



## **“We’ve Outgrown It” Sale** **Non-Member Seller Guidelines**

**Saturday March 31, 2012**  
**11:00 am to 2:00 pm**  
**Evergreen Seniors Centre**  
**683 Woolwich Street, Guelph**

**PLEASE NOTE THE CHANGE IN VENUE, AND CHANGE IN TIMING FOR THE SALE, DROP OFF, AND PICK UP!**

### **Seller Numbers**

- All sellers are assigned a number that must be clearly printed on all their labels (**each seller must sell under their own seller number**).
- Contact the Sale Coordinator for a seller number if you do not already have one (info below).
- A Donation seller number has been established (999) for anyone wishing to donate items to the sale – the Club will benefit from the sale of these items. Sellers are required to label, price, and drop off these items with their personal sale items.

### **Labeling and Pricing of Items**

- Members use *pink* labels, **Non-members use white labels**.
- Size of label is not to be altered, please use the labels available on the website.
- Please write, or print, legibly and complete all applicable parts of the label.
- When grouping together items of clothing, if using more than one label for each piece of clothing (i.e. 1 of 6, 2 of 6, etc), **the total price is to be written only on the first label**.
- Use one safety pin (**no straight pins**) to attach labels to clothing (one label per item).
- If you cannot pin the label to the item (i.e. toys), use masking tape or other tape that does not damage the item and is **easy for sale staff to remove**.
- Make a note on the label if there is more than one piece to the item.
- **We will no longer be accepting stuffed animals for sale.**
- When pricing your items, ask yourself what you would pay for the same item at a garage sale (1/4 to 1/3 of the original price is typical).
- **We will no longer be accepting items priced for under \$1.** Consider grouping items together into lots (e.g., group 2 diaper shirts for \$1 rather than selling them for \$0.50)
- 25 cent denominations only please, for ease of calculation.

- **Please pack your clothes by size** (i.e. 3 months, 6 months, etc) to assist those setting up racks and tables.

### Condition of Items

- Please include only items that are presentable and known to be in working order (i.e. electronics, videos, computerized, battery-operated, etc), and items for the upcoming season in the sale. **No outdated items.**
- Ensuring items are clean, with all pieces attached/included, can help your items sell (also consider purchasing cheap batteries so toy is operational at sale).
- Sale staff has authority to remove items badly soiled, torn, broken, extremely outdated, not suitable for upcoming season or up to safety codes, etc. (items will be placed in a box marked "Not suitable for sale").
- Items found without labels will be set aside and matched with lost labels if possible. If no owner is found, items will be donated to charity.
- Any items left behind at the sale venue will be donated to charity.

### Commissions for Items Sold

- MBGW will deduct a 35% commission from your total sales.
- \$1.00 will also be deducted from your cheques to cover the rising cost of postage
- Your cheque, along with all tags from your sold merchandise, will be mailed to within 10 days of the sale.

### Drop off of Sale Items

- **ALL non-member sellers drop off at 8:00 am.**
- Non-members **register before** unloading their items.
- A waiver form must be signed before your items are placed out for sale.
- Please self-address an envelope at the registration desk (we will use this envelope to mail your cheque and labels from sold items).
- Tables will be set up at the door to deposit items and a working member will place your items on the floor.
- Please remove all empty boxes from the Hall except for one *large* box that is prominently labeled with your name and seller number for sorting at the end of sale (if leaving storage box, take lid with you).
- Please do not leave empty cardboard boxes behind, they are difficult to get to recycling.
- The club is not responsible for boxes, or other containers, left in the Hall.

### After Sale and Pick up of Sale Items

- Remember to bring as many boxes as you think necessary to retrieve unsold items.
- All unsold items will be ready for pick-up at **3:00 pm**. Non-members will *not* be allowed into the Hall prior to this time.
- Please check the "Not Suitable for Sale" and "Lost and Found" boxes for any unsold items.
- Space for non-member sellers is limited so sellers that confirm their attendance but do not show up on the day *may* not be invited to participate at future sales.

If you have any questions or concerns, please contact Shawna at [guelphmultiples@live.ca](mailto:guelphmultiples@live.ca)

Thank you for your support!