

2018 Midlakes Championship Merchandising Process and FAQ

What is the price and profit to host clubs per shirt?

T-shirts (\$20) and sweatshirts (\$40), including sales tax, are sold in adult and youth sizes. Host clubs will retain 40% of the **net profit** of what they sell and are responsible for remitting sales tax. See calculation sheet for detail.

What is the cost to the host teams? Do we pre-pay for shirts when we pick them up?

Sylvia's Swimwear will bill Midlakes directly. There will be no cost assessed to host teams, but host teams contract for full financial responsibility for the shirts for inventory management and security purposes.

Is there a system for inventory and tracking?

Each host team's order will be pre-counted. Club reps are strongly encouraged to double check the count before signing for them. You will receive an inventory sheet and instructions to help simplify the process of tracking sales.

How should we accept payment?

Use a cashbox to store money. **If you accept checks, they must be payable to your club.** Host clubs will deposit their own checks and **cut a single check to Midlakes Swim League** to return with unsold shirts. If checks are returned, Midlakes will not be responsible for recovery of funds or bank fees.

Are we responsible for shirts that didn't sell?

Hosts clubs are responsible for the value of the entire inventory released, INCLUDING shirts unaccounted for. A copy of your contract, including an accurate count of your inventory has been attached.

End of the meet, please do the following:

1. Repack unsold shirts.
2. Use the attached Calculation Sheet to take inventory and calculate your Balance Due.
3. Submit your deposit to your treasurer or club bookkeeper.
4. Obtain a check for *Midlakes Swim League* for your sales.
5. Return the check and unsold shirts.
6. Remit sales tax to your local jurisdiction based on its local rate.

VERY IMPORTANT!!! Do not leave merchandise unattended. Do not leave leftover merchandise or \$\$\$ unsecured. If you are not the representative returning the unsold inventory, hand everything off to the appropriate representative.

To whom do we return unsold merchandise and when?

Division Champs - return all unsold merchandise to Mercerwood on Monday, July 23rd, between 10:00am and 11:30am. If you do not return unsold shirts by the deadline, you will be responsible for the value of the entire inventory released to you, INCLUDING the cost of unsold merchandise.

Prelims meets - return all unsold merchandise to Mercerwood the day after your meets between 10:00am and 11:30am.

If you have any questions, please contact Deb Lurie - (206) 669-8779