

RESALE SCHEDULE for FRIDAY & SATURDAY

GENERAL INFORMATION

Be sure your bins & lids are labeled with your name & Seller number
On Friday, park in the **SOUTH LOT** and enter there.

**IMPORTANT: On Saturday, park in the EAST LOT. It is the smaller lot just off of Oak Park Ave.
Enter thru Door 3. PLEASE ALSO ASK YOUR GUESTS TO PARK & ENTER HERE TOO.**

**NO FOOD OR DRINK IN THE GYM.
DO NOT DRAG BINS OR SCRATCH THE GYM FLOORS**

COMMITTEE

Please wear **HOT PINK** shirts on Friday and Saturday. This is so students, security, school staff and new Sellers can identify you as a Department Head. Wear comfortable shoes—you will be on your feet all day. Please pay \$5 for your pizza order if you haven't done so already.

SELLERS

On Saturday, member sellers wear **RED**; non-member sellers wear **GREEN**.

You are responsible for putting all of your items away. Once you have unloaded your bins, please return them to your car. On Saturday, we will let you know when you can retrieve your bins for recovery.

FRIDAY SCHEDULE

COMMITTEE

2:00 P.M. COMMITTEE ASSIGNED TO PICK-UP ARRIVE Committee on *Pick-up* meet at **PUBLIC STORAGE at 15359 S. Harlem, Unit 1002 in Tinley Park**. Load your car with your items before you leave home as you will not have time to return. Be prepared to lift and load heavy equipment from the truck; **bring work gloves to protect your hands**.

4:00 P.M. ALL OTHER COMMITTEE ARRIVE

All Committee not assigned to *Pick-up* will unload truck and build racks. Be prepared to lift and load heavy items.

Committee will coordinate with Sellers on when to bring in their items. There must be at least ONE Committee member in the department at all times.

SELLERS

4:00 P.M. START TIME SELLERS

All Sellers with a 4pm start time should arrive with your car loaded with your items. You will not have time to return home. Be prepared to lift and load heavy equipment from the truck; **bring work gloves to protect your hands**. You will bring in your items and put them away **AFTER** your shift.

5:00 P.M. & 6:00 P.M. START TIME SELLERS

All Sellers with a 5pm & 6pm start time should arrive with your car loaded with your items. You will not have time to return home. At the school, you will finish building racks, manage intake of items and organize departments. You will bring in your items and put them away **AFTER** your shift.

NO WORK SELLERS: bring your items in and put away between 6-9pm. Leave half your bins with Resale Chairs.

Coordinate with the Committee Department Head and other Sellers in the department when to bring in your items so there is at least ONE Committee member in the department at all times.

When it is time to bring in your items, pull your car up to the SOUTH ENTRANCE. Unload your items onto the sidewalk; WE HAVE LIMITED HELPERS. Then park your car and return to where you've left your items. You can then begin to put your items away. Remember, YOU are responsible for putting away all of your items.

Be sure to take your bins and lids with you!

Be sure to pull the following items:

- ✓ Infant carriers, car seats and/or booster seats that do NOT have the waiver attached and/or do NOT meet the requirements as stated on the waiver
- ✓ Stuffed animals
- ✓ Drop side cribs
- ✓ Crib tents
- ✓ Clothing priced for less than \$1
- ✓ Used breast pumps & used accessories
- ✓ Bumbo Seats without the seat strap
- ✓ Clothing that is ripped, stained, missing buttons, has broken zippers, is overly pilled or worn.
- ✓ Equipment/items that do not have all parts, is not in proper working condition or is dirty, stained or damaged.
- ✓ Clothing that is not tagged or hung properly

All pulled items will then be brought to the Tabulating Room for recovery by the Sellers on Saturday.

COMMITTEE

Please organize your department as quickly as possible. Once you are finished in your department, proceed to another department to assist there.

8:30 P.M. COMMITTEE DINNER

Pizza will be served in the breakroom

9:00 P.M. FINAL ORGANIZATION OF DEPARTMENTS

Make sure that your department is neat & tidy. If you are done in your department, find another department that needs assistance. Please do NOT pre-shop/pre-sort items. Hanging items in special places, hiding items, etc. is not allowed.

??? COMMITTEE SHOPPING BEGINS

Committee members receive an envelope for your blank check and tags of the items you wish to purchase; you pull your own tags. Bring a blank signed check made out to 'Clusters' or pay by credit card. Danielle Glodowski provides your total on Saturday morning.

IMPORTANT: DO NOT BEGIN SHOPPING UNLESS DIRECTED SO BY THE CLOTHING SALE CHAIR. Sellers are prohibited from purchasing an item with the intent of reselling it for a profit at the same sale from where it was purchased. Let's keep it fair so it fun for everyone!

11:00 P.M. PRE-SHOPPING ENDS/SCHOOL LOCKS UP

Bring your paid items to your car—we do not have room to store items.

Remember your **HOT PINK** shirts on Saturday and comfortable shoes. Committee must report on Saturday at 6:00 am

SELLERS

9:00 P.M. SET-UP ENDS

Sellers must have their items put away in the proper department at this time. Remember to take ALL OF YOUR BINS with you on Friday night. If you are a NO WORK seller, leave half of your bins with Resale Chairs.

Member Sellers wear **RED** shirts and non-member Sellers wear GREEN shirts on Saturday. Wear comfortable shoes. Eat breakfast and pack a lunch.

