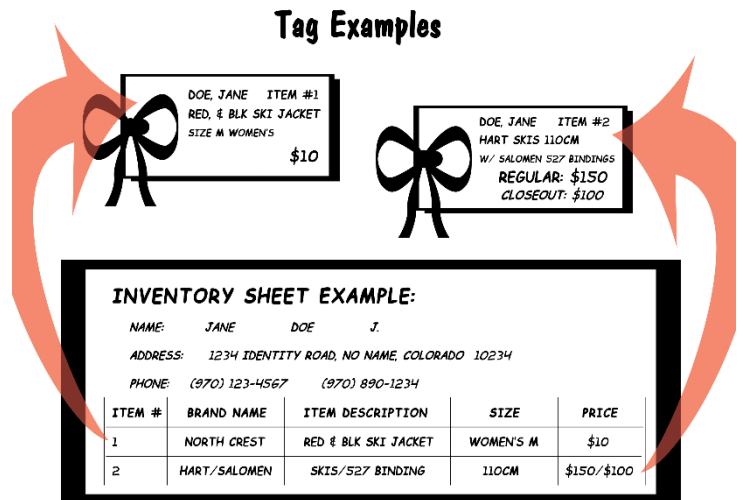
Pick-Up Times: Saturday, November 9 from 2:00-3:00P

Check-in Location: Chilson Recreation Center Large Gymnasium

Staff will review your inventory sheet with you for sold/unsold items. Sellers are responsible for locating unsold items on the sales floor. Finalize the check-out process by bringing remaining items back to a staff member.

Visit [cityofloveland.org/skiswap](http://cityofloveland.org/skiswap) to download forms. Call 970.962.2446 for more information.

**Tag Examples**



DOE, JANE ITEM #1  
RED, & BLK SKI JACKET  
SIZE M WOMENS \$10

DOE, JANE ITEM #2  
HART SKIS 110CM  
W/ SALOMEN S27 BINDINGS  
REGULAR: \$150  
CLOSEOUT: \$100

**INVENTORY SHEET EXAMPLE:**

NAME: JANE DOE J.  
ADDRESS: 1234 IDENTITY ROAD, NO NAME, COLORADO 10234  
PHONE: (970) 123-4567 (970) 890-1234

ITEM #	BRAND NAME	ITEM DESCRIPTION	SIZE	PRICE
1	NORTH CREST	RED & BLK SKI JACKET	WOMEN'S M	\$10
2	HART/SALOMEN	SKIS/S27 BINDING	110CM	\$150/\$100