

CLUSTERS RESALE RULES & GUIDELINES for NON-MEMBER SELLERS

REGISTRATION INFORMATION

1. Mail or email completed registration form
2. Pay registration fees:
OPTION 1: Write two checks payable to 'Clusters':
 - \$25 seller's fee
 - \$40 security deposit**OPTION 2:** Pay \$65 fee via PayPal and receive your \$40 deposit back with your sale proceeds.

See Registration Form for more details

CANCELLATION POLICY

Sellers who need to cancel their registration must contact the Clothing Sale Chair one (1) week prior to the sale in order to receive the full refund of their seller fees and their deposit check.

If you cancel after the deadline, you will only receive your \$40 deposit back.

If you cancel Friday or Saturday of the sale or do not complete your full shifts, *even in an emergency*, your \$40 deposit check will be cashed and you will not receive a refund of your seller's fees.

SELLER RESPONSIBILITIES

All sellers must adhere to these *Rules & Guidelines* and any other directions as provided by Clusters. In addition,

- **Check-in & out:** Sellers *must* check-in and out on Friday and Saturday for all scheduled shifts. Failure to do so may result in forfeiture of the Seller's \$40 deposit check.
- **Be sure to participate:** Sellers will be assigned duties for set-up and day of sale and will be responsible for completing these tasks at the specific times. All sellers *must* participate in set-up and take-down. Failure to fulfill these responsibilities, *even in an emergency*, will result in forfeiture of the Seller's \$40 deposit check.
- **Have a large labeled bin ready:** Sellers *must* have a large bin(s) clearly labeled with their seller number for recovery of unsold items on Saturday. Sellers should also write their seller number on the inside of their bins. A donation truck will be available on Saturday to donate any unsold items.
- **Organize prior to arrival:** Sellers *must* organize items prior bringing them to the school. All clothing items should be presorted by sex and size. Toys, books, games should be organized/grouped together prior to being put on sales floor.
- **Put your items away:** Sellers will be allowed to bring in their items after their shift on Friday. Sellers may not unload or put away items before or during their shift. **You must put away all of**

your own items and recover all of your empty bins/lids before you leave the school on Friday night. We do not have room to store bins.

- ✓ No items will be allowed to be brought in on Friday until set-up of **all departments** is complete.
- ✓ Sellers must vacate the school promptly at 9:00pm on Friday.
- **Assist with breakdown:** When the sale ends on Saturday, all Sellers are responsible for returning unsold items and breaking down racks. **NO SORTING OF YOUR ITEMS BEFORE BREAKDOWN IS COMPLETE. Any Seller not assisting with item return and breakdown will forfeit their deposit check.**
- **Wear the appropriate shirt:** Non-member Sellers must wear **GREEN** shirts on Saturday. This will help identify you as a Seller to Clusters members and our security staff. Clothing Sale Committee Members wear **HOT PINK** on Friday and Saturday; Clusters member Sellers wear **RED**.

ADDITIONAL SELLER INFORMATION

- Due to liability issues, children are not allowed at set-up on Friday or during any shifts and tear-down on Saturday. Please make other arrangements for their care.
- Please be readily available to assist with all aspects of the set-up/take-down process so the sale runs successfully. If you are unsure of what to do next, please ask a Committee Member (in pink shirts) for an assignment.
- Clusters *does not* provide any meals on Friday or Saturday for Sellers. Clusters will provide water and snacks. Feel free to bring lunch with you; you will be allowed to take a short break during the Sale to have lunch.

PROHIBITED ITEMS

The following items are prohibited from being sold at our resale:

- Clothing that is ripped, torn, stained, missing buttons, has broken zippers or is overly pilled or worn....no matter the price.
- Any item that does not contain all parts, is not in proper working condition or is dirty, stained or damaged.
- Drop side cribs or crib tents
- Any items that have previously been recalled
- Used breast pumps (new, sealed pumps and accessories are acceptable)
- Stuffed animals (stuffed animals that light up, move or have electronics inside are acceptable)
- You cannot sell your own clothing – only maternity, baby & children’s/junior’s clothing.
- You can only sell maternity items that are labeled as maternity clothing and were purchased at a maternity store or from a maternity clothing line.

The Seller assumes all responsibility for the items they have placed for sale at the Clusters Gently Used Clothing & Equipment Sale (the “Sale”). The Seller assumes all liability for selling items at the Sale that have either been recalled by the Consumer Product Safety Commission (the “CPSC”), that exceed the CPSC’s lead limits, that contain known phthalates or any other item that violates the safety standards set forth by the CPSC. More information regarding recalled children’s products, etc. can be found at www.cpsc.gov.

