

**HILAND PRESBYTERIAN CHURCH PRESCHOOL  
SPRING CHILDREN'S CLOTHING CONSIGNMENT SALE  
SATURDAY, March 26, 2011 8AM – 3PM (NEW TIME!)  
RED TAG 1 pm 25-50% off everything**

**New for this sale: New sale start time on Saturday @ 8am,  
pick up moved to Sunday March 27<sup>th</sup> from Noon-2pm.  
Vendor to sort clothes by gender and size  
(ex. All boy clothes NB-12 & all girl NB-12 separated)  
\$7.00 fee to participate, additional fees if over 150 items**

It's that time again! "Sign-up" to be a vendor for the spring sale starts on Thursday, February 17th, 7pm – 9pm in the Administration Building (White House). The sign-up boards/supplies will then be available for open sign-up in the Administration Building until the 150 vendor max is reached. Administration Building is usually open Monday thru Friday 9:00 am – 4:00 pm and Sundays 9:00am – 12:00pm. Call 412-364-9000 to assure that it is open. Hiland Preschool will advertise, organize, display and sell your items to the public.

**VENDOR 60%, Preschool 40%**

**SIZE NB – SIZE 12 KIDS ONLY**

**HOW TO SELL:** Sign up for a vendor number as discussed above. Pick up a vendor info sheet, tags and hangers at this time and sign up for a drop off time. Supplies will be available until the Wed. 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. PLEASE PRICE ITEMS IN MULTIPLES OF \$.50.

Sample prices that sell the best:

Tops: \$1.00-\$3.00

Skirts/Pants: \$2.00-\$5.00

Shoes: \$2.00-\$3.00

Casual dresses: \$3.00-\$6.00

Holiday dresses: \$5.00-\$15.00

- Hang the clothes on hangers (see image below) and sort them by gender and size and bring them at the drop-off time you signed up for (Weds, Thurs or Fri before the sale.). Single pants, shorts, and skirts do not need to be on hangers unless part of an outfit. PJs will be placed in bins, not on hangers, please pin 2 pieces together. **No underwear.** Shoes should be nearly new. Please join shoes together securely. Cable ties work well. Items should not be more than 5 yrs old. We will quality control your items on drop-off and return to you any non-saleable items.
- Tag items as instructed,(see below), You **MUST** use the tags provided and **make sure your vendor # is on both halves of the tag (if the tag is not filled out we can/will not give you proper credit).** Decide on a fair price for each item. Price the items with the tags provided. Clothing items are to have the tags secured with safety pins, not straight pins, please.

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,

unless you volunteer. **NOTE:** If your item total exceeds 150, additional fees will be assessed.

**EQUIPMENT:** We limit items to exersaucers, travel cribs, strollers, changing tables, tabletop swings, gates, newer highchairs and 5 point car seats. Snuggli/carriers, receiving blankets and infant towels are also permitted. Please check your equipment and make sure they have not been recalled.

**No other baby blankets or crib bedding sets. No diaper genies, potty chairs, bathtubs or feeding items!**

**Please tag equipment, toys and books securely with tape on the top portion only of the tag.**

**TOYS:** VHS tapes are not selling well. **NO STUFFED ANIMALS /PLUSH (ex. Elmo, Care Bears, etc).** They don't sell well and can't be donated. **No McDonald toys.** PLEASE READ THE TOY GUIDELINE SHEET FOR OTHER RESTRICTIONS.

**RED TAG SALE:** If you wish to increase your chances of selling your items, you may participate in the red tag sale by using the tags with the stamp already marked "Red Tag" on the back. These items drop to 50% off at 1pm. This does affect your commission, however, so participation is optional.

**Drop Off:** Bring your tagged items to Fellowship Hall at the drop-off time you have signed up for. Fellowship Hall is located on the upper level of the Education Building. Please park in the upper lot behind the church building.

**Non-donated items pick-Up:** Following the sale on **Sunday** any unsold items must be picked up between 12:00 pm and 2:00 pm. We cannot store unsold items. If items are not picked up, they will be donated Sunday afternoon.

**CHECK PICK UP:** Vendor checks and tags can be picked up one week after the sale, on Sunday April 3<sup>rd</sup> in the Administration Building between 3:30-4:30pm. If not picked up, checks only will be mailed on the following Monday. If you are unable to pick up your tags at the designated time and would like them, please e-mail Carrie Brady at [consignmentsale@hilandpreschool.com](mailto:consignmentsale@hilandpreschool.com).

**RESERVING VENDOR NUMBER:** If you have items already tagged from the last fall sale and wish to keep the same vendor number, you can reserve this number by emailing Carrie Brady **after Feb. 1<sup>st</sup> until Feb. 16<sup>th</sup>** at [consignmentsale@hilandpreschool.com](mailto:consignmentsale@hilandpreschool.com). Please email your address, previous vendor number and phone number as well. 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. After Feb. 16<sup>th</sup>, you will NOT be able to sign up on-line. Sign up is on a first come, first serve basis.**

**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 ONLY sign up for their shift on the board across from the 4 yr old classroom. (This sign-up sheet is ONLY for current Hiland Preschool Parents)

**IMPORTANT INFORMATION**

Hiland Preschool reserves the right to reject any item(s) that does not meet our strict standards. These items can and will be removed during the sale if they are seen as damaged, stained, broken or if they have an unpleasant odor. These items will be available for pick up after the sale along with any items that were not sold. As you go through your items please keep in mind that if you would not buy it yourself, do not try to sell it.

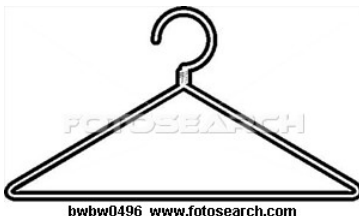
**\*Hiland Preschool is not responsible for any item(s) that may be incorrectly tagged, stolen, lost or damaged.\***

*We at Hiland Preschool would like to thank you for following these guidelines. We are confident that keeping strict policies is what keeps our sales successful for everyone involved. Providing our customers with quality items at low prices keeps them coming back.*

*Our goal is to have a well-organized sale that provides a pleasant shopping experience. We also try to provide an equally pleasant experience for you, our vendors. We hope that you will continue to sell your consignment items through us and encourage others to do the same. Money raised will be used for operating expenses, toys and supplies for our preschool. Thank you for your participation.*

Thank you,  
The Hiland Preschool Board

Hang clothes with hook facing to the left on hangers like:



Tags should be filled out like:

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

\*If hangers and tags are not correct, they will need to be fixed at drop off.