



Horse-A-Rama Inc

Used Tack Consignment Information & Form

May 3 & 4, 2014

Manitowoc County Expo Center – Manitowoc, WI



**** Please read carefully before completing your form! ****

Location

The Horse-A-Rama Used Tack Consignment is located in the Exhibition Building, directly across from the horse barns.

Operation

The Used Tack Consignment is operated by the Manitowoc County 4-H Horse Project, in partnership with Horse-A-Rama Inc.

A **\$2 office fee** per consignor is charged to help defray the costs of our printed price tags. A **10% commission** is taken on each SOLD item, with 5% going to Horse-A-Rama, and 5% to the 4-H Horse Project.

Right to Refuse

Consignment items should be clean and in good condition. The Manitowoc County 4-H Horse Project reserves the right to refuse ANY item on ANY basis, including, but not limited to cleanliness, condition, available space, etc.

Pricing

Please price all items in **even dollar amounts** (\$1, \$3, \$10, etc.) Combine items into “package deals” if necessary.

Pick-up/Donation

Items may be picked up at any time during the show; however, check-out service may be slow because of ongoing sales. Any items not sold by 4:00 pm on Sunday may be picked up that day by 6:00 pm, or contact the Used Tack Manager to arrange for pickup. Items not claimed within 30 days become the property of Horse-A-Rama Inc., unless specifically donated to the Manitowoc County 4-H Horse Project..

Pre-Sales

No pre-sales whatsoever! Sale hours are 9 am – 6 pm Saturday, 9 am – 4 pm Sunday.

Release of Liability

You are consigning your items at your own risk. Horse-A-Rama Inc and/or the Manitowoc County 4-H Horse Committee is not responsible for any lost, stolen, damaged or missing items. You will be signing a release statement at check-in.

Procedure

Complete all information on the form, and return it to the Used Tack Manager as soon as possible. This information is critical for identifying your items, and will be printed on the tags. It is also helpful to the buyer, and helps to make the sale!

After your items are entered into our consignment program, we will send your tags, or have them waiting at the Used Tack check-in area.

Take all items to the Used Tack Consignment check-in area, and the 4-H volunteers will check you in. You may drop off your items before the Horse-A-Rama date by contacting the Used Tack Manager to make arrangements. **Items may be brought in Friday from 4-8 pm, or you may bring them whenever you come Saturday or Sunday during Horse-A-Rama.** We STRONGLY suggest you pre-register your items!

Attaching Price Tags

Once you receive your tags, please secure the firmly as follows:

- Hats/helmets – center back of inside hatband
- Shirts, jackets, tops, etc – inside garment, back of neck
- Jeans, breeches, etc – outside garment, left of center front
- Chaps – front buckle area
- Boots, shows, etc – tie/tape together, tag in left shoelace/bootpull
- Halters/bridles – left side/temple area
- Blankets, sheets, etc – withers area/front center
- Saddle pads – withers area/front center
- Saddles – D-ring on right side of saddle. Firmly secure all attachments (billets, cinch/girth, etc) with zip strips or string

Please use the tags supplied. No tape or non-removable stickers! Safety pins are acceptable; no stick pins please. Additional tags and price tag gun are available at the check-in area.

Payment for Sold Items

Checks for sold items (less 10% commission) will be MAILED within 30 days to the address listed on the Consignment Form. Please print clearly. Include all information requested.



Horse-A-Rama Inc

www.horse-a-rama-org

Used Tack Consignment Form

OFFICE USE ONLY	
Consignor Number	
Date Received	
Page 1 of	
\$2 Office Fee Pd	

Show Dates/Times: Saturday, May 3, 2014 9 am to 6 pm
 Sunday, May 4, 2014 9 am to 4 pm

Used Tack Manager: Heidi Kapinos 920-758-2116 (home) 920-973-4666 (cell) heidik@lakefield.net

Consignor Name: _____

Address: _____ Phone # _____

City: _____ State _____ Zip _____ Email: _____

Item#	Description	Manufacturer	Color	Size	Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					



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Consignor Name: _____

Address: _____ Phone # _____

City: _____ State _____ Zip _____ Email: _____

Item#	Description	Manufacturer	Color	Size	Price
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
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39					
40					



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Consignor Name: _____

Address: _____ Phone # _____

City: _____ State _____ Zip _____ Email: _____

Item#	Description	Manufacturer	Color	Size	Price
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
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60					



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Address: _____ Phone # _____

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Item#	Description	Manufacturer	Color	Size	Price
61					
62					
63					
64					
65					
66					
67					
68					
69					
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71					
72					
73					
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76					
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80					



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City: _____ State _____ Zip _____ Email: _____

Item#	Description	Manufacturer	Color	Size	Price
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
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100					