

Bellwood Preschool KidStuff Sale (KSS) Seller Instructions

All sellers: please read carefully. There is new information for the Fall 2011 sale. In addition, much of this information is included because of common errors by past sellers!

KSS location: Both seller registration and the KSS are held at the Unitarian Universalist Church of the North Hills, which is adjacent to Bellwood Preschool and located at 2359 West Ingomar Road, Pittsburgh, PA 15237 (between Rochester and Brandt School Roads in Franklin Park).

KSS seller registration: September 21 from 9 AM to 1 PM and 6 to 7 PM

- Seller requirements: \$10 registration fee (cash or check to Bellwood Preschool) and a completed Seller Agreement.
- Each seller is assigned a Seller Number and receives 50 tags (25 with strings/25 without strings). Seller numbers are assigned based on your choice to either donate or pick up your unsold items, so consider your choice carefully.
- Extra tags will be available for purchase at registration (sets of 100, \$2.00 with strings and \$1.00 without strings).
- Hangers will be available at registration on a first-come, first-served basis.
- If you need more tags after registration, please contact Emily Moschitta at mlemoser72@yahoo.com or 724-933-0378 and provide your name, Seller Number, number of tags needed (sets of 100), and if you want tags with strings or without strings. Tags will be left in an envelope in the entryway to Bellwood Preschool (this door is always open so you can pick up at your convenience). The fee for extra tags will be deducted from your profits.

Tagging items

- Attach tags securely and include Seller Number, price, and a description of the item (e.g., “Girl’s Pink Gap Shirt – size 4” or “Fisher-Price Barn Set – all pieces – Never Used!”). This is especially important if a tag becomes separated from an item.
- Print neatly on both halves of the tag. The bottom half of the tag must have Seller Number and price, and they must be legible, or you will not receive credit for the item.
- If an error is made when writing the Seller Number or price on the tag, do not cross out and correct; use a new tag.
- Only the style of tags provided by the KSS may be used. If other tags/labels are used, those items that sell will be considered a donation to Bellwood Preschool; you will not receive credit for these items.

- Attach tags to clothes with a safety pin (please no straight pins) or through clothing tags or belt loops—this helps to eliminate lost tags. Affix the tag on the right side when the front of the item is facing you.
- Use tape to attach tags on toys and non-clothing items. Only tape the top half of the tag so that the bottom half can be easily removed. Tags that cannot be easily removed will be considered donated items.
- Please make sure the item you are selling will not be damaged when the tag is removed by the buyer.

What to sell: KSS is intended to sell gently-used, kid-related items (clothing up to size 12, toys, games, books, equipment, and furniture). Only seasonal items should be sold: spring/summer items at the spring sale; fall/winter items at the fall sale.

What NOT to sell: Items as described below will be pulled from the sale as they affect the reputation of the KSS:

- torn, soiled, or otherwise damaged items,
- broken toys or items that are missing pieces/parts (If you feel an item is still appropriate to sell, clearly indicate the deficiency on the tag, “electronics do not work, but still a fun toy!”),
- off-season items
- stuffed animals
- car seats (booster seats are allowed as long as there are no harness straps),
- shoes (shoes that are new or very gently worn [worn once] and any specialty shoes [dance or skates] are allowed)
- clothing over size 12
- cribs
- potty chairs
- maternity clothes, or recalled items or items that do not meet the standard lead limit or phthalates standards (refer to the Consumer Product Safety Commission's Web site, www.cpsc.gov, for more information).
- *If an item is deemed “unsellable”, it will be returned to the seller unless it is being donated.*

Pricing

- When determining price, consider quality, condition, and brand name. A higher price should be justified by describing the reason on the tag (e.g., indicate the designer brand or if an item is new or has been worn/used only once).
- Be realistic; think from the buyer’s perspective and consider what you would pay at a second-hand sale.
- Do not price items below \$.50. If an item is not worth \$.50, please bundle with another item. Prices below \$.50 will be changed.

- Saturday is Red Tag Day: 50% off any items marked in red. If you wish for an item to be sold at 50% off on Saturday, write the price in red ink (or put a clearly-visible red dot) on both halves of the tag. Consider pricing in \$0.50 increments for red-tagged items—this helps the cashiers to help customers more quickly and accurately.
- If you are donating your items that don't sell, it's in your best interest to write the entire tag in red ink.

Preparing items

- Clothing should be on hangers if possible. Hang items with the hook facing to the left.
- Ziploc bags work well for toys and other items with small or numerous pieces. Staple and/or tape the top of the bag to prevent pieces from being lost. Please do not sell broken or incomplete games/toys/puzzles.
- For large, multi-piece toys, please attach the pieces (if possible) and tag each piece, with the biggest piece listing all information and "Part 1 of 2." Mark other pieces with only the Seller Number and "Part 2 of 2," but no price.

Advertising

- Ads will be placed in area newspapers, but word of mouth is our best advertisement. Copies of our flyer will be available at Seller Registration for you to help advertise. Please help make the KSS a success by posting flyers on community bulletin boards and by spreading the word about the KSS.

Sale set-up: Thursday, October 20th from 9 AM to 7 PM

- Each seller must sort and hang their items on Thursday. Tables and racks will be labeled to help make set up as easy as possible. If you have your items already sorted by gender and size, set-up will be much faster for you.
- When you arrive, please sign-in and check our master list to make sure all of our information is correct.
- When you leave, please show all empty bags and containers to the person at the cash register prior to exiting.
- We can always use extra bags and boxes! Please bring any you can spare when you set up your merchandise.
- As a bonus to sellers, all sellers may buy during set-up. (Please do not bring other shoppers on Thursday; they will be asked to leave and return on the sale dates.)

Sale details

- The sale is open to the public on Friday, April 15th from 9 AM to 7 PM and Saturday, October 21 from 9 AM to noon.
- Sellers may pay with a check; the sale is cash only to all other buyers.

Volunteers

- We appreciate any time you can give to help the KSS run smoothly. If you are able to volunteer for two or more hours during the sale, we will rebate \$4 of the Sign-up for volunteers will be available at Seller Registration.
- You must sign in when you arrive for your shift to receive credit for volunteering.
- Please do not bring children during your volunteer shift.

End of the sale

- Items to be donated—Choose the donate option on your Seller Agreement if you do not wish to pick-up your unsold items (these items will be donated to charity or used in a future KSS).
- Items to be picked up—Choose the pick up option on your Seller Agreement if you wish to retrieve your unsold items at the end of the sale. Unsold items are sorted as quickly as possible after the sale ends on Saturday; we estimate items will be ready for pick up after 2 pm. You must pick up your items by 2:30 PM or you will be charged a \$5.00 handling fee and your items will be donated—no exceptions! We will not bag your items; you must bring containers and pack your items.
- Please remember to sign in when you come to pick up your items. Check the toy area, large item area, and the back room for your unsold merchandise. If you pick up your items early, any items that were not yet sorted will be considered donated items.

Payment

- Please expect 2-4 weeks for your check to be mailed. The check will include 60% of your sales, minus the cost of any additional tags received, plus \$4 if you volunteered during the sale. (Note that we do not return tags, as they are sorted electronically.)

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