Member sellers shop at 6:00 am.

Non-member sellers shop at 6:45 am.

SATURDAY SCHEDULE

COMMITTEE

6:00 A.M. COMMITTEE ARRIVE AT SCHOOL

Stop at check-in/check-out table to get your Saturday schedule and then head to your designated department.

Committee should park in smaller EAST LOT just off of Oak Park Ave and enter thru Door #3

SELLERS

6:00 A.M. MEMBER SELLER SHOPPING BEGINS

6:45 A.M. NON-MEMBER SELLER SHOPPING BEGINS
Park in smaller EAST LOT just off of Oak Park Ave and enter thru Door #3.

Non-member sellers may use cash or debit/credit cards. Member sellers may use personal checks, cash or debit/credit cards.

Credit/debit cards incur a \$1.50 fee per every \$50.

Allow enough time to finish shopping, pay for your items and bring them to your car BEFORE you start your shift. We need all Sellers at their designated department at their start time. You will need to check-in at desk before you start your shift.

*Be sure to stop by the Raffle Table
to check out the raffle baskets !
Tickets are \$1 each or 6 for \$5*

8:00 A.M. SELLING FLOOR OPENS TO GENERAL PUBLIC

Please maintain your department by keeping items organized; giving items that don't belong in your department to a Seller or student to return to the proper place, making sure nothing has fallen on the floor, etc. *Keep your eyes and ears open! Theft is typically not a problem BUT we do want you to be aware of your surroundings. If you see someone opening an item, tampering with or switching a tag or any other issue, please approach them or find security staff or another Seller to assist you.*

COMMITTEE

Light lunch (sandwiches & chips) will be provided for Committee around 11:00am in the break area near Tabulation. Make sure one other person is still in your assigned department and inform them you are taking your lunch break.

SELLERS

Be sure to take time for a short break—bottled water will be available. You may want to pack a lunch. Just let the other Sellers in your department know when you want to take a break.

SALE CLOSES from 10:30-11am.

Committee will take lunch break; Sellers will manage departments.

Sellers to organize and begin sorting items by seller number.

10:00 A.M. HALF-PRICE SALE PREP

Organize your department and **MAKE SURE NO ONE HAS HIDDEN ITEMS TO PURCHASE DURING THE HALF-PRICE SALE.**

Hoarding and hiding items to purchase during the Half-Price sale is STRICTLY PROHIBITED. Any customer, member OR seller found to be hiding items will be asked to leave the sale immediately and will not be permitted to sell at future sales.

Remind customers they will need to clear the sales floor by 10:30am to close the sale down. They are welcome to get back in line to be let back in for **FREE** at 11am.

10:30 A.M. SELLER SHOPPING BEGINS

Sellers will be allowed 15 minutes to shop. Sellers must be in line by 10:45am to pay for their items. Paid items must be brought to your car OR we can store a small amount down the Hold hallway.

10:45 A.M. SELLER SHOPPING ENDS

Sellers must be in line by 10:45am to pay for their items. Paid items must be brought to your car OR we can store a small amount down the Hold hallway.

11:30 A.M. BREAK DOWN BEGINS

IMPORTANT: As customer traffic subsides, start organizing the remaining clothing/items by Seller number. If you are unsure how to do this, ask a Committee member. Committee members should coordinate organization of unsold items.

IMPORTANT:

**Move unsold items to rounders and
break down wooden racks FIRST.**

12:30 P.M. SALE ENDS/BREAK DOWN CONTINUES

Break down of racks and loading of the truck begins. We will announce when Committee & Sellers can bring in their bins. Once all bins are in, arrange them in numerical order. Committee, Sellers & students start item recovery and continue breaking down the racks and loading the truck.

COMMITTEE

Continue to break down and recover items until all equipment is staged to be loaded on the truck.

Committee assigned *Drop off* will be assigned to break down racks and load truck. You should be prepared to lift and load heavy equipment onto the truck; **bring work gloves to protect your hands.**

SELLERS

Continue to break down and recover items until all equipment is staged to be loaded on the truck.

**DO NOT SORT THRU YOUR UNSOLD ITEMS/BINS UNTIL
ALL RACKS, ROUNDERS, SHELVING, ETC.
IS CLEARED AND READY TO BE LOADED ON THE TRUCK.**

COMMITTEE

**2:30-3:00 P.M. BREAK DOWN ENDS; COMMITTEE
ASSIGNED TO DROP OFF DEPART**

(this is an approximate time)

Committee on *Drop-off* will leave the school after loading their cars and head to the storage facility. The storage facility is **PUBLIC STORAGE at 15359 S. Harlem, Unit 1002 in Tinley Park.** *Bring work gloves to protect your hands.*

4:30 P.M. COMMITTEE DROP OFF ENDS

(this is an approximate time)

SELLERS

2:30-3:00 P.M. BREAKDOWN ENDS

(this is an approximate time)

Tear down is done once all items have been recovered and the rental truck is loaded. Please do not leave until we make our final announcements.

Any seller leaving before breakdown concludes will be prohibited from selling in future sales.

**This is a team effort so please
stay until all tasks are complete.**

***THANK YOU to SELLERS, COMMITTEE, NON-MEMBERS, VOLUNTEERS
and everyone who makes the RESALE a SUCCESS!!!***