



Spring/ Summer Lisle Clothing and Toy Resale Seller Guidelines

Your seller number: Name:

This number must appear on the tag of every item you sell. This number identifies your items so that we may return your unsold items as well as your proceeds from the sale to you! You are responsible for remembering this number.

DROP-OFF:

Wednesday, March 4th 7:00-9:00 p.m.
OR Thursday, March 5th 5:00-9:00 p.m.

Doors lock at 9:00 p.m. NO EXCEPTIONS!

**Pre-shop Friday, March 6th 6:00-8:30
based on volunteer hours!!**

SALE:

Saturday, March 7th 7:00-11:00 a.m. (Regular Sale)
Noon-2:00 p.m. ½ price white tags only

PICK-UP:

Sunday, March 8th 1:00-2:00 p.m. Unsold Items & Check
Items not picked-up by 2 p.m. will be donated, NO EXCEPTIONS!
Please leave labeled bins or bring them with you to retrieve items.

SELLER AGREEMENTS AND REMINDERS

- By paying the registration fee for our sale you agree and understand the following guidelines listed on the website. www.lehso.org
- The LEHSO will only communicate with sellers via e-mail. It is your responsibility to make sure we have your current email.
- You are NOT guaranteed the same number every sale. You must reserve your number for each sale by the reserve date set forth by the LEHSO. Any numbers not reserved by that date will be given to a new seller. After reserving your number, you then must pay your seller fee by the designated registration date or your number will be given to a new seller.
- If you pay, but do not sell, for two consecutive sales, you will not be allowed to reserve a number for future sales. Your number will be given away after the second sale in which you did not sell. You can get a new number if there are any open.
- The Committee, HSO and Elementary School are not responsible for lost/stolen articles or tags. Sellers are selling at their own risk. We do not recommend selling small and/or expensive items.
- **You must volunteer a 2-hour shift during set-up or break down in order to be a seller. Please refer to volunteer info given to you regarding this.**
- **You receive 70% of the sale price, the Lisle Elementary Home & School Organization receives 30% (unless you do not volunteer at the appropriate time slot, then your split becomes 50/50).**
- We reserve the right, at any time in the sale process, to refuse or release any seller for any behavior or action that we feel is inappropriate, including, but not limited to treating any clothing sale volunteer poorly. In this case, only your unused seller registration fee will be refunded. Please remember, we are not paid employees, we are parent volunteers giving our time to provide this service to the community, our school and our sellers. Please treat our volunteers kindly.
- **Drop-off dates for merchandise and pick-up dates for unsold merchandise are not flexible, so please be aware of the dates before you commit to becoming a seller.**
- If someone other than yourself will be picking up your items on Sunday (even your spouse), we will need your authorization at drop off. That person will then be asked to show proper ID before your items/check are released. If we do not have that authorization, your items will be donated at 2:00 SHARP and your check will be held in the school office for pick up for up to five days after the sale.
- **NO ONE UNDER THE AGE OF 12 IS PERMITTED IN THE GYM ON THE DAY OF THE SALE.**

