

**VENDOR'S ADDENDUM**  
**WAUSAU SKI SWAP**

**DATE:** September 1, 2015

**TO:** All Commercial Vendors of Winter Sports Equipment to be sold at the 2014 Wausau Ski Swap.

**FROM:** Steve Heller, Ski Swap Data Coordinator, [715-573-4503]  
Susan Schmidt, RMSC Ski Swap Coordinator [715-675-1661]  
John Beatty, Wausau Nordic Ski Club, President [JKBeatty@charter.net]

**RE:** **Commercial Vendor Consignment Agreement and Inventory Spread Sheets - Terms of Sale**

We are happy you have decided to join us! This event has been proven to be one of the best run and most power-packed ski swaps in Wisconsin – or so we have been told by our commercial vendors. Please read and understand the terms of the sale. If there are any questions please contact Susan, Steve or John at the numbers above.

The 2015 Wausau Ski Swap is held on **Saturday, November 7, 2015**. The Wausau Ski Swap is a combined event jointly sponsored by the Wausau Nordic Club, Inc. and the Rib Mountain Ski Club, Inc.

The Wausau Ski Swap will be held at East Gate Hall at the east entrance to Marathon Park.

Due to insane volume of people and equipment the commercial vendors are asked to comply with the terms below.

**COMMERCIAL VENDOR TERMS**

**A. By using the services of the Wausau Ski Swap you are expressly agreeing to the terms of this agreement and agree to do your best to comply with them.** Further, you also agree that you will hold both the Rib Mountain Ski Club, Inc. and the Wausau Nordic Club, Inc. as well as its members, guests and invitees harmless for any loss you may have from any source. If you, your employee(s) or guests cause any damage you agree to indemnify and reimburse these clubs immediately.

**B. COMMISSION AND WARRANTIES.** The Wausau Ski Swap will receive a 15% commission for each item sold for YOU under the condition you agree to the terms of this contract. Minimum commission for any one item will be \$1.00. If you sell equipment you will get a check for the net sale. **THERE ARE NO WARRANTIES OR GUARANTEES OF ANY KIND EMINATING FROM WAUSAU SKI SWAP OR ITS SPONSORS.**

**C. WAUSAU SKI SWAP AS AGENT.** That the Wausau Ski Swap is acting as your agent only for the purpose of selling your equipment. While the Wausau Ski Swap will do everything to provide lost prevention security, you agree you will NOT hold Wausau Ski Swap, its sponsors, members, or other vendors responsible for LOST, BROKEN or MISSING EQUIPMENT.

**D. SALES TAXES.** You will bear the responsibility for paying sales taxes if you are in business as a seller of merchandise and this is not just a casual sale. Wausau Ski Swap does not collect Wisconsin Sales Tax so you should price your goods to 'include' sales tax if you are in the business as a seller of such merchandise.

**E. ADDITIONAL COMMERCIAL VENDOR TERMS:**

**A Commercial Vendor NOT following these terms WILL result in the loss of the large commission discount offered to commercial vendors.**

- 1. Your inventories must be submitted via e-mail to Steve Heller [RIBSPYDRMN@juno.com] [715-573-4503] on an Excel 2003 or newer spread-sheet following the example on the following pages by the Wednesday before the swap; November 3, 2015.**
- 2. Your equipment offered for sale must be "like new or better" with used equipment marked as such,**
- 3. You must provide to the Wausau Ski Swap – upon demand your FEIN/TIN at any time we request it,**

4. You must bring your equipment in on Friday, November 6, 2015, between the hours of 4:30 pm and 6:30 pm, Saturday between the hours of 7:45 am and 9:45 am.,
5. Your equipment **must be labeled** with your SKU numbers with tags that cannot be readily or easily removed and are large enough to be read by our cashiers, and
6. Our labor availability may be non-existent. It is strongly recommended that you have arranged sufficient staff or labor to be present at the swap to help set up your equipment as well as help our guests with their purchases.

**NOTE from our Data Coordinator:**

Please do not worry that your spread sheets are 100% accurate. Like last year we will be checking in your equipment via the computer using your pre-submitted SKU inventory. When you arrive at check in the quantities of the items you list in your spread sheets will be zeroed out. We will then add the quantity of items you have brought to the Swap for resale to the quantity column as you unload your van or trailer. Any items listed on your pre-submitted spread sheets that you did not bring in will remain at zero. We can add items in the spread sheet if you bring additional items. But please do not overwhelm us with unlisted equipment as the vast majority of our workers will be working on setting up and private check-in. That is why it is better to add it before if you think you might bring it than it would be to add after you arrive at the sale. Use proper labels that do not fall off! If a tag falls off we then will have no idea how to sell it or maybe no idea to whom it belongs. On nordic skis, please have DUAL TAGS for each bundle with each ski pair.

Fashion an Excel 2003 or newer spread sheet to look something like this to send to Steve Heller:

**[RIBSPYDRMN@juno.com] [715-573-4503]**

A	B	C	D
CONSIGNOR NUMBER	Item SKU	Item Name	Category
Example: [Leave blank]	sss456789	Nordica Mns sz 31.5 XC boot	Nordic

**Column A – Consignor Number.** Leave Blank. We will fill this column in after we import your data.

**Column B – Item SKU.** Please start your SKU with a 3 letter abbreviation for your store’s name followed by a number of at least 3 digits. (Example: Steve’s Ski Shop would be **SSS456789**.) If you already have assigned SKU numbers please contact Steve Heller so there are no conflicts with other sellers. You **MUST** have your SKU numbers on your tags for check out. **No SKU – NO SALE.**

**Column C – Item Name.** In 35 characters or less describe the item. Abbreviations and the like are useful. (Example: **Mns sz29.5 Nordica Growler**.) Spaces count as a character. Put sizes near front to avoid cut-off.

**Column D - Category.** There are only two entries available: “ALPINE” and “NORDIC”. Alpine for downhill equipment and Nordic for X-country equipment. There is no need to list all of one first and all of the other later.

I agree to the terms above.

Name: \_\_\_\_\_; Address, City, State, Zip: \_\_\_\_\_.

Signature: \_\_\_\_\_ . Title: \_\_\_\_\_ . Date: \_\_\_\_\_.

Telephone Nos: \_\_\_\_\_ . Email: \_\_\_\_\_.

**RETURN THIS FORM ONLY TO:**

Susan Schmidt, Fax: 715-845-2015, e-mail: [Schmidt1661@gmail.com](mailto:Schmidt1661@gmail.com) by 11/5/15

