

## EVERYTHING YOU NEED TO KNOW PiP UNIFORM CONSIGNMENT SALE

2022 Schedule:

Consignment Sale: 10 AM - 2 PM, July 30<sup>th</sup>, 2022

Volunteer Set Up: 8am-10am

Seller Drop Off: 8:30am-9:45am

Volunteer Sale: 9am-10am

Discount Sale: 1pm-2pm

Seller Pick Up: 2pm-3pm

Volunteer Clean Up: 2pm-3:30pm

### DISCOUNT SALE

Saturday, July 30, 2022 1pm-2pm

Remaining items designated by the seller for discount will be marked down half price during the last hour of the Consignment Sale.

### PAYMENT OPTIONS

Payment for items can be made by cash, personal check, and card. PiP will take payment for all items and Consignors will receive a check for the items sold during the sale within 10 business days of the consignment sale completion.

### SELLERS TERMS

The consignment fee is 40% and will be deducted from your sold items. Consignors will receive 60% of the total of their items sold. Final payment will be sent via check within 10 business days of the consignment sale completion. Please bring a self address and stamped envelope to receive your check.

Sale items may include new or gently used uniforms, Spirit Wear, shoes, school supplies (per class lists provided by school) and grade-level reading books (unmarked/good condition).

Shoes should be clean and only gently used, with a maximum of 5 pairs of shoes per seller. Items labeled incorrectly, deemed inappropriate or damaged will be returned to the seller.

All clothing must be hung on hangers and labeled with the provided tags.

Accessories and school supplies, including shoes, socks, hair accessories, ties, and multipack supplies, must be labeled individually and placed in a plastic zip bag with the tag clearly marked.

Sellers may opt to discount unsold items during the Discount Sale. Tags for all items eligible for discount pricing must be highlighted to indicate discount. The discount sale is conducted during the last hour of the sale, 1pm-2pm. If you do not want your items discounted you are more than welcome to pick up your items during the discount sale.

All Items remaining after Seller Pickup, 2-3:30pm, may be donated without regards to labeling. All donations may go to the designated PiP board designated beneficiary.

### DONATIONS & UNCLAIMED ITEMS

All unsold items that marked (on tag) for donation and items left unclaimed after the Seller Pickup will be used for students in need or donated to local charity.

## PROXY

If a seller is unable to attend the drop off, sale or pickup, they may delegate someone else to attend on their behalf. However, the person standing in proxy must identify what Seller ID they're handling to the volunteer at Drop Off.

## UNUSABLE ITEM NOTICE

Volunteers of the consignment sale have the right to refuse to sell items, based on smell, stains, rips, missing buttons, broken zippers. Please ensure that the items you're selling don't need mending other than possible hemming.

## PRICING GUIDE

- Clothing: Items should be priced as \$5 or more dollars in value. Items of lesser priced value should be bundled. For Example, if you would like to sell five shirts for \$1 each, please bundle them together so the total amount for the lot of shirts is \$5.

- Accessories & School Supplies: Items may be priced appropriately, but not more than the current retail price of the items.

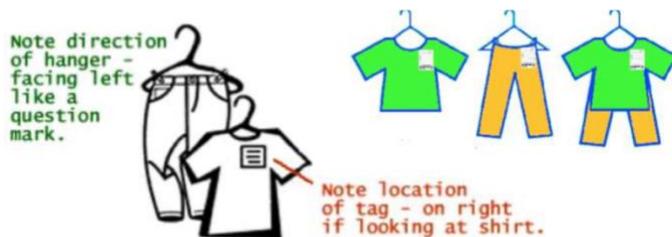
Tip: If you plan to offer half price during the Discount Sale, consider using even dollar amounts (e.g., \$6 vs \$5) to help expedite check out.

## LABELING

- Seller ID: Your Seller ID is made up of the first letter of your first and last name and the last four digits of your primary phone number.

For example: Jane Smith (Cell #: 123-456-7890) Seller ID = JS-7890

- Tags: All items must have a tag safety pinned to top right of hung items ( please see diagram below) and clearly taped on ziploc bag items. Fill out tag completely, including Seller ID. Please contact PiP if you have any questions.



- Designating Discounts & Donations: Every item must have a designation for Discount and Donation. Tags for all items eligible for discount pricing must be highlighted in yellow. If the item can be donated, you should highlight your Y designation in yellow.

- Sizing: Be specific and don't use abbreviations when stating the size of the item. For example, use Youth Size 7 rather than Y7. For pants, label with waist and length sizes (e.g., 32 X 30).

- Description: Provide a complete and specific description of the item on the tag, including the Group (i.e., PYP, MYP, etc.) to which the item belongs. If the item belongs to a set, state how many pieces are included. **ITEMS TAGGED WITH VAGUE DESCRIPTIONS WILL NOT BE ALLOWED FOR SALE.**

METAL hangers are preferred. Please hang items with the hanger hook pointing left, making a question mark (?). Safety pin pants to the hanger by the waist or, if possible, use belt loops to support the item on the hanger. Please also secure items that could easily slip off the hanger with safety pins. Please note that there is NO guarantee that you may not receive your hangers back at Seller pick up.

#### NON-CLOTHING ITEMS

All items need to be appropriately tagged, securely fastened together (e.g., zip tied) and placed in a plastic zip bag. Bag size should be appropriate for item for sale.

#### SORTING

All sale items must be sorted by size and type at Drop Off. NO Exceptions! Items will be checked at the door at the time of receiving. All non-clothing items should also be grouped together and in plastic zip bags.