Sutherland Shire Gamers Bring and Buy Seller Information

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Bring and Buy Seller Information

Your guide for submitting your Contact Information, Sellers List, selling your items, the collection of unsold items and importantly, payments.

1. Contact Information.

During the Convention (including Friday, Saturday, Sunday and Monday) the Bring and Buy team can be contacted **between the hours of 8am and 6pm via**

* email , bringandbuy@sutherlandshiregamers.org
* facebook, <https://www.facebook.com/sutherlandshiregamers>

We will respond to these emails/message as soon as possible.

 Note: Emails or message sent via facebook outside of these hours will be responded to within the hours stated and as soon as possible.

1. Download Sellers Form
	1. Excel version avai l abl e to downl oad here
	2. Or via G oogl e Sheets .
2. Fill out the Sellers Form. Note there are 3 tabs to this form
	1. Instructions, this section of the file is an Example Only.
	2. Personal Information, fill out your personal information here.
	3. Item details, fill out your item details here.

For further information go to Sutherl and Shi re G amers Bring and Buy (SSG BNB) page then expand ‘Recommendations on how to submit your items for sale 101’.

1. Upload Sellers Form, proceed to the SSG BNB and expand ‘Upload Sellers Form’ and fill out the form and upload your file.
2. After processing your Sellers form,
	1. Allow for 24 hours for your form to be processed
	2. Your items labels will be sent to you within 24 hours of your form being processed. If you do not receive your labels within 24 hours check your spam folder before contacting us.
	3. A Portal account will be created for you and instructions to ac cess it will be sent with your labels.
3. How to access your Portal account.
	1. Enter the website address provided in our email, http s : //ss gbnb .cons i gncloud .com
	2. Enter your email address and click next to sign in.
	3. You will receive and email with a temporary password enter this to sign in.
	4. The next screen is your dashboard and here you can review your balance, items sold, and items not sold.
	5. You can see what you have sold or not sold and your current balance at any time over the weekend

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1. Delivering your items to the Bring and Buy.
	1. Deliver your items to the Mallee Pavilion, see our Operating Hours.
2. Checking your Items and Sales status during the weekend.
	1. Log into your portal to check your items status and sales, see point 5 above.
3. Seller Proof of Identity

On Saturday the 25th you will receive a Cancon 2025 Bring and Buy Confirmation email which will contain your seller code.  You will need to show our team at the check-out desk this email (as proof of identity) when checking out your unpurchased items. If you ask a friend to pick up your items for you, they will need to show us your confirmation email.

1. Seller Notifications and Collection of unsold items.

Between 2:30pm and 3:30pm on the second day and between 12pm and 1pm on the third day of the convention an email will be sent to each Seller advising them of their sales and status of their items being sold or unsold.

* 1. If all your items have been sold there is no need for you to come back to the Bring and Buy.
	2. If you do not wish to collect any unsold item’s, you can notify the Bring and Buy via

bri ngand bu y@s utherl and s hi regamers .org and we will dispose of the items as we deem fit.

* 1. If you wish to collect your unsold items you need to attend the Bring and Buy, find your items, and then come to the main counter for processing.

You MUST collect your items by 1pm on the third day.

1. When you come to collect your items, you can find your items in the Bring and Buy area, take them up to the front desk and show us your confirmation email. Our team will quickly check all the items to ensure they are yours and you are good to go!  You will receive your payout within 10 business days to your nominated bank account.
2. Uncollected items.

Uncollected items will be taken to the front office of the Convention Centre and left there. The Seller can make prior arrangements with the convention Organiser to collect their items from CANCON via the conventions email conventi on@cgs .as n. au or via the Cancon contact mobile number for Set up day and Cancon is **0421 525 473**. This phone will be answered by the lead yellow shirt each day.

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By arrangement uncollected goods can be picked up from the front office till 6pm on the third day of the convention, or at a CGS meeting held on a Thursday night till the end of February. Items may also be posted back to the Seller at their cost.

Unless prior arrangements have been made items not collected by 6pm on the Third day and items not collected by the end of February will be disposed of at the discretion of the Canberra Games Society.

1. Procedure for Payments
	1. All payments will be transferred to the account that you have supplied details for via

the Sellers Form, please ensure that this information is accurate.