

Highlands Clothing Resale - Fall 2018

Seller Information

www.HighlandsClothingResale.org
highlands.clothing@gmail.com

Fall 2018 Clothing Resale Schedule		
Drop-off*	Thursday, September 20	3:00pm – 8:00pm
	Friday, September 21	3:00pm – 5:00pm
Volunteer Pre-shop	Friday, September 21	6:30pm – 8:30pm
Sale Day	Saturday, September 22	8:30am – 1:30pm
		2:00pm – 3:00pm (half price sale)
Unsold Item Pick-up*	Saturday, September 22	4:30pm – 5:00pm

* Please use flashconsign (our online system) to schedule both drop-off and pick-up times.

Brief Reminders

- Electronic tagging system – NO HANDWRITTEN TAGS WILL BE ACCEPTED
- Tag colors –
 - **WHITE:** indicates the item will be donated if unsold
 - **LIGHT BLUE:** indicates the item will be returned to the seller if unsold
- Unsold items may be **either donated or returned to you.**
- **Drop-off procedures --**
 - Express drop-off for all non-equipment items.
 - Light blue tagged items must be dropped off in labeled bins/boxes. (See “Dropping Off Items” for details.)
- All events for this sale are at Highlands (525 S. Brainard St., Naperville, IL, 60540)

Safety and Cleanliness Standards

To be accepted for our sale, all items must be:

- freshly laundered, gently-used or new, and manufactured in the last 5 years
- clean, in good working condition, and adhere to current safety standards
- not broken, ripped, defective, torn, stained, or missing buttons (zippers and snaps must work)
- without animal fur, excessive pilling, or an odor; also free of lead and/or phthalates
- properly hung and tagged as described in this packet

ACCEPTABLE AND NOT ACCEPTED ITEMS

Categories	ACCEPTABLE	NOT ACCEPTED
Infant and Children's Clothing sizes: newborn - 6x	jeans and pants pajamas shirts and sweaters dresses socks and tights leotards Halloween Costumes Fall Jackets and Winter Coats Snowsuits and Snowpants gloves, scarves, hats	spring/summer items swimwear underwear plastic footie pajamas potty training pants cloth diapers
Children's Boots and Shoes sizes: 3 – kids size 1	dance and sports shoes daily, gym, and dress shoes winter boots	sandals spring shoes
Infant Items sizes: n/a	boppy pillows cloth bibs diaper bags monitors nursing cover-ups onesies (bundled in sets of 3+)	baby bottles bath tubs breast pumps cloth diapers plastic bibs
Linens sizes: baby, crib, toddler	baby blankets car seat and shopping cart covers crib sheets infant towels pack-n-play sheets receiving blankets	bedsets crib bumpers decor
Equipment sizes: n/a	activity tables baby gates changing tables exersaucers front cloth baby carriers high chairs pack-n-plays rocking chairs strollers/jogging strollers swings	booster seats buggies car seats cribs

Basic Checklist for Sellers

Before the sale:

1. Signup online, including scheduling drop-off and pick-up times.
2. Obtain necessary supplies (typically cardstock, safety pins, zip ties, and hangers).
3. Enter information online for all items to be sold.
4. Print tags on approved cardstock, making sure that items you want back if unsold are on LIGHT BLUE and items you want donated if unsold are on WHITE.
5. Safety pin each tag to each fabric item. Tape tags to non-fabric items.
6. Pin sets together, hang appropriate items.
7. Bring your items to us during your scheduled drop-off time.

After the sale:

1. Pick up any light blue tag items that were unsold during your scheduled pick-up time.
2. Receive your check in the mail.

Email us with any questions: highlands.clothing@gmail.com

Payments and Fees and Records for Taxes

Each seller will be charged a **\$1 participation fee** to cover the printing and mailing of checks.

In addition, each seller will be charged a **\$5 administration fee** unless the seller volunteers and works at least one shift during the Fall 2017 Highlands Clothing Resale. This fee applies to all sellers, regardless of tag color. This fee is intended to partially compensate Highlands for the need to recruit more volunteers. We hope all our sellers will sign up to volunteer. For days and times and to sign up, go to www.HighlandsClothingResale.org. Volunteer shifts are usually 2-3 hours long. When you sign up to volunteer AND when you come to work your shift, please put your seller number in the comments section so we know not to charge the \$5 non-volunteer fee.

The seller will receive 60% of their sales, minus the \$1 participation fee and the \$5 administration fee (if applicable). Highlands Home and School will receive 40% of the sales.

Seller checks will be printed and mailed within two weeks of the end of the sale. Checks will be mailed to the address you have listed in your FlashConsign account. **Please make sure this address is accurate!** If you do not receive your check by Monday, October 8, 2018, please contact us at highlands.clothing@gmail.com.

You may log in to the online system after the sale to see which of your items sold and the sale price. For items marked to be reduced during the half-price sale, you will see whether they sold at full price or at half-price. You may also print a report of unsold items you marked for donation and use the report for tax purposes.

