

## Guidelines for METHEA 2009 Book Sale

1. Each seller *must* have a seller number. Contact Donna at [tddixon7@gmail.com](mailto:tddixon7@gmail.com) or 423-351-9134 before May 27<sup>th</sup> to obtain your number.
2. Books and resources need to be dropped off at E.G. Fisher Library (1289 Ingleside Avenue, Athens) on May 28<sup>th</sup> between 5:00 and 7:00. If you have a conflict with this drop-off time, please contact Donna as soon as possible.
3. All items must be in clean and sellable condition. We reserve the right to reject any items.
4. Prepare your items for the sale by placing a rubber band around the spine of the book with a **3 x 5 index card folded** around the rubber band and **stapled**. *It is important that you use an index card instead of paper and staple instead of tape, paper clips, etc. in order that your seller number does not get separated from your item. We are not responsible for items that are not properly labeled.*
5. On the **front of the folded index card**, list:
  - a. Description of item (Choose one subject from this list. This will determine what area your item is located. If you list a category other than one of these, your item will be placed with miscellaneous.):  
Art/Music, Handwriting, Bible, Foreign Language, History, Creative Writing, Readers, Free, Math, Literature, Misc., Phonics, Adult Reading/Parenting, Science, Spelling, Health, Geography, Health, Reference, Logic/Thinking Skills, Video/Software
  - b. Publisher
  - c. Grade Level
  - d. Price
  - e. Seller Number Circled- This helps us quickly separate it from the sale price.
6. Sellers can pick up their unsold items Friday afternoon between 2:30 and 4:00. We will do our best to take care of your items during the sale. However, METHEA is not responsible for items placed in the sale or materials not picked up by 4:00 Friday.
7. A check will be mailed to you following the sale for items sold (less a 10% commission).
8. The admission fee to this year's sale is \$5.00. If you are a new or renewing member of METHEA, there is no admission fee this year.