

QC Mega Roundtable Application Procedure

Schedule:

Please check the Quarter Connection Website (www.quarterconnection.com) Calendar for due dates and offering dates.

Procedure:

1. Items **must** be quarter scale – **NO** exceptions.
2. The maximum price for a mega roundtable kit on QC is \$15.00.
3. Applications and photos are now being accepted by email only. Send a separate email for each item offered. Individuals may offer up to three mega RTs at a time. Miniature vendors may offer up to three items per company (i.e. a husband and wife team may only send three, not three per person.) **Please send each item in a separate email.**
4. Email your listing information to Kristie Dubord (kdlm77@twc.com) AND Janet Smith (desertminis@gmail.com). Your information must be sent in the body of the email in the following format (font and size don't matter.) Cut and paste the following into your email to us, leave the heading info as shown, and add your information in place of the bracketed material. This block of information will be cut out of your email and pasted into the website so make sure it looks like you want it to look. **Please DO NOT double space the lines or add tabs or format this block in any way.**

Name of Item: <enter item name here>
Brief Description of Item: <enter brief description of item here>
Offered by: <enter your name here>
Email address: <enter the email address you want listed with your item>
Website: <If you have a website, enter the url here>
Ordering Instructions: <e.g. "Email me with your order" or "Check under Roundtables on my website.">
Size of Item: <enter the size of the item you are sending, i.e., 1/2" high x 2/3" wide x 1/4" deep>
Cost per Kit: <Enter the cost per kit. If you will discount kits for multiple sales, include that information here>
Cost of Shipping/Kit: <Enter your shipping costs here i.e., US: \$3, Canada: \$7, Rest of World: \$11>
Shipping Exceptions: <Enter any places that you cannot ship to here, e.g., UK now due to the VAT regulations>
Will Combine Shipping for Multiple Orders: <Enter Yes or No>
Quantity Available: <Enter maximum number of kits or "no limit">
Payment Types Accepted: <Enter payments accepted, i.e., Check/MO, Paypal, Visa/MC>

As an example, you will send something like the following (but with your own information):

Name of Item: Cool Mini Thing
Brief Description of Item: This cool mini thing is 3D printed and easy to assemble. Just use your own paints!
Offered by: Janet Smith
Email address: desertminis@gmail.com
Website: www.desertminis.com
Ordering Instructions: Click here to order: desertminis.com/roundtables
Size of Item: 1/2" high x 2/3" wide x 1/4" deep
Cost per Kit: \$10.00, 2 for \$18.00
Cost of Shipping/Kit: US: \$3, Canada: \$7, Rest of World: \$11
Shipping Exceptions: I no longer ship to the UK due to the VAT regulations
Will Combine Shipping for Multiple Orders: Yes
Quantity Available: no limit
Payment Types Accepted: Check/MO, Paypal

Attach one digital picture to your email for the item you are offering. If you must send two pictures of a given item (for example, if there is a front and back view), you may do so. Sizes will be adjusted as needed to accommodate multiple photos. The photo should be in .jpg format (.png will work as well). Do not embed the picture in the email but attach it as a file. The file as it comes off your camera will work. They will be resized as needed for internet performance.

5. To help offset costs of the website and time associated with these offerings, you are asked to contribute ONE of the following (your choice):
 - a. One packaged kit (this will be used for fundraising or for prizes for our challenges)
 - b. One finished kit (this will be used for fundraising or for prizes for our challenges)
 - c. \$5/listing

6. If you are sending a kit or finished sample, these must be received before the listings are live and should be sent to:

**Denise Osborn
8920 Peoria Court
Springfield, VA 22153**

7. If you choose to pay a fee for the listing, payments are due prior to the listings going live. Send \$5/listing via paypal to paypal@quarterconnection.com
8. Prior to posting items on the QC website, you will receive an email asking you to check your items for accuracy. Please do so in the time frame requested. QC will address any changes that are required due to mistakes on our part. We can also address small (e.g., typographical) errors in the information that was submitted in your application, but no major changes can be made once the website is under review. No changes at all will be made to the RT listings once the RTs have gone live. If there are discrepancies, it will be your responsibility to communicate changes to potential buyers.
9. It is your responsibility to notify purchasers if a limited availability is sold out. QC will not update listings as items are sold out.
10. We reserve the right to refuse and return any roundtable presented for publication on The QC website.

If you have any questions, please contact Kristie Dubord at kdlm77@twc.com.
Thank you and we wish you every success selling your Roundtable items on The Quarter Connection!

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