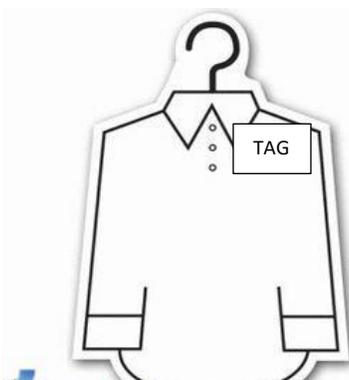
DROP OFF DIRECTIONS

- All items are inspected before being put out on the sales floor. Any items that do not meet our requirements will be on your unsold items pile on Sunday.
- Both your bins and your lids must have your name and seller number marked clearly on them if you want them returned.
- We reserve the right to reject and/or limit items WITH NO EXPLANATIONS. Please understand we do have space constraints, so we have to be selective.
- **If we do not believe it will sell easily, we reserve the right to reject it.**
- We will make all decisions on whether items fall under girl's Jr./boys clothing versus adult clothing. What we view as adult clothing and shoes will be rejected.
- Items must be in excellent condition, current styles and season appropriate. They must be clean with no stains, unpleasant odor, or pet hair. Also, if they are not tagged or hung properly, they will be rejected (see "Tagging Instructions for Details")
- If we cannot ensure all pieces to a toy are included, or that it is in working condition, we will reject it. (working batteries must be included, when necessary)
- **Sellers are required to check www.cpsc.gov to ensure items being sold comply with CPSC guidelines and are not recalled. You agree to not sell any recalled items!**
- Rejected items will be marked with a red line, hangers may be removed, and they should NOT return to future sales. Out of season items will be returned to your bins and may return at the appropriate season.

TAGGING INSTRUCTIONS

1. **WE ONLY ACCEPT OUR TAGS. Do NOT make your own tags. Additional tags may be obtained at any seller registration date. If you must purchase tags outside of a registration a convenience fee will be applied. Please purchase all the tags you will need!**
2. One tag per item—please use only blue or black ink. No red ink.
3. White tags are reduced by 1/2 price at noon. Gold tags will stay full price all day.
4. Do not White Out or cross out errors—you must make a new tag.
5. Indicate if there is more than one part to the item—secure parts with Ziploc bags, and safety pins or packing tape.
6. Secure **ONLY** the **LEFT SIDE** of the tag with a safety pin (NO STRAIGHT PINS) on clothing or clear packing tape on toys, equipment and books. If more than just the left side of the tag is covered in tape you will be asked to redo the tags or we may reject your item.
7. The hanger is to face left and tag is attached on the UPPER right as you are looking at the item (see below)
8. You must provide the hangers.
9. Hang shirts, pajamas, dresses, coats, and multiple piece outfits. Fold all jeans, skirts, shorts and pants. If pants are hung you will be asked to remove the hanger at drop-off.
10. Hats, belts, tights & socks must be in Ziploc bags. If part of an outfit, attach Ziploc bag to hanger.
11. We require \$.50 minimum on tags and \$.50 increments on up – if not, it will be rounded down or rejected.
12. We reserve the right to price any tags that are left blank or unreadable.

For detailed guidelines on what we accept, see our guide under the seller section at: www.lehso.org



← Hanger must face left.

← Pin tag on the UPPER right chest side ONLY (as you are looking at item).

SAMPLE TAG

Seller #:	10	Seller #:	10
Item & Size:	green GAP Shirt	Item:	Green "GAP" shirt
Size:	6	Boy	<input checked="" type="radio"/> Girl
\$	5.00	Size:	6
		\$	5.00

Fasten with a safety pin to the left of the dashed vertical line.

SIZING INFORMATION:

Little Girls and Boys: Must be marked with a numerical size. For items that don't have a numeric size (only S, M, L), please use the following chart (and your best judgment on the size of the item) to convert the size on your tag: XS=4or5, S=6or7, M=8or10, L=12or14, XL=16or18.

Junior Girls/Teen Boys: For Teen/Junior sized tops and bottoms, first, tags must be marked "JR." Then, write your size for juniors EXACTLY as it is on the tag.

Junior girls' tops and bottoms can be sized as: x-small, small, medium, large, x-large OR you can write any number size (0, 1, 2, 3, 4, etc.). The bottoms will be separated out as number sizes first, followed by a section for letter sizing.

Junior/Teen boy's tops will have their own section by letter and the bottoms will be arranged by waist size first (26, 27, 28, 29, etc.), and then a separate section will follow that section with letter size pants.

We will be watching carefully that these are all teen brands and not adult!

Questions? Contact LisleResale@LEHSO.org, or visit our website at

www.lehso.org

We appreciate you selling with us and look forward to making this a fun and rewarding experience!! Your participation in this volunteer run event funds many valuable learning experiences for our students!! Thank you for your time, cooperation, and participation in our event!!