

VENDOR INFORMATION

Vendor # _____

Drop-off time _____

Volunteer Shift _____

SALE DATE: Sat, March 20, 2010 9:00am – 3:00pm Red Tag Sale (25 – 50% discount) 1:00 pm – 3:00 pm

CHECK PICK UP: Sunday, March 28th 3:30 pm – 4:30pm (checks will be mailed the following day otherwise, tags will NOT be mailed, will be available in the Adm bldg for 2 wks after check pick up))

NEW: 150 Item limit (total clothes AND toys), additional fees charged if over limit

150 vendors accepted NO STUFFED TOYS / PLUSH

Pick up of unsold items on Saturday **5:30 pm – 6:30 pm**

Review acceptable items below and read Toy Guideline sheet

Use website and email for questions: consignmentsale@hilandpreschool.com

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

GENERAL INFO: Hiland Preschool is offering to display and sell your gently worn children's clothes* (size newborn to children's 12,) select baby equipment, toys and books on a consignment basis in our Fellowship Hall. There is a \$7.00 vendor fee deducted from your proceeds to offset supply and advertising costs. (No fee charged for volunteers.) Hiland Preschool will advertise the sale, organize, display and sell your items to the public. Following the sale, we will tabulate your sales and issue you a check dividing the sales as follows:

VENDOR 60% Preschool 40%

* We will accept only seasonally appropriate clothes, without stains and less than 5 yrs old.

HOW TO SELL:

1. Stop by the Administration Bldg Monday through Friday 8:30 am – 4:00 pm or Sundays between 9:00 am – 11:00 pm to sign up for a vendor number, pick up tags and hangers, and schedule a drop-off time. **Please call 412-364-9000 to assure the bldg will be open if you have to come from a distance.** Tags and hangers will be available through the Wednesday prior to the sale.
2. Wash, iron and make your clothes as saleable as possible (i.e. replace buttons, remove stains, etc.) In particular, make sure that baby equipment is scrubbed clean. NOTE: We will not accept items that are stained, broken, outdated, or that we judge unfit to sell. No underwear. 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.**
3. Hang clothes on the appropriate sized hangers provided. You are welcome to use your own hangers but they will not be returned to you. **LIMIT 150 TOTAL ITEMS. (CLOTHES AND TOYS)**
4. 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. Equipment, toys and books tags will be secured with tape. (See instructions on Toy Guideline sheet for specifics.) PLEASE NOTE: You MUST use the tags provided. The tag must include your vendor number, size, price and a description of the article. (See tag sample on next page.) **PLEASE PRICE ITEMS IN MULTIPLES OF \$50**
5. 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 bldg.
6. Following the sale on Saturday, any unsold items must be picked up between **5:30 pm and 6:30 pm**. We cannot store unsold items. If items are not picked up, they will be donated Saturday evening.
7. Vendor checks can be picked up one week after the sale, on Sunday Mar 28, 3-4pm in the Administration Bldg. If not picked up, checks will be mailed on the following Monday. Tags will be available for pick up, if desired, with your check and will be available for pick up in the Administration Bldg for 2 wks thereafter.
8. **The RED TAG SALE (50% OFF)** will be held on Saturday afternoon from 1:00 – 3:00 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.**
9. Questions? Email consignmentsale@hilandpreschool.com