

## WEST Seller Procedure

**Purpose** The following steps show you how to label and inventory your work to best ensure that you receive the correct amount from your sales and that all unsold goods are returned to you at the end of the event.

**Pricing** If you are a paid Vendor, you are responsible for pricing your items.

If you are not a Vendor, the Event Curator is responsible for pricing your items, although you are encouraged to suggest prices on the Seller Product Inventory sheet. The Curator sets prices across the full inventory to help ensure that nothing is under- or overpriced.

**WSSA Donations** If you are donating the proceeds from any item to WSSA, please include a tag with “WSSA”, rather than your initials.

Step	Description
1	Provide any necessary display device and method, such as a pedestal, wiring, dowels, etc.
2	<p>Create and attach labels for each item. Include at least the following:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• Seller Code (Your three-letter initials or “WSSA” for a donation)</li> <li>• Item (sequence) No. (Skip for WSSA donation)</li> <li>• Dimensions</li> <li>• Apparel size, e.g., S, M, L</li> <li>• Fiber content (Optional)</li> </ul> <p>If you are a Vendor:</p> <ul style="list-style-type: none"> <li>• Selling price</li> </ul> <p>NOTE: If not tagged, all profits will go to WSSA.</p>
3	<p>Complete the Seller Product Inventory sheet, including every item.</p> <p>If there are multiple untagged low-priced items in a basket, labeled with a price, a separate item number must still be assigned on sheet.</p> <p>If you are not an official Vendor, you may suggest a Tag Price on the Inventory sheet.</p>
4	Confirm the Total No. of Items is correct.
5	Deliver both the Inventory Sheet and the items to the designed drop-off sites.
6	After the event, confirm that you received the correct number of unsold items.
7	The completed inventory sheet with check amount will be emailed to you shortly after event. Contact Treasurer if you see any errors.