Seller Supplies

Items may be purchased by you from local stores. Some supply items are available through us free of charge (while supplies last).

Cardstock: You are required to print your tags on 90 lb cardstock. Eight tags print on each sheet. Have white cardstock for items you want donated if unsold. Have light blue cardstock for items you want returned to you if unsold. We have cardstock available that you may pick up (free of charge). Contact us at highlands.clothing@gmail.com to arrange a time. You may also purchase 90 lb weight cardstock at office supply stores, Walmart, etc.

Hangers: We have a large, but limited, supply of hangers. You may pick up hangers (free of charge) for use at the Highlands Resale. Contact us at highlands.clothing@gmail.com to arrange a time. You may also purchase hangers or use your own hangers. We ask that you not stretch out small items to fit on large hangers. However, please make sure hangers are large enough so the item doesn't fall off easily.

Safety pins: Please purchase and use safety pins for attaching tags to items. Safety pins may be purchased at dollar stores, craft/sewing stores, online, etc.

Zip-ties: Please purchase and use zip-ties for attaching shoes/footwear securely together. Zip-ties can be found at Menards, Walmart, online, etc.

Creating Tags

All tags must be creating using Flashconsign, our online tagging system. NO HANDWRITTEN TAGS WILL BE ACCEPTED.

Signup to sell with us at FlashConsign.org. The system will automatically assign you a seller number and format the tags for your items. You will need to enter information for each item you plan to sell, including price, brief description, and whether or not you want the price to reduce to ½ price on the last day of the sale.

Please carefully note our CURRENT TAG COLORS. Print all tags on 90 lb weight cardstock. Tags will print 8 to a sheet.

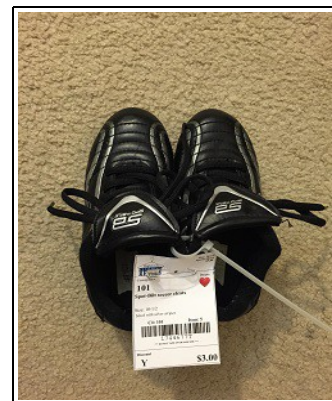
If you want unsold items	print tags for those items on
RETURNED TO YOU	LIGHT BLUE cardstock paper
DONATED TO CHARITY	WHITE cardstock paper

The tagging software will put “Y” under the word “Discount” on the tag for items that you designate you want the price to reduce to half price on the last day of the sale. The software will put “N” under the word “Discount” on the tag for items that you want to stay full price. A “Y” under “Discount” should be printed on all tags marked for donation if unsold. For items that you want returned, you may choose to either have the price reduced or stay full price. The pricing software will automatically charge 50% of the original price during the ½ price sale for “Discount” items.

Please be careful about what color you are printing on. After the sale is over, our volunteers will divide out items to be donated purely by tag color. Therefore, however you marked your item in the software, **if the tag is printed on white paper, the item will be donated if unsold.**

Tagging and Preparing Items

After your tags are printed, cut them out with scissors. Attach each tag to the appropriate item **with a safety pin**. The safety pin should go through the **top of the tag**. Tags are placed on the left upper side of the item (to your right as you look at it). If you are using a hanger, the hook must point to the item's right side (to the left as you look at it), making a question mark. Please see pictures.



For sets containing multiple items, **please pin the items together** to keep them securely attached. Even when putting an outfit on a hanger, please pin the pieces together. Sometimes one or more piece will fall off the hanger, and in the crowds of shoppers it can be difficult or even impossible to reunite the set.

Items that must be on hangers	2+ piece outfits and suits collared shirts and blouses dresses and skirts leotards winter outerwear and jackets
items that may be either on hangers or folded*	jeans/pants (unless part of a set) t-shirts
Items that must be folded	pajamas (including pajama sets)

*Please note that in general items sell better if they are hung.

For items that cannot have tags pinned, such as equipment or items in clear plastic bags, please tape the tag to the outside in a clearly visible location. **Be sure to NOT tape over the barcode**, even with clear tape, as this makes it difficult for the scanners to read the barcode.

For **shoes and boots**: Use zip ties to attach the pair together securely. If possible, pin the tag (to the footwear or the zip tie) such that it is clearly visible when the footwear is standing flat on the floor. Because tags and footwear are easily separated, also attach your **seller number and the price on each shoe/boot using masking tape**. The tape may be placed either on the inside of each shoe/boot or along the tread of each shoe/boot, depending on which works better.

Ziplock bags may be used for items that are sold together as a group. For example, 5 pair of size 18 month socks, or 3 onesies. Do NOT tape the bag shut, as we may need to inspect the contents for quality. Tags should be securely taped to the outside of the bag. Tape along the top and bottom of the tag. Be sure to NOT tape over the barcode.

Equipment should be ready to display, with all pieces securely attached together using masking tape and/or zip-ties. Do not put equipment in boxes.

Dropping Off Items

Please use our online system to schedule a time window for dropping off your prepared and tagged items.

