

## **SELLERS**

Sellers are essential to the success of the sale. Sellers will earn 70% less a \$5.00 seller fee that will be deducted prior to receiving your final check. Sellers will be allowed into the presale and will be able to bring one friend with them.

The Presale will be open to sellers on Thursday, March 20<sup>th</sup> from 8:00pm – 9:00pm.

Sellers are qualified for the presale by:

- consigning 25 items or more *OR*
- signing up for a 3 hour shift (which allows you to go to the volunteer presale)

In order to be admitted to the presale, you will need a *ticket*. Tickets will be handed out when you drop off your items. If you are unable to come during the slotted time, please feel free to give your ticket to a friend. Drop your ticket in the basket, for a chance to win \$20 off your order at the next sale.

The number of sellers will be capped at 100. If you are interested in selling items, please register at [mysugarhillchurch.com](http://mysugarhillchurch.com) under the Events section to get your seller number. The last time to register is Sunday, March 16, 2008 at 12:00am.

### **Drop-off**

Sellers will sign up to drop off their items on any of the following days and times:

- Wednesday, March 19<sup>th</sup> from 3:00pm – 6:00pm *OR*
- Thursday, March 20<sup>th</sup> from 9:00am – 2:00pm

To sign up for your drop off time, please sign up at the website, [mysugarhillchurch.com](http://mysugarhillchurch.com) under the Events section.

**Sellers will need to bring with them:**

- a self-addressed stamped envelope with your seller number on it so that we can mail your check.
- a basket with your seller number on it for dropping off your items and picking your unsold items up after the sale.

### **Pick-up**

Sellers will need to pick up any unsold items on Saturday, March 22nd from 5:00pm – 6:00pm. If all unsold items are not picked up during this time, they will be donated to local charities. If you are donating all unsold items there will be no need to come during the pick-up time.

### **Tagging Instructions**

We will be accepting gently used children's clothing (infant – child's size 14)

- Shoes
- Easter dresses and outfits
- Swimsuits
- Maternity clothes
- Baby items
- Baby equipment
- Furniture
- Linens and bedding
- Books
- Videos and tapes
- CD's
- Computer and video games
- Board games
- Small and large toys
- Riding toys
- Outdoor toys
- Pictures/wall décor
- Bikes
- and anything you can think of related to children or mom's-to-be.

### **We will not accept:**

- **CAR SEATS**
- **Out of season clothing (Items should be in the season of spring/summer, jeans and light material pants will be accepted).**
- **Stuffed animals (these are typically not good sellers, so we will only accept Disney, Webkinz, or any character type items like Dora, Spongebob, etc. )**

*If for any reason, items do not adhere to the requirements listed below, they are subject to rejection and will not be put onto the sales floor.*

### **All clothing items must be:**

- **in excellent condition (free from stains, holes, missing buttons, etc.)**
- **clean and fresh smelling**
- **currently in style for the spring/summer season**

### **Toys and equipment must be:**

- **clean – please disinfect before bringing to drop-off**
- **in working condition – please add or replace batteries to show it works**

### **Hanger requirements**

**Hang all garments on appropriate size hangers with the hook facing left. Please use child size hangers for all smaller sizes. Adult hangers can be used for junior sizes and all maternity clothes. Button all buttons, snap all snaps, tie all bows, zip all zippers. Try to use regular size safety pins to attach items to the hanger...tiny gold safety pins don't seem to work as well. Safety pin any matching accessories directly to the outfit. Pants/skirts should be attached to the hanger at the waistband. If you have any two-piece outfits, put the shirt on the hanger and pin the second garment behind the shirt at the shoulders.**

### **Toys/Games Preparation**

Again, please make sure that all toys/games are clean. Put small pieces, directions, and puzzle pieces in a clear, sealed bag. Tape the bag to the toy with clear, packing tape. The idea is to make your items as secure and viewable as possible.

### **Linens**

Package linens in clear bags or secure to hanger so it is better visible and likelihood to sell is increased.

### **Shoes**

Shoes should be securely put together. You can either tie laces together, tape across the bottom, or put them in Ziploc baggies with the tag on the outside using clear packing tape.

### **Small items**

All small items such as socks, hair bows, or anything that you are having trouble attaching a tag to can be put in Ziploc bags. Attach tags to the outside of the bag with clear packing tape.

### **Large items**

All large items that require assembly will need to be done prior to drop off at the sale. We will not have additional staff or room for items to be assembled.

### **Tagging Items**

All items will need to have your seller number, a description of the item, size, price, if it is to be reduced on 1/2 off day, and whether you would like any items donated. Items will be entered into the database and will have a bar code on the tag. All items will need to be entered no later than Sunday, March 16th by 12:00am as the server will be taken down.

### ***Guidelines for tagging:***

- Please do not use dark colored paper or fuzzy, textured paper, only white 60# - 67# card stock
- Please do not put tape on the barcode
- Please use a printer with normal toner (no dot matrix printers). Ink jets are preferable.
- Please use NORMAL or DRAFT print setting otherwise the ink will bleed and we will not be able to scan them in.
- If you have a color printer, please ensure that you have selected “Black Cartridge Only” from the printing properties screen.
- Place tags on the front right hand side of the item (as you look at it) with a safety pin. For items that you can't use safety pins, please use clear packing or masking tape. Be sure the tag is secure, because if a tag falls off, we can't sell your item.
- Sort your clothes by gender and size before tagging for best efficiency
- Please do not run your item description to the very edge of the description box and eliminate using too many capital letters.
- Please price all items in \$.50 increments. Items should be priced to sell before the 1/2 off day since most items sell prior to the last day. Typically, this is between 1/3 and 1/4 of retail prices.

### **Unsold Items**

Any unsold items that you indicate you want to be donated or any items not picked up during the pick-up times will be donated to local charities.