Friendship Elementary School Outgrown Sale
Information

**Sign In / Drop Off**

Drop off is from **5:30 pm – 7:00 pm Friday, November 3, 2017.** Please do not bring anything inside until 5:30.

Sellers are responsible for dropping off, sorting and placing their own items in the designated areas.

Once you are finished with your items, please feel free to assist other consignors! This will help us start the presale promptly.

**Sale Day**

Volunteers should sign in at the Check in Table 10–15 min prior to starting your 2 hour shift. If you are unable to be there at the appointed time, please contact Steph 610-603-6186 ASAP so we can make sure the shift is covered.

**Clean Up**

All sellers **must return between 2:30-3:00pm on Saturday November 4, 2017 to** pick up their unsold items. If you plan to donate your items, then, you must return to bag the donations.

Sellers that do not return to pick-up their remaining items will be subject to a $25.00 sorting fee AND the items will be donated.

***Unsold items are not free to be taken!*** Only **pre-approved** individuals or organizations will receive donations.

**PRE-REGISTRATION**

To participate in the sale, register at the SignUp Genius webpage - include your **name**, **seller number** (if you have sold in the past), and email address. You must select a volunteer time to register for the sale.

If you are unable to work a shift, a $25 consignment fee will be deducted from your proceeds and select "no shift" at the SignUp Genius webpage.

**SIGN IN / DROP OFF**

On Friday, November 3, 2017, you may bring your items to sell **no earlier than 5:30 pm**. At that time, you will be asked to report to the Check-in Table to:

Sign in to confirm your seller number/contact info and submit your terms and conditions agreement.

Leave a self-addressed stamped envelope (**unless you are returning**

**November 10, 2017 for pay out and tags).**

**SALE SCHEDULE**

***Friday***

**5:30 pm – 7:00 pm Drop Off.** All Sellers (or designated persons) must place their sale items on designated tables or racks **no later than 7:00 pm.**

**7:00 pm – 8:30 pm Presale.** The presale is set up to give sellers, volunteers, and Friendship employees a chance to shop first!

***Saturday***

**8:00 am – 12:00 pm. Public Sale.**

**12:00-1:00 p.m. \*HALF PRICE SALE\*.** Sellers have the option to participate in this part of the sale. If you **DO NOT** want your items sold at half price, you **MUST** use a highlighter marker to highlight the price on the TOP and BOTTOM parts of the item's tag. This is the **only way** the cashiers will know that the item is full price during the half-price sale time.

**2:30 pm - 3:00 pm Pick up.** All consignors must return to pick up their items or donate to designated groups.

**3:00- 4:00 pm Donations. Pre-approved a**gencies or individuals may pick up items designated for donation.

**VOLUNTEER SCHEDULE**

**Friday**

**3:30 pm – 5:30 pm Set Up.** Volunteers will assist in setting up tables and racks, posting signs, and tagging last minute items.

**7:00 pm – 9:00 pm Presale.** Volunteers will assist customers and ring up purchases, organize items, etc.

**8:30 pm – 10:30 pm Clean Up.** Volunteers will straighten items and generally clean up in preparation for the Saturday sale.

***Saturday***

**8:00 am – 10:00 am Sale Shift #1.** Volunteers will assist during sale, various tasks. i.e. detagging, bagging items, room detailing, etc.

**Pay Out**

Leave a self-addressed stamped envelope at the Check In Table and we will mail you a check or come to Friendship on November 10, 2017 from 3:45 to 5:30 pm to pick up your payment and tags.

Remaining tags will be left in the school lobby until December 1,2017.

One water Beverage will be provided for volunteers.

**Tips for Selling**

All items must be clean and in good condition. **Absolutely no stained, soiled, or torn clothing.** Lightly used or new shoes only – **attach shoes with fasteners or in ziplock bags.**

**Please bring seasonally appropriate clothing/ items.** **Inappropriate items will be pulled.**

Hanging racks and tables will be provided for clothing. Iron clothing and **consider using hangers** to better display the clothes.

***Saturday***

**10:00 am – 12:00 pm Sale Shift #2.** Volunteers will assist during sale, various tasks. I.e. detagging, bagging items, room detailing, etc

**12:00 pm – 2:00 pm Sale Shift #2**. Volunteers will assist during sale, various tasks. i.e. detagging, bagging items, room detailing, etc. (Half price sale and sorting)

**1:00pm – 3:00 pm Sort/Clean Up.** Volunteers will begin sorting items to return to sellers and begin clean up.

**2:00 pm – 4:00 pm Break Down/Pick Up.** Volunteers will assist with breaking down racks and tables, returning them to storage and removing signage.

**WHAT TO SELL**

 **Fall/Winter- Gently used clothing and shoes** (infant–adult)

School Uniforms

Accessories

Maternity clothing

Toys, games, and puzzles

Large Play Equipment – playhouses, slides, sandboxes, etc.

 DVDs, CDs and computer games

Books

Backpacks, Purses

Baby/Toddler equipment (strollers pack and play, hi-chairs, etc.)

Juvenile equipment (beds, chests, desks, bookcases, etc.)

Bikes and sports equipment

Youth related household items (lamps, room décor, etc.)

**TAGS**

Tags are available in the lobby of Friendship Elementary. Tags are $2 for 100 tags.

