



## Marketplace

Version: November 2017

### Marketplace and Seller Guidelines

- Items that may be placed for sale or traded are anything anime, manga or Japan related.
- Lists may be submitted to Craig at the following email: [Craig.Anime.at.Carleton@gmail.com](mailto:Craig.Anime.at.Carleton@gmail.com)
- Sellers are responsible for updating their lists and sending updated lists within a reasonable timeframe to be updated on the website, lists posted on the website will be in PDF format. PDFs can be created by Craig. Alternatively, you may provide a direct link to a document stored outside the club's server, i.e. Google document or document hosted but publically accessible on another server/service.
- Only club member's lists will be posted.
- Sellers are asked to give preference to fellow club members. After a reasonable amount of time passes, after posting or updating a sales list, sellers may accept offers from non-club members.
- Sales or swaps will take place at a showing or at a time/location the seller and buyer agree upon. Any sales or swaps should be scheduled to take place during one of the showing breaks.
- Sellers are not required to bring items to each showing without an offer on the item and pickup arrangements already discussed via email.
- Sellers may agree to put an item on hold for a buyer for a reasonable amount of time.
- Sellers are encouraged to work out the details of the sale via email before agreeing to the sale, i.e. negotiate via email and not in person at time of sale.

### List Guidelines

Member's sale lists should follow this format,

1. Seller's name
  - e.g. Craig's Anime Sale List
2. Seller's email/phone
  - if you do not have an email you'd like visible to the public, please get in touch and we can arrange to route messages through the club's email.
  - it is recommended that you have an email that you don't mind having visible to the public.
3. Date
  - update this whenever the list changes
4. List of items for sale with any relevant notes and prices; also say whether your prices are firm or negotiable. If you wish to leave prices off and have everything be negotiable/best offer, you may do so.