

Vendor # _____

Drop-off Time _____

Volunteer Shift _____

**HILAND PRESBYTERIAN CHURCH PRESCHOOL
SPRING CHILDREN'S CLOTHING CONSIGNMENT SALE**

SATURDAY, March 16, 2011 8AM – 3PM / Red tag 1 pm - 25-50% off everything

It's that time again! Sign-up, starting on Thursday, February 7th from 7pm – 9pm in the Administration Building (White House) to be a vendor for the sale. The sign-up boards/supplies will then be available for open sign-up in the Administration Building until the **150 vendor maximum** is reached. The Administration Building is usually open Mon-Fri. 9am-4pm and Sundays 9am-Noon. Call 412-364-9000 to assure the building is open.

SPONSOR: Hiland Preschool is the non-profit organization sponsoring the sale. Money raised will be used for operating expenses, toys and supply replacement, and renovations.

VENDOR 60% Preschool 40%

HOW TO SELL:

- Sign up for a vendor number as discussed above. Pick up a vendor information sheet, tags and hangers at this time and sign up for a drop-off time. Supplies will be available until the Wednesday before the sale.
- Each vendor may bring **150** items to sell, so be particular which items you choose and decide on a fair price for each item.
- Hang clothes with hanger hook facing to the left and the tag goes on the right side of the garment when looking at the outfit. (See below)
- Please sort clothing by gender and size (ex. All boy clothes NB-12 & all girl NB-12 separated).
- **Please fill out every line on the tag and be specific, making sure your vendor # is on the top line of both halves of the tag. (if the tag is not filled out we can/will not give you proper credit).**
- Please do not hang pajamas or pants.
- Bring items at the drop-off time you signed up for (Wednesday, Thursday or Friday before the sale.)
- There is a \$7.00 vendor fee deducted from your proceeds to offset supply and advertising costs. (No fee charged for volunteers)
- As items sell, we tear off the bottom portion, sort all the tags, add your sales up, and issue you a check for 60% of this amount, minus the **\$7.00 fee** to participate (if you don't volunteer).
- **NOTE: If your item total exceeds 150, additional fees will be assessed. Items that do not sell must be picked up between 5:00 and 6:00 pm the Saturday of the sale or you can designate them for donation when you sign up. We cannot store unsold items. If items are not picked up, they will be donated Saturday evening.**

NO.	1
Style	Boys 2 pc. Elmo outfit
Size	12 months
Price	\$3.00
NO.	1
Style	Boys 2 pc. Elmo outfit
Size	12 months
Price	\$3.00



The RED TAG SALE: (50% OFF) will be held on Saturday afternoon from 1-3 pm. To designate an item for “red tag” simply use the specially stamped tags. If an item sells at the “red tag” price, the commission rate remains the same based on half of the original price. You may red tag all, some or none of your items. (All items will be automatically reduced by 25% during the red tag sale; however, the commission will be deducted from the Preschool, rather than the vendor.) If you are planning to donate unsold items, we encourage you to red tag all of your items to maximize your chances for selling them.

Check Pick up: The checks will be available for pick up approximately two weeks after the sale in the Administration Building. (Date to be determined. You will be notified at drop off of time and date.) If check is not picked up, it will be mailed on the following business day. **Tags will be available for pick up only with your check** and then will be available for pick up in the Administration Building for 2 weeks thereafter.

SIZE: Newborn – 12 **ONLY.** We will accept only washed, seasonally appropriate and stain/tear/odor free clothes. At drop-off the items will be checked for stains and general condition. Items should be less than 5 years old.

EQUIPMENT: We limit items to exersaucers, travel cribs, strollers, changing tables, tabletop swings, gates, newer highchairs and 5-point carseats that are within 5 years. Snugli/carriers, receiving blankets and infant towels are also permitted. **Please no baby blankets, crib bedding sets, diaper genies, potty chairs, bathtubs, and feeding items.**

TOYS: please refer to the purple toy guidelines sheet.

RESERVING VENDOR NUMBER: If you have items already tagged from the last sale and wish to keep the same vendor number, you can reserve this number by emailing Carrie Brady consignmentsale@hilandpreschool.com by **February 6th**, including in the email your address, phone # and your vendor number. **After February 7th sign up, vendor numbers are on a first come, first serve basis in the Administration Building and we will not be able to reserve your number via email or phone.** Otherwise, simply come and sign up early so you get a slot. You must still come in and register and get supplies even if you reserve a number.

PARTICIPATION FEE: A **\$7.00** fee to participate will be deducted from your proceeds. This fee is waived for those who volunteer to work a 3-hour shift. **VOLUNTEER SHIFTS** are limited so sign up early. Note: Current Hiland Preschool parents can sign up for their shift on the board across from the 4-year old classroom.

QUESTIONS: Review information on our website www.hilandpreschool.com or email Carrie Brady at consignmentsale@hilandpreschool.com.

We appreciate your participation in our preschool fundraiser.