



AIWC Rules
Annex C - Organising Events Guidelines C3
- Markets

Guidelines



Register to sell

Sellers shall register for the Market on the AIWC website or WA App and pay their registration fee. Seller registration is only confirmed when full payment has been made before the registration deadline. Note, card payments may be charged at a different rate to cover additional bank charges.

Deadline for registration is the Friday the week before the Market.

	AIWC members	Non-AIWC members	Arts & Crafts
Non-refundable registration fee (cash)	CHF 5	CHF 10	CHF 10

All correspondence, queries, guidance etc., between the AIWC Market Organiser and Sellers shall be directed through email - aiwcmarket@gmail.com

Unique Seller Number

This is the number used to identify sellers at the checkout and will be sent to Sellers by the AIWC Market Organiser following the registration fee payment.

Items for Sale

Sellers are limited to two large suitcases of items.

Large Suitcase	69x47x35.5 cm (27x18.5x14 inches)	100-117I
Large Suitcase	81x55.8x35.5 cm (32x22x14 inches)	120-130I

Items not accepted for sale

The following items shall not be accepted for the Market;

- Items that are not the property of the Seller and that they have no right to sell • Illegal items (e.g. counterfeits)
- Mass produced items or items available from stores (Arts & Crafts Market only) • Jewellery sourced from a commercial supplier (Arts & Crafts Market only) • Safety items (car seats, booster seats, helmets etc.)
- Used under garments
- Broken, incomplete, dirty or soiled items

Larger items for Market Bulletin Board

Photos of larger items - bikes, household items, furniture etc. may be posted by registered Market sellers onto the Market Bulletin Board without additional cost for the week leading up to and during the Market.

The management of these sales is between the seller and buyers directly. The seller shall post the information (photos, description, price and seller's contact information) on an A4 page and send to the Market Organiser on - aiwcmarket@gmail.com for inclusion. Donations to the AIWC from successful sales should be 10% of sale price.

Presenting items

Sellers are encouraged to assess how to present their items:

- Sets / pairs / collections should be held together (tied, pinned, bagged, hangers, wrapped, boxed, labeled clearly)
- Prepare wall mounted items for hanging (frames, fixtures) this is limited to existing fixtures and availability and by prior arrangement with AIWC Market Organiser
- Large items (photos of larger items may be posted on the Bulletin Board) Any items that Sellers do not want to be handled will need to be managed by them at the Market.

Pricing / Tagging Items

Guidelines for pricing are generally 30-40% (excluding the Arts & Crafts Markets) of what you originally paid with consideration of their condition and what similar items may sell for in charity / second hand shops.

Sellers are responsible for tagging all sale items with their UNIQUE SELLER NUMBER and the sales price. All items shall be priced in whole francs. Tags shall be removable and easily read. Tags shall be collected at the Checkout when items are bought and these shall be used to calculate Seller sales and AIWC commission. Stickers and mini tags shall not be accepted. Include the following on the tag:

- UNIQUE SELLER NUMBER
- Price (in whole francs)
- For clothing / shoes - include size
- Handwritten tags must be readable

An AIWC tag gun may be available for use.

Sellers are at liberty to discount their prices on the last day of the sale.

For more guidance on pricing / labeling items contact: aiwcmarket@gmail.com

Seller Set-up

The AIWC Clubrooms are reserved for the Market as follows;

Activity	Date	Sellers Schedule	AIWC Schedule
Set-up	Thursday prior to Market	14:00-18:00	12:00-18:00
First Day	Friday	10:00-17:00	10:00-17:00
Second Day	Saturday	9:00-14:00	9:00-14:00
Clear-up	Saturday	14:00-18:00	14:00-18:00
Clear-up	Sunday		10:00-12:00

Sellers are responsible for setting-up their pre-tagged goods in their designated area during the scheduled time. All items shall be on display before the start of the Market.

Liability

AIWC does not accept liability for Seller items for any missing or broken items for the duration of the sale and when items are in the AIWC Clubrooms.

Contract

Prior to the Market Day, each Seller shall receive two copies of the Seller Contract. Both these copies shall be signed by the AIWC Market Organiser and the Seller. Each party shall retain one copy.

Market Day

Sellers are welcome to remain for the duration of the Market or not but we encourage Sellers to inform us regarding attendance. Arts & Crafts Market Sellers shall stay for the duration of the Market.

For Sellers remaining in the AIWC Clubrooms during the Market, AIWC shall provide the following - water, tea and coffee. Sellers should bring their lunch / snacks or anything else required for the day.

Clear-up

When the Market concludes Sellers shall pack-up unsold items they wish to keep within the scheduled clear-up time.

Sales

There shall be a single point of sale - checkout, for all items and this shall be managed by AIWC volunteers. The Market shall accept cash, card or QR code (via Sumup) for sales transactions.

Payment

As part of Seller's participation in the Market, the AIWC shall receive a percentage of their final sales as commission, as follows;

	AIWC members	Non-AIWC members
AIWC sales commission	20%	25%

The AIWC shall calculate the total sales (to the next whole franc) for each Seller and the AIWC commission of these sales within a maximum of two weeks. Sellers shall receive email notification that their cash payments are ready to collect from the Clubrooms within this timeframe.

Appendix 1 - Seller Contract

Seller (NAME), _____, I attest that all sale items (Initial each point below):

- are my property / I have the right to sell them and they are not listed on the 'items not accepted for sale' as described in the Guidelines, C3 - Markets
- have been tagged and clearly display my UNIQUE SELLER NUMBER, the price (in whole francs) and size (for clothing / shoes)*
- shall be brought to the AIWC Clubrooms on the Thursday prior to the Market Day between 14:00-18:00*
- that remain unsold shall be removed from the AIWC Clubrooms **on the Saturday no later than 18:00***

Market Bulletin Board (if applicable):

As a Seller, I understand and accept the following;

- I shall provide an A4 page detailing the items for sale which includes photos, description, price and contact information.
- I shall be responsible for the management of these sales which are between myself and the buyer(s).

Post Market Day:

- While every effort shall be made to monitor security and customers during the Market Day, the AIWC is not liable for any missing or damaged items.
- AIWC does not accept liability for Sellers items for any missing or broken items for the duration of the Market Day and when items are in the AIWC Clubrooms.

Payment and Other Information:

As a Seller, I understand and accept the following;

- to pay a nonrefundable registration fee (AIWC members CHF 5; non-members CHF 10; Arts & Crafts CHF 10) in full prior to the Market
- All sales of my items are subject to an AIWC commission fee (AIWC members 20%; non-members 25%; Market Bulletin Board 10%)
- AIWC shall calculate my total sales and deduct the AIWC commission fee from these sales within two weeks of the Market. Note the final payment rounded to the next whole franc.*
- AIWC shall notify me by email that my cash payment is ready to collect from the AIWC Clubrooms*

****with the exception of large items posted on the Market Bulletin Board***

Charity Donation (Optional):

When possible, AIWC shall organise the donation of unsold sale items to a local charity. The AIWC Market Organiser shall advise if this option is available for this Market at registration.

I would like to donate unsold items to the charity donation (circle response) **YES NO**

Agreement to the terms of this contract:

Seller Name _____ Signature _____ Date/Place _____

AIWC Organiser _____ Signature _____ Date/Place _____