



## ACRE Earth Day Exchange Self -Registration Instructions

Welcome to the ARCE Earth Day Gear Exchange. The purpose of self-registration is to expedite and streamline the process on-site. This will save you time and make it easier for our volunteers.

1. Open the accompanying Microsoft Excel document entitled, "Earth Day Registration Form". You can type in the information or print out the sheet and handwrite it legibly. Bring this sheet with your items to the Earth Day Gear Exchange Registration. If you have many items, please create another page.
2. Fill in your (seller's) name and phone number.
3. Choose or create a unique identifier to be placed in the **ID#** box on the left. Please use the first three letters of your last name, followed by the first letter of your first name. For example, the unique identifier for **Stephen Woodley** would be **WOOS**.....you get the idea.....
4. Each item should be itemized with a successive number, 1,2,3,4,5,6, etc.....
5. On the tag for each item you should inscribe your ID # followed by the item number, hence.....**WOOS1**, **WOOS2**, and so on. Make sure that the tags are not too flimsy, and that they are well attached.
6. Suggestions for bundling up your items:
  - a. Bikes - use elastics or tape at tip and tail; tape on your tag

- b. Boots & Shoes - use 2 - 3 feet of cord between the bottom laces to allow prospective buyers to try on boots. Attach tag to the cord
  - c. Other items - be creative but be smart; ensure that tags do not get separated from their items
- 7. Please ensure that you include a size/length and description for each item. This is to ensure that there is no confusion if tags come off, and so that you are paid what is due to you.
- 8. Present yourself with completed registration sheet and bundled items at the times indicated. The exchange staff will:
  - a. Check your completed forms
  - b. Cross check your items
  - c. Have you sign-in, accept the waiver, and pay a \$5 fee

Please note that ACRE retains 10% of all sales

Thank you for your participation and enjoy the event.