Both the **top and bottom parts of the tag** must be filled out legibly. **Don’t forget your Seller Number!**The bottom portion will be removed if sold. Your tags will be credited to you seller number and returned to you upon pay out.

All items must be sold in $.50 increments.

Mark tags with a dollar sign to the complete decimal *e.g*., $1.00 or $2.50.

During the sale you may use a red pen to reduce prices. Cross-out old price, write new price and initial too on bottom tag.

Tags can easily be secured through a zipper tab, buttonhole, neck or waist tab, belt loop or by safety pin. Tape top of tag to plastic bags or items other than clothing. The bottom half should be free for easy removal.

TAG TIP – Place tags in the upper right corner of the item. It is easier to locate if you must use tape or safety pins to secure the tag. Use a permanent marker to mark your seller number on the plastic bag, in case the tag unfastens.

**ANY ITEM WITHOUT A TAG – WILL NOT BE SOLD, IT WILL BE DONATED or SOLD with a PTO TAG.**

**Example:**

**Seller Number** (top and bottom)

**Brief description of item** (top and bottom)

**Size** (top and bottom)

– Be sure to put the size it actually fits, as
some brands run large or small, or some
clothing may have shrunk during washing.

**Price** (top and bottom) must be in $.50 increments. Use decimals.

**Tips for Selling (cont.)**

No item will be sold without a tag, so be sure to attach them securely. Low-value items missing their tags may be sold with a PTO tag.

All battery-operated toys must have working batteries.

Group like items together (e.g., socks, books, etc.) in clear bags or bundled with masking tape.

Package multi-part toys in clear bags. If games or toys are not complete, but still useful, please clearly note the condition on the box.

Shoppers look for bargains—keep prices reasonable!

**No stuffed animals, no bedding (this includes sleeping bags, sheets, blankets, decorative pillows, etc..) and no cribs!**

**TERMS AND CONDITIONS**

* Consignors will receive 70% of the proceeds; 30% goes to the school (limited to 200 items.) Items sold numbering over 200 will receive 60% of the proceeds and 40% goes to the school.
* No more than 300 items to display.
* All consignors must register at the Check in Table prior to setting up. Check in begins at **5:30pm.**
* **If you are unable to work a shift, a $25 consignment fee will be deducted from your proceeds**.
* The Friday night presale is for Friendship employees, volunteers and sellers participating in this sale only. Presale admission tickets will be offered to select groups.
* All consignors must return between **2:30-3:00p on November 4, 2017** to pick up their unsold items and/or donate them.

**Sellers that do not return to pick-up their remaining items will be subject to a $25.00 sorting fee AND the items will be donated.**

* Consigner Pay-out will be rounded to the nearest quarter.
* Items for sale cannot be recalled. Please check the individual manufacturer’s websites or (http.//www.cpsc.gov/ABOUT/Cpsia/smbus/cpsiasbguide.html)
* Car seat recall list is <http://www.carseat.org/Recalls/179NP.pdf>
* **IF YOU ARE NOT SELLING ITEMS FOR HALF PRICE, THEN YOU MUST HIGHLIGHT YOUR TAG PRICE.**

**No**. 84

**Style**  Blue overall

**Size** 3T

**Price** $2.00

**No.** 84

**Style** Blue overall

**Size** 3T

**Price** $2.00

Example of FULL

Price Tag

**No**. 84

**Style**  Blue overall

**Size** 3T

**Price** $2.00

**No.** 84

**Style** Blue overall

**Size** 3T

**Price** $2.00

Example of full price tag.

Friendship Elementary PTO Outgrown Sale - Seller's Agreement

I agree to the Terms and Conditions of the Friendship Elementary Outgrown Sale. Friendship Elementary PTO is not responsible for any items due to fire, loss, theft or damage.

I agree that Friendship Elementary PTO has no obligation to pay for any unsold item or items that are unaccounted for at the end of the sale. Any leftover items will be donated to charity.

I understand that it is my responsibility to properly price and tag items, $.50 increments.

I understand that • **IF YOU ARE NOT SELLING ITEMS FOR HALF PRICE, THEN YOU MUST HIGHLIGHT YOUR TAG PRICE.**

I understand that my consignor fee is 70% and that the Friendship Elementary PTO will receive 30% (item limit 200). Items sold numbering over 200 will receive 60% of the proceeds and 40% goes to the school.

**If I DO NOT volunteer to work a shift, I understand that a $25 selling fee will be deducted from my sales.**

To the best of my knowledge, I verify that no items that I am consigning are recalled or pending any recall notice according to the Consumer Products Safety Commission.

In accordance to the PA Bedding & Upholstery Law & Regulations (Act #249), a fabric/upholstery (including but not limited to cushions/filling/bedding) that a child may play, sit, or lay down on must be sterilized & disinfected under the requirements of this chapter (Sec.47.3). List of items subjected to spraying and affixed with a sterilization tag before sale to the public are as follows: (Friendship PTO will supply spray and tag).

 Car seats

 Stroller seats

 Highchair seats

 Swing seats

 Bouncer seats

 Pack-n-plays

 Upholstered furniture (rockers/gliders)

 Boppies

 Play mats

\*Friendship PTO will donate my items to charity if I fail to pick them up by 3:00 pm on the Saturday of the sale and a $25.00 sorting fee will be deducted from your sales.

Please circle - PTO Member - YES / NO

Please circle – Selling Half Price items – YES / NO

Seller's Name and Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event – November 4, 2017