

5th ANNUAL BEND BIKE SWAP PRESENTED BY CASCADE RACK RULES AND TAGGING INSTRUCTIONS

Welcome to the Bend Bike Swap. Once again it is time to dust off your old bike gear, and raise some funds for those new items you've been eyeing in the local shops, hang out with the local cycling friends, and raise some cash for local youth cycling in our community. Below are the rules for this year's swap. Please review and make sure you understand the rules before consigning your items. If you have questions please email bendbikeswap@gmail.com.

SWAP ITEM DROP OFF HOURS

Friday, April 20th: 3PM to 6PM Item Drop Off

Saturday, April 21st 9AM to 11:30AM: Item Drop Off

SWAP SALES HOURS AND PICK UP

Saturday, April 21st Noon to 6PM: Swap Sales

Sunday April 22nd, 9AM to 3PM: Swap Sales

Sunday April 22nd 4PM to 6PM: Item Pickup

SWAP RULES

1. A 15% commission will be taken off an item sales price. All funds raised after paying for swap expenses will be donated to MBSEF, BEA and Commute Options.
2. **THE BEND BIKE SWAP AND IT'S SPONSORS AND BENEFICIARIES ARE NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED ITEMS.**
3. Equipment consigned should be in good working order, no broken or damaged items please. The Bend Bike Swap reserves the right not to accept items that appear damaged.
4. No used helmets will be accepted.
5. Sunday you will have the opportunity to add a discount % off your price. Items sold in the last hour on Sunday will be sold at the discounted amount you selected. The sales amount will be rounded to the nearest whole dollar amount.
6. **ALL UNSOLD ITEMS MUST BE PICKED UP BETWEEN 4PM AND 6PM ON SUNDAY, APRIL 22nd.** Items left will be considered a donation to the Bend Bike Swap. THIS MEANS YOU MUST STOP BY DURING THIS TIME TO ENSURE YOUR ITEMS WERE SOLD OR PICK UP.
7. Checks for sold items will be issued to the name and address on the consignment form by May 11th 2018.

ITEM TAGGING AND MARKING INSTRUCTIONS

1. Items must be tagged in whole dollar amounts

BIKES

1. Please zip tie tag to bike handlebars
2. Please remember to mark on consignment sheet if you are allowing your bike to be test ridden.
3. Please write your tag number on a piece of masking tape and place it on the bottom of the seat.

Bike Parts/Accessories

1. Please find a secure area to zip tie your item tag to the item.
2. If item has loose parts (pedals with cleats, etc. Please put item in a secure, clear plastic bag, and tape or zip tie your tag to the bag. Bags will be provided at check-in.
3. Please write your item number on a piece of masking tape and securely tape it to your item.

Apparel

1. Attach your tag to a permanent part of the clothing (i.e., zipper, loop, tag, etc.) with a zip tie or metal clip.
2. Hangers: We will provide hangers. If you wish to bring your own the Bend Bike Swap will not be responsible for returning your hangers.

Shoes/Helmets, Boxed Items

1. If you have boxed items please secure your tag to the item and not to the box. Please mark the box with your tag number on a piece of masking tape.
2. If you have shoes or items with multiple parts please make sure all items are tagged with masking tape and your item number.
3. For shoes, use a piece of string to tie shoes together. Make sure string is long enough so that a customer can try on both shoes.

Tires

1. For non-boxed and wire beaded tires: Please use a piece of twine to tie your tag to the tire. Leave used folding tires unfolded so that buyers can fully inspect them.
2. For boxed tires: Please use a string to tie your tag directly to the tire, please mark the box with a piece of masking tape with your tag number.

Sign and acknowledge that you've read and agree to the rules listed above.

Signature _____

Date _____