Bring light blue tagged items in closed containers such as bins with a lid or a boxes with a top. If you have both white and light blue tagged items, only your light blue items need to be in bins/boxes. (Large equipment items do not need to be in containers. See below for equipment instructions.) Please clearly label each of your bins/boxes (and lid if not attached) with the following information:

Label your bins/boxes with:

Seller Number
Last Name
Cell Phone Number

We will be using your seller number and last name to ensure that items are placed in the correct bin. We will use your cell phone number to text you if we have any questions about your items.

If you label your bin/box by attaching a sign, please take care to **securely attach the sign on all four sides** with good tape. These bins/boxes are the only method that we will be using to return unsold items, so it is to your advantage to make your sign readable and secure.

There is no waiting during the inspection. All non-equipment drop-off is now Express, regardless of tag color. Once we have you marked as having delivered your items, you are free to go. We hope this will give more sellers time to volunteer.

After you drop off your items, volunteers will inspect each item watching for stains, broken zippers, missing/mismatched buttons, animal hair, and odors. If items have any problems or are out of style or not on our list of acceptable items/sizes, they will be placed in your bin/box to be returned to you with your unsold items (for light blue tags) or donated (for white tags).

Similarly, if any of our volunteers notice a problem with one of your items during the sale, it will be pulled from the sale floor and placed in your bin/box to be returned to you (for light blue tags) or donated (if a white tag).

When dropping off equipment: Please be prepared for a brief inspection as to cleanliness, functionality, and general acceptability. Large equipment items should not be in a bin or box, regardless of tag color. If there is an unsold large item to return to you, we will simply place it by the bin/box you provided for smaller light blue tag items.

Picking Up Light Blue Tag Items After the Sale

Unsold item pickup will occur Saturday, September 22rd from 4:30 – 5:00pm. **Please schedule an appointment using our online system** during this time. This will help our volunteers with sorting all your unsold light blue tagged items into the bins/boxes you provided (except large equipment items). If you will not be able to pick up your items, you may send a representative with a signed note from you indicating your seller number and that the bearer may pick up your items.

Any items not picked up by Saturday at 5:00 pm will be donated to charity unless specific prior arrangements have been made.

Our volunteers are extremely careful with all items you bring in, however **we cannot accept responsibility for stolen, lost, or damaged items**. Please know that we do our best to have every unsold, light-blue tagged item returned to you in the same condition that you brought it to us.

Communication

Please contact us any time by email at highlands.clothing@gmail.com You may find answers to questions on our website: www.HighlandsClothingResale.org or on our Facebook page. Please follow us on Facebook and/or enter your email on our website to receive up-to-date reminders and information about future sales.

Frequently Asked Questions

1. *How do I price my items?* Generally, items can be priced higher than a “garage sale” price, but less than what is charged at local children's resale stores.

2. *Why do I need to use 90 lb weight cardstock for printing tags?* We have found that 90 lb weight is the best for our purposes. We want the tags to be stiff enough to survive crowds, but thin enough for a safety pin to go through.
3. *I am buying my own paper, how can I tell if it is the right "light blue" color?* The light blue tags need to be light enough that people and scanners can easily read the information, but dark enough that volunteers can easily differentiate it from white tags.
4. *My item is sized 12/18 month, but the online system doesn't have that size listed. What do I do?* The online system lists both "12 month" and "18 month". Please choose the size that your item fits best. If in doubt, we suggest you choose the smaller size.
5. *I have an item that a toddler may wear with pants like a shirt, but it snaps between the legs like a onesie. Do I need to bundle it in a set?* Most likely not. If it is an undershirt/onesie that stores typically sell in packages of 3 or more, then they must be bundled for our sale.
6. *Should I use multiple tags to mark pieces in a set that are sold together?* No, use just one tag for the entire outfit or set. Please do make sure all the items are pinned together.
7. *How can I attach a tag to these tiny shoes?* First, please note that we are not accepting newborn shoes. Shoes should be size 3 (approximately 12 month) or larger. For smaller sizes, it may work to tape the tag to the bottom of one (or both) shoes. Or shoes may be placed in a clear plastic ziplock bag and the tag attached to the bag.
8. *What if I have a few items that are size 7?* We are sorry that we cannot accept any items outside of our size ranges. Ellsworth Elementary has a resale for larger children's sizes and teen sizes.
9. *I have toys to sell. Can I list that as "equipment"?* No. We do not accept toys or puzzles at our Fall sale, except for some activity baby items specifically listed. Please check the "Acceptable and Not Accepted Items" chart in this document. Beebe Elementary has a toy resale in October where you can sell your toys.
10. *I have a 3-piece pajama set. Should I mark that as "pajamas" or as "3+ piece set"?* Please mark all pajama sets as "pajamas" regardless of the number of items.
11. *I have a question I don't see on your FAQ. What should I do?* Please email us with any other questions at highlands.clothing@gmail.com.

Thank you for selling with the Highlands Clothing Resale. We appreciate all our sellers, shoppers, and volunteers. The kids of Highlands thank you too!