

*** Seller Guidelines ***

Please read! There are changes!

We use a bar code system for tagging. You must have computer access to enter your items in order to sell with us. **NO EXCEPTIONS** See tag information below.

EXTENDED SALE HOURS: Friday **10:00** – 6:00 and Saturday 9:00am – **1:00pm**

Pre-sale Hours: Volunteers-Thursday 6:00-8:00; Sellers-7:00-8:00

Workers who volunteer for two or more shifts can enter the pre-sale at 5:30!!

Only infants in carriers or small children in strollers are permitted to accompany you into the pre-sale. No "loose" children, please. It affects the sale for buyers, which then also affects the outcome for our sellers when toys get opened, moved or taken apart by little ones. Thank you for understanding!

NEW! Anyone can get into the presale at 7:00pm with a \$10 donation to Missions at the door! Or you can volunteer for more than one shift to get free admission for your spouse, friend or other guest.

We will accept **only SPRING and SUMMER** items for this sale: Shorts and skorts, dresses and sundresses, short-sleeved tops, tanks, swimsuits and cover ups, sandals and flip-flops, etc. Bring your soccer and baseball cleats, sports equipment and outside toys. Don't forget your Easter dress-up clothes. We will take long pants, but no sweats, corduroy, fleece or other winter-weights. We will only accept long sleeves if they are dress shirts (button down), lightweight jackets, raingear or spring-weight cardigans.

We accept clothes by appointment on Wednesday or Thursday. You will select your check-in time (and pick-up time) when you register as a seller.

CLOTHING must be in good condition without stains, holes or buttons missing. The clothing should not have animal hair or smoke odor. **WE WILL NOT ACCEPT CLOTHING WITH A BAD ODOR!** We accept boy's sizes 0 to 20, as well as young men's sizes and girl's sizes through juniors**. Please do not try to sell your husband's clothes or your own, unless you are selling maternity clothes. We will not accept clothing that is badly worn, provocative or displaying inappropriate pictures or sayings. We will also not accept any guns or war-related toys. **We retain the right to reject or remove anything we deem inappropriate.** Items should be hung as shown below all facing the same direction with the **tag secured with a safety pin on the right side of the garment.** Pants should be pinned to the **top part of the hangar**, rather than the bottom, allowing them to hang nicely and stay flat, rather than slide and bunch up. Because of tight space, **wire hangars are preferred whenever possible.** You can purchase these from Walmart or any dry cleaner. Absolutely no staples or straight pins. Tags must be attached to the garment, **NOT** the hangar. And **PLEASE pin two- or three-piece items together!** We can help with this at check-in if you let us know.

** If you are selling junior sizes or small adult sizes, please mark them properly on your inventory and tags! Call or email for instructions if you are not sure how to identify these items properly.



Hangers hook facing left.

Tag on the right.

NEW SHOE PLAN! ALL shoes should be fastened together with a "**zip-tie**". The price tag should be sealed in a snack-size bag and also zip-tied to the shoes. Be sure zip-tie goes through the bag **AND the tag, so they cannot be separated**. This will allow shoppers to try on shoes without them getting separated from each other or their tag. This worked very well at the last sales, and **shoes sold much better!** If you have any shoes that cannot be fastened together, please bring the tag sealed in its bag along with your shoes to your check-in, and we will figure out something else! Zip-ties are inexpensive and can be purchased at Walmart or any hardware store. Remember for Fall, no flip-flops or sandals!

TOYS should be in working order **with batteries** included if needed. They must have all pieces and be **sealed** to avoid lost parts. Loose pieces or accessories should be sealed in ziploc sandwich bags and attached securely to the toy. Use zip-ties wherever possible to attach tags (or accessories) to toys. **Make sure the zip-tie goes through the bag AND the tag, so they cannot be separated.**

We will not accept **stuffed animals** unless they are the battery operated, animated kind or educational. No "grab bags" of toys will be accepted unless they are themed. **Movies must have their original casing.** Only "**E**" **rated video games** will be accepted. No more than 10 VHS tapes will be accepted (from any seller).

We will accept **baby furniture and equipment** that is in good condition. Car seats and boosters should have all parts and **instructions** and must have height and weight requirements. We will have a Car Seat Technician check all car seats. If a seat does not pass inspection, it will be pulled from the sale. Due to new guidelines, no "drop-side" cribs will be accepted.

ALL LARGE ITEM TAGS should be sealed in a Ziploc bag and ZIP-TIED rather than taped to the item. We will have some zip-ties at check-in, but you can purchase them at Walmart or any hardware store. This helps YOU so your tag does not get lost/switched. **PLEASE USE THIS METHOD FOR BIKES, SCOOTERS, KITCHENS, ETC. AS WELL AS CARSEATS, HIGH CHAIRS, BOUNCERS, ETC.**

Small accessory items such as belts, socks, hair bows, etc. must be placed in ziploc bags with the tags on the inside, fully visible and securely fastened. We recommend that you tape the bags shut to prevent the tag from being separated from the item(s).

