

# CAVALIER Bring and Buy Guidelines

## Summary of arrangements

1. Items for the Bring and Buy must be accompanied by one or more Bring and Buy forms issued by TWWS. The forms must be filled in using the guidelines shown below.
2. Each sheet has an individual number. A form will hold up to 12 items, which can be anything from a single figure to an army. If you use several sheets, you will have several numbers. The numbers are allocated by the organisers, and you should only use the numbers shown on the form you have received, or been allocated by the organisers. See our website for details at [www.twws.org.uk](http://www.twws.org.uk).
3. TWWS will retain a handling fee of 10%
4. TWWS accepts no liability for loss or damage of items.
5. The minimum price is £0.50
6. All items must be packed. Loose items will not be accepted.
7. The Bring and Buy will be open for trading until 15:45
8. You may start to retrieve your items from the Bring and Buy from 14:00. If you do need to leave earlier than this, please make arrangements with the Bring and Buy crew about the time you wish to leave when depositing your items.
9. Part of the payment made to you at the end of the show may be by banker's cheque, particularly for large items. In such cases, our staff will have sight of the payer's cheque card, and the cheque will have been suitably endorsed. Signing the Bring and Buy form indicates your agreement to this arrangement.
10. When you have cashed up you will be asked to sign a receipt (which is at the bottom of your Bring and Buy form) confirming that we have paid you your money.
11. Uncollected items left on the Bring and Buy after the close of the event will be disposed of by TWWS.

## Filling in the form

- On the form you must fill in your name and club at the top, twice. The first section serves as your receipt, the second section is used by the Bring and Buy crew.
- The Sheet numbers are unique, and are issued by the organisers. Only enter a number here if you have been given this by TWWS. (see para. 2 above).
- Read through the arrangements above and the conditions on the form, and then please sign the form in the space provided in the middle of the form. (Do not sign the bottom of the form, yet, this is the receipt part we require when we pay you at the end of the show).
- Put a brief description of each item in the table, legibly please, indicating the asking price, the lowest price to which you would be prepared to negotiate downwards, and the price you would accept after 14.00. If you ARE willing to negotiate on the price, filling in these extra boxes makes the life of the crew a lot easier, and avoids having to search for individuals to negotiate deals.
- All the items for sale must be clearly and legibly labelled with the sheet number from the form (top right corner) and the ID letter from the table that matches the item, together with the full price.
- Please make sure that the label is not likely to become detached from the item.
- We reserve the right to decline items which in our opinion are likely to cause difficulties, especially unmade plastic kits in broken boxes and broken plastic bags full of figures.

## Recommendations:

- It is recommended that everything be fixed in a box using double sided tape or Copydex rubber glue, so they don't flop around. It makes them easier to display, and offers purchasers a way of carrying away their bargains.
- Use card for the labels, and staple or tape them to the box.
- Plastic kits in boxes, or otherwise packed, must be sellotaped shut. You must indicate if they are complete or incomplete, the latter are still useful for "bits and pieces" but should be priced accordingly.

## Arrangements for armies

- Details of armies should be filled in as usual on the form, including reserve and bargain prices.
- Armies will be "open to view" on request, under supervision.