



Miniature  
Enthusiasts  
of Toronto

## CLUB SALES TABLE (also known as MET AND FRIENDS)

Name \_\_\_\_\_ Your Code \_\_\_\_\_

Plans for the next Show are well under way. With your help our Club Sales Table will be one of the major attractions. Club Sales enjoyed a brisk business last year and we are hoping to build on that this year. The following are guidelines for the sale of your work:

Handmade articles (including items made from a kit, or kits you have made) which are made by club members and friends are suitable for sale at the club table. Please do not ask us to sell commercial merchandise.

**PACKAGING:** You will be responsible for packaging your own merchandise using the bags and labels provided by MET. Your label should include your Code Number, a brief description of the item, and the price. **ITEMS WILL NOT BE ACCEPTED FOR SALE WITHOUT A PROPER LABEL, CODE, DESCRIPTION, AND PRICE.** This enables the volunteers to keep proper sales records. Please **PRINT** all information clearly. You may want to put your own address label on the back of the MET label.

**MERCHANDISE FORMS:** These forms must be made out in duplicate. One copy stays with your items when you hand them in and the other copy is for your records. Make sure you use them. If you have any questions please ask for help.

**CODING:** You have been assigned a letter of the alphabet as your code. Each item you plan to sell must be marked with your code and item number.

For example: if your code is "X" this is how you would fill out the Merchandise form:

Code No.	No. of Items	Description	Price Each
X1	60	Xmas Trees	\$10.00
X2	3	Dollhouses	12.50
X3	12	Flower Pots	2.00

**PLEASE MAKE SURE YOU USE YOUR OWN CODE, NOT THE SAMPLE CODE**

**PRICING:** Keep prices to round figures; it makes it easier for the Club Sales Staff to calculate totals and tax. For example, \$1.50 is preferred over \$1.49. All articles are taxable, and the club submits the tax to the government. The club retains 15% of the before-tax price of members' sales, and 18% of non-members' sales (the Friends of MET). Articles with a price of more than \$150.00 cannot be accepted for sale.

**DEADLINES:** If you cannot hand your items in by the last meeting before the Show, discuss with the Club Sales Chair when you will drop them off. Once placed on the table, items may not be removed unless arrangements have been made with the Club Sales Chair.

**PICK-UP:** Unsold merchandise must be claimed from the Club Sales Table as soon as the Show closes on Sunday. Whether you pick it up personally or have a friend do it, your copy of the Merchandise Form must be presented. Your unsold items must be counted with a committee member and recorded on both copies of the form. Your money will be mailed to you after a final calculation is made.