IT WILL BE THE RESPONSIBILITY OF THE SELLER TO CORRECT ANY ERRORS ON HANGING or TAGGING AT TIME OF CHECK-IN BEFORE YOUR ITEMS CAN BE ACCEPTED.

Also, please remember that if you decide not to sell any item(s) listed on your inventory, please **bring the tags** or a list of item numbers at check-in, so that we may correct your inventory.

NEW THIS YEAR! We will be requiring each seller to print out a copy of their inventory when they are through entering. We request that you bring the copy with you at check-in. This will help us quickly identify any missing items, and will speed up the check-in process!

Bar Code Tag System

We cannot accept handwritten tags. You MUST enter your items at the link provided. You will receive a confirmation email with a link to enter your items. Once again, sellers will be able to print your own tags! This will allow you to print and tag as you go, and have more time to enter your inventory! Sellers will be able to enter items until midnight March 4th! Just make sure you give yourself enough time to tag your items! Please be certain your tags print clearly and that the bar code is crisp and easy to read. If for any reason you cannot print your own tags, we will make arrangements to print yours for you. Just be sure to let us know as early as you can that you will need our help.

The tags are self-explanatory. Be sure to note whether it is for a boy or girl whenever appropriate. If the item is a slim or husky size, note that in your description. Please use brand name, color, etc. to describe as accurately as possible, as this helps us find lost tags quickly. Also be sure to note if it is a 2 pc or 3 pc item in your description.

Also, remember to mark whether you allow your items to sell at half price on Saturday. **Prices must be in 50 cent increments** (not 25 cent). A good rule of thumb for pricing is 1/3 of the new price if the item is in excellent condition and 1/4 if it is in good condition. Please check your inventory sheet carefully. If you accidentally forget to price an item, it will be priced at our discretion. The **administrative fee** for selling is **\$8.00**. This amount will be deducted from your total sales. This fee covers advertising and equipment rental costs. You will receive a check for 70% of your total sales, less the \$8.00 fee, when you pick up your unsold (and not donated) items on Saturday. You can also choose to have your check mailed to you. The remaining 30% will be used to further the ministries of Hillside United Methodist Church. Please visit our church website at www.hillsideumc.org to see what we are doing in our community and beyond!

**PLEASE REMEMBER, ITEMS NOT PICKED UP BY 7:00 PM SATURDAY WILL BE DONATED.
WE ARE UNABLE TO RETRIEVE THESE ITEMS ONCE DONATED.**

If you later find you are **unable to sell**, please email hillsideumc.sale@gmail.com as soon as possible to allow someone else to use your space.

Thank you for your interest in the Hillside Children's Consignment Sale. It is our hope and prayer that our sale will be a blessing to you and to our community.

If any changes need to be made to the above, all approved sellers will receive an email advising them of the change(s). Please add us to your email address book so your communication does not end up in your "spam" folder! =)

IF YOU ARE NEW, PLEASE READ THE FOLLOWING PAGE!!

"GETTING STARTED"

If you would like to become a **seller** with us, you must register on-line through the website. Read through the "Seller Guidelines" for rules and important information. After noon on **Monday, January 9th**, you will be able to click on a link to "Register as a Seller." **Your registration does NOT guarantee you a spot as a seller.** We accept approximately 125 sellers for each sale. If space permits and you are approved as a seller for this sale, you will receive an email confirmation. This email will also remind you of your chosen check-in time, pick-up time, and volunteer/work shift, if you volunteered to work with us. **Please see the "Volunteering" section below.** The email will also give you your seller number. If you have sold with us in the past, you will usually be able to use your same number, however, that is not always the case. And regardless of whether your number is the same as in a previous sale, you cannot reuse any old tags. Every item to be sold in this sale will have to be given a new tag and be input with your inventory.

Once approved as a seller, your confirmation email will also give you a link to input your **Inventory**. This process is simple and quick. Your items do not need to be hung or bagged at this time... just input them into the inventory system; then you have plenty of time to "ready them" for the sale later, either when you are tagging them, or before. You also do not have to input everything at once. Each item gets entered separately; you can add, edit or delete items until **inventory closes at midnight on March 4th.**

Please follow the instructions in the Seller Guidelines (on-line) regarding hanging, bagging and tagging your items. You will cut your tags and attach them to your items. It is not required, but is very helpful to us, if you sort your clothing items by gender and size prior to check in. This speeds up the check-in and set up process for all of us.

Volunteering is not required, though it is preferred. Running this sale efficiently requires MANY hands and feet (about **150!!**), and it is also a **fun and friendly** environment. We have shifts available from Wednesday morning through Saturday evening. Not all "jobs" require you to be on your feet... just let us know of any restrictions when you check-in to work. We have childcare available on a limited basis for a few shifts. You can see this information when you follow the links on the website to "Volunteer." You may volunteer for more than one shift. You can encourage a group of friends or your Bible Study group to all sign up for the same shift, if you would like. **Volunteering also allows you into the Pre-sale an hour before the sellers!** But most importantly, this is a ministry – so only joyful workers, please!

If you still have any questions, email Judi Pollard at hillsideumc.sale@gmail.com.

Thank you for supporting our ministry!

