

EVERYTHING YOU NEED TO KNOW 2017 PiP UNIFORM CONSIGNMENT SALE

Friday, Aug 4		Saturday, Aug 5		Sunday, Aug 6	
Volunteer Setup	12-7 PM	Volunteer Pre-Sale	5-7 PM	Consignment Sale	10 AM-5 PM
Seller Drop Off	5-7 PM			Discount Sale	3-5 PM
				Seller Pickup	5-6 P
				Volunteer Cleanup	5-8 PM

DISCOUNT SALE

Items remaining for sale and designated by the seller for discount will be marked down half price from 3-5 PM, Sunday, 8/6.

PAYMENT OPTIONS

Admission fees are to be paid in cash only. Payment for items can be made by cash or personal check made out to the individual seller.

BUYERS TERMS

Buyers must purchase an admission pass: \$4 to buy only or \$6 to buy and sell. Admission fees are to be paid in cash only. Payment for items can be made by cash or personal check made out to the individual seller. If paying by check and purchases are made from multiple sellers, you will need to write a check made payable to each individual seller.

SELLERS TERMS

Sellers must purchase an admission pass: \$4 to sell only or \$6 to sell and buy. Admission fee is paid in cash and due at time of Drop Off (5-7 PM on Friday, 8/4).

There is no consignment fee deducted for sold items. Final payment is collected during the Seller Pickup (5-6 PM on Sunday, 8/6). If you're unable to attend the Seller Pickup, you may provide a self-addressed and stamped envelope during the Seller Drop Off so your payment can be mailed to you.

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 both an exterior and interior tag. Accessories and school supplies, including shoes, socks, hair accessories, ties, and multipack supplies, must be labeled individually and placed in a plastic zip bag.

Sellers may opt to discount unsold items to half price during the Discount Sale (3-5 PM, Sunday, 8/6). Tags for all items eligible for discount pricing must be completed in **RED** ink.

All Items remaining after Seller Pickup (5-6 PM, Sunday, 8/6) 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 (5-7 PM on Friday, 8/4).

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 want to sell five shirts for \$1 each, please bundle them together so the total of 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**

Note direction of hanger - facing left like a question mark.



Note location of tag - on right if looking at shirt.

- **Tags:** All items must have two tags:
 - **Exterior Tag:** Printed (using attached template), filled out completely, including Seller ID, and safety pinned (with pin facing horizontally) in the upper right-hand corner of the item (see example above).
 - **Second Label:** Write your Seller ID on masking tape or painters tape and place it inside the garment directly behind the Exterior Tag on the upper right-hand corner of the item.

2017	Seller ID: _____		
PRICE:			
Group: PYP MYP DP SPIRIT OTHER			
Size: _____			
Item: _____			
Description: _____			
Check payable to: _____			
Discount	Y/N	Donate: Y/N	_____

- **Designating Discounts & Donations:** Every item must have a designation for Discount and Donation. Tags for all items eligible for discount pricing must be completed in **RED** ink. 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.**

HANGERS

METAL hangers 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.

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 (5-7 PM, Friday, 8/4). **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.

TAGGING INSTRUCTIONS FAQ

How to tag clothes:

- Print the number of tags you need using the template provided
- Print on white card stock (preferred)
- Use **BLACK INK** on tags for items that *WILL NOT* be discounted
- Use **RED INK** on tags for items that *WILL* be discounted
- Identify designation for donation with **YELLOW HIGHLIGHTER**
- Confirm that **EVERY** section of every tag is fully completed, including the **Seller ID**
- Securely fasten the Exterior Tag using a single safety (with pin facing horizontally) about ½" from the top of the upper right-hand corner of the item (see example above). **IMPORTANT: PLEASE PIN TAG VERTICALLY AND NOT HORIZONTALLY!**
- Place Interior Tag with Seller ID inside the garment directly behind the Exterior Tag on the upper right-hand corner of the item
- Hang items on a metal hanger (Hanger direction will make a question mark ?)
- Tag and package non-clothing items in appropriately-sized plastic zip bags