



## SELLING MERCHANDISE

### **2015 AVON 39 The Walk to End Breast Cancer Registered Participant Selling at Check-In Friday – Procedure, Rules, and Regulations**

Some AVON 39 participants like to sell merchandise at Check-In Friday as part of their fundraising campaign and we are able to accommodate this on a limited basis. As the Avon Foundation and our Check-In Friday hotels need to strictly regulate these sales, it is essential that all participants who wish to sell merchandise at Check-In Friday follow the procedures, rules, and regulations below.

- Only **registered** participants of the Walk where Check-In Friday is taking place may sell fundraising merchandise. You must be checked-in for the event **prior** to your selling shift.
- Two-hour shifts will be assigned in a random lottery that will take place one hour before Check-In Friday opens (2:00pm in all cities).
- The participant who will be selling merchandise **MUST** be present at the lottery.
- To enter the lottery you must complete the Registered Participant Selling Form and submit it to the Check-In Friday Floor Manager.
  - Multi-City Participants who are not present at the lottery forfeit the opportunity to secure the use of one of the Multi-City Participant selling spots.
    - Multi-City Participant is defined as any person who is registered to participate as a Walker or Crew member in **four** or more 2015 AVON 39 Events.
  - Participants arriving after the lottery may be able to secure a selling space for a later two-hour shift if spaces are available (this will be on a first come, first served basis and will not include the Multi-City selling spaces).
- Registered Participant Sales area will be set up in time for Check-In Friday start time (3:00pm in all cities).
  - The sales area will consist of six tables with two sales stations per table, and a chair for each seller.
  - At least two of the tables will be reserved for Multi-City Participants. A third table may be added to the Multi-City Participant tables if space allows and if more than four Multi-City Participants are present and wish to sell.
- Sales station must be attended by the participant at all times—if a participant has a friend “working” the station for them while they run to the restroom, that friend must know the participant’s name and participant number. Unattended stations will be considered open and may be re-assigned to another participant.
- Participants may not sell merchandise in any other area of the Check-In Friday space (e.g. sitting on the floor, selling from bags, etc.).
- Participants may only sell during their pre-assigned two-hour shifts.
- **Each item sold must benefit the AVON 39 fundraising account of the participant.**
- You must bring and display a sign at your selling station that **clearly discloses what portion of your sales will be donated to AVON 39 The Walk to End Breast Cancer**. This sign must be visible to customers at all times.
- The following items may not be sold:
  - T-shirts and other clothing
  - Hats
  - Backpacks (drawstring or other) waist packs and other bags
- We reserve the right at any time to prohibit the sale of any item that we deem inappropriate and/or in conflict with these rules, or for another reason as we see fit.

During Check-In Friday, the lottery will be managed by the Information Table staff member with support from the Check-In Friday Floor Manager.