

## Bellwood Preschool KidStuff Sale Seller Information and Agreement

Name:            Seller #            Volunteer shift:

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**A. What is the Bellwood KidStuff Sale (KSS)?** A consignment sale of *gently-used, kid-related* items (clothing up to size 12, toys, games, books, equipment, small furniture, maternity apparel, etc.) run by Bellwood Preschool

- up to 100 sellers participate
- seller receives 60% of profits from the sale of their items; Bellwood Preschool receives 40%
- location: Unitarian Universalist Church of the North Hills (2359 W. Ingomar Rd. 15237)

**B. How do I become a KSS seller?** Seller registration is Wednesday, February 7<sup>th</sup> from 9 AM to 1 PM and 6 to 7 PM

- seller pays **\$15 registration fee** (cash or check made to Bellwood Preschool) and signs Seller Agreement (see Page 3)
- Bellwood assigns Seller Number
- seller receives 100 tags; extra tags can be purchased for \$3 for a set of 100
- seller must choose:
  - donate unsold items (**must use yellow tags**); any unsold items are donated to charity or used in a future KSS
  - or
  - retrieve unsold items at the end of the sale (**must use white tags**); see Section K of this document
- seller may sign up to work during the sale (available shifts will be posted at registration). Sellers who work will receive a rebate of \$4 of the registration fee as a credit added to their final sales. (You must sign in when you arrive for your shift to receive credit; please do not bring children during your shift.)
- hangers are available on a first-come, first-served basis
- Sellers are limited to no more than 400 items per seller number.

**C. What if I miss Seller Registration?** Contact [bellwoodkss@gmail.com](mailto:bellwoodkss@gmail.com); if seller spaces are still available, you may register through March 8<sup>th</sup>; **no registrations will be accepted after March 8<sup>th</sup>**.

**D. What if I need additional tags after registration?** Contact [bellwoodkss@gmail.com](mailto:bellwoodkss@gmail.com) and provide your name, Seller Number, number of tags needed (sets of 100). Tags will be left with your name/seller number in the entryway to Bellwood (building to left of church). A \$3 fee per 100 extra tags will be deducted from your profits.

**E. How do I tag my items?** Items must be tagged according to the rules listed below to receive credit for the sale.

- **Seller Number and price must be printed neatly on top and bottom of tag.** A description of the item (e.g., “Girl’s Pink Gap Shirt”) and size is highly recommended in case tag becomes separated from the item.
- **Bottom portion of tag must be easily accessible**, as Bellwood must remove bottom portion from sold items and these are used to determine final sales numbers.
- Saturday is Red Tag Day: items with tags written in red ink are 50% off. **If you wish for an item to be sold at 50% off on Saturday, use red ink to complete the tag (both top and bottom portions).** Please write the entire tag in red ink; do NOT use red dots. **If donating unsold items, it is in your best interest to use red ink.**
- Do not cross out errors made writing Seller Number or price; use a new tag.
- Use only the style of tags provided by the KSS.
- Attach tags to front, right side of clothes (not to hangers) with safety pins (not straight pins) or through clothing tags or belt loops. Use plastic hangers if possible and hang items with the hook facing to the left.
- Use tape or tag string to attach tags on toys and non-clothing items (remember: bottom of tag must be easily

accessible). Ziploc bags work well for items with small or numerous pieces; tape top of bag to prevent pieces from getting lost.

- Make sure item will not be damaged when buyer removes tag.
- For large, multi-part toys, attach parts to one another, if possible. Otherwise, tag each part with tag for largest part listing all information and “Part 1 of 2.” Mark tags for other parts with only Seller Number and “Part 2 of 2,” but no price.

**F. Are there items that cannot be sold?** Yes, items listed below may be pulled from the sale because they affect the reputation of the KSS or because of limited space

- torn, soiled, or otherwise damaged items
- broken or incomplete toys, games, or puzzles (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 (due to space constraints, only seasonal items should be sold: *spring/summer items at the spring sale; fall/winter items at the fall sale*)
- stuffed animals
- car seats (booster seats are allowed as long as there are no harness straps)
- clothing over size 12
- cribs
- potty chairs
- 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](http://www.cpsc.gov), for more information)

**G. How do I determine price?**

- Consider quality, condition, and brand name, but be realistic and consider what you would pay second-hand.
- Do not price items below \$0.50. If an item is not worth \$0.50, bundle with another item.

**H. When do I bring my items?** Thursday, March 15<sup>th</sup> between 9 AM to 7 PM, *no exceptions!*

- Sign-in and check the master seller list to make sure all of your information is correct.
- Place your items in the appropriate locations based on the posted signs.
- Sellers (and Bellwood parents) may shop on Thursday. (Please do not bring other shoppers on Thursday; they will be asked to leave and return on the public sale dates.) Sellers may pay with cash, check, or credit card.

**I. How is the KSS advertised?** Bellwood places ads and signs throughout the community. However, word of mouth is the best advertisement. Hard copies of the KSS flyer are available at Seller Registration for you to post on community bulletin boards; an electronic copy of the flyer will be emailed for posting on social media sites and forwarding to friends, family, and neighbors.

**J. When is the sale open to the public?** The sale is open to the public on Friday, March 16<sup>th</sup> from 9 AM to 5 PM and Saturday, March 17<sup>th</sup> from 9 AM to noon. Shoppers may pay with cash, check, or credit card.

**K. When do I pick up my unsold items?**

- If you indicated on the KSS Seller Agreement to have your unsold items donated, you do not need to return.
- If you indicated on the KSS Seller Agreement to pick up your unsold items, *you must pick up your items between 2:00 and 2:30 PM on Saturday, March 17<sup>th</sup>* or your items will be donated—no exceptions!
  - Bellwood will sort unsold items by seller number but will not bag items; bring bins/bags to pack your items.
  - Sign in when you arrive to pick up your items.
  - Check large item area, toy area, and clothing room for your unsold items.

**L. When can I expect payment?** Checks are mailed 2-4 weeks after the KSS. The check will include 60% of your sales, plus \$4 if you worked a shift during the sale, and minus the cost of any additional tags received. Note that tags are sorted electronically so tags from sold items are not returned to sellers.

### KSS Seller Agreement (October 2017)

*Please print clearly!*

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

*Please indicate your choice:*

I would like my unsold items to be **donated** at the end of the sale.

I will **pick up** my unsold items at the end of the sale. Items **must** be picked up between 2:00 and 2:30 on Saturday afternoon; you will be responsible for bringing containers and packing your items. ***See Section K of this document.***

You will not receive credit if tagging rules are not followed. ***See Section E of this document.***

Items that do not meet the rules and standards of the KSS will be pulled from the sale. ***See Section F of this document.***

I understand and agree to abide by the terms listed above and in the attached instructions.

**Signature:** \_\_\_\_\_

#### **Bellwood Preschool Use:**

Seller Number      Date      Paid cash or check (number/date)

Volunteer time?