

## BONSAI SOCIETY OF SAN FRANCISCO ANNUAL SALE, APRIL 5, 2008

**TO:** All members wishing to sell plants and pots at the club's sale

**Subject:** Requirements for selling Bonsai and related plants and pots  
Each member selling Bonsai will be expected to adhere to the following requirements without exceptions:

- The seller is responsible for pricing their plant or pots'; making sure the price is in even dollars. **(No fraction of a dollar is acceptable)** Minimum sale price is \$10.00. Please round prices to \$5.00 increments.
- Sellers must complete the inventory sheets in duplicate. All information requested on the form is to be completed. The seller will keep one copy, and the other is presented to the Plant Sale Committee representative, who will check the inventory and the plants and pots before accepting them for sale.
- Sellers will receive upon request from the Plant Sale Committee representative, sufficient copies of the blank inventory sheets and sale tags.
- All plants and pots must have a sales tag attached. All sales tags must be priced in full dollars (no cents), seller's initials and a number. (See example below)
- Sellers will provide to the Plant Sale Committee representative a self addressed stamped envelope. This envelope will be mailed back to the seller along with a check for their portion of their sale price less 20% to the club.
- **No price mark down will be allowed after the sale begins.**
- Plant Sale Committee representatives will mark off all plants/pots sold from the sellers inventory sheets. The Treasurer will tally from the seller's inventory sheets all trees/pots sold less 20% to the club and will send a check to the seller in their self addressed stamped envelope along with their inventory sheets.

Members: please have your inventory sheets and sales tags fully completed in advance and bring them to the sale location. Plants and pots that are not accompanied by the above documentation will not be accepted for the sale.

### Example - Sales Tag