Any item that does not meet these requirements will be pulled from the Selling Floor. Selling privileges may be revoked if a large number of items are pulled due to the above factors.

TAGGING, HANGING & PRICING

No. 600 Price \$ \$1.00 2 pc outfit Size <u>18m</u>	P I N H E R E	Clusters Moms of Multiples Club	600
		Description: 2 Piece Outfit -- Red Snowman Sweater w/Plaid Skirt	Price \$1.00
Size <u>18M</u> Boy <input type="checkbox"/> Girl <input type="checkbox"/>		Name: <u>J. Doe</u>	

S A M P L E T A G - N O T T O S C A L E

- Clusters tags files and seller numbers will be emailed once payment and registration forms are received.
- Each item *must* display an official Clusters tag complete with the necessary information (name & Seller number, price, size, sex, # of pieces, etc.) on both portions of the tag. Sellers can enter their name, number and various prices for printing at home (be sure to print on 'landscape'). Please do not alter the size of the tag.
- Please write legibly. Sharpie Markers are recommended. No gel pens. You may use BLUE, BLACK or RED ink. Clusters **strongly encourages** Sellers to utilize the computer-generated tags
- Please print neatly and clearly so cashiers can read the tags. If the cashiers and tabulators cannot determine if you have written \$20 or \$70, we will be unable to sell the item.
- Please do not hand write the dollar sign on your tags. The \$ is already preprinted.
- Please do not use cardstock for your tags as it makes it difficult for the tabulators. White and/or colored copy paper is acceptable. Your tags do NOT need to be the same color.
- **All tags must be completely cut out on the black line, on all four sides of the tag.**
- Each tag *must* be securely attached with safety pins on the "PIN HERE" area of the tag and *must* be displayed on the **upper RIGHT-hand side** of the front of the item (*see picture*) when the item is facing you. Just like a stamp on an envelope needs to be in the same place on anything you would mail, tags need to be in the same place on all garments so checkout goes as quickly and smoothly as possible. When taping tags to items, be sure to tape only on the **left side** of the tag. Taggers/Baggers need to remove the right half of the tag for the Seller to receive credit for the item. Packing tape is strongly recommended to secure tags.
- Each clothing item *must* be hung **securely** and **form a backward letter "C"** when the garment is facing you (*see picture*). Items should be pinned or zip-tied to the hanger to prevent the item from falling off the hanger. Outfits and items with multiple pieces should be pinned together as well as to the hanger to prevent accidental separation.
- You set your own pricing. However, no clothing item may be priced for less than \$1.00.
- All pricing needs to be in .25 cent increments (.25, .50, .75, \$1.00, etc.).



PREPPING CLOTHING

Clothing Items

Clothing is organized by the following categories. Use this chart when organizing your items at home so unpacking will go as quickly as possible once you arrive at the school.

GIRLS & BOYS CLOTHING		OTHER
Preemie	5T	Maternity
Newborn	5	Jackets/Coats
0-3 & 3 months	6	Halloween Costumes/Dress Up
3-6 & 6 months	6X (girls)	
6-9 & 9 months	7	
9-12 & 12 months	8	
12-18 & 18 months	9 (girls)	
18-24 & 24 months	10	
2T	12	
3T	14-16	
4T	Juniors (S, M, L)	
4	Young Men's (S, M, L)	

- If an item runs small or big, indicate on the tag what size the item *fits like* (i.e. 'fits like 2T'). Then place that item on the rack according to what size you determined it to be.
- Only sell same size items together (i.e. 2T shirt with 2T pants). *Do not put different sizes together (i.e. 3T shirt with 4T pants) unless one of the items ran small or large and fit the same.* Be sure to indicate on the tag if that is the case (i.e. 3T shirt with 4T pants – PANTS RAN SMALL)
- Indicate numeric sizes on clothes vs. Small/Medium/Large. Small/Medium/Large designations are only allowed for Junior, Young Mens or Maternity clothing. All other items must have a numeric size.
- We do not have a rack for 'gender neutral' clothing (white/yellow/green items like sleepers, pajamas, etc.). Please indicate on the tag if it is BOY or GIRL.

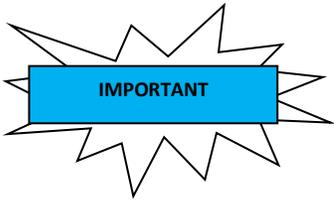
Multiple (twins/triplet) Outfits

- **Do NOT attach twin/triplet matching outfits to each other!** We no longer allow sellers to *attach* matching twin/triplet outfits together. Sellers who wish to sell their twin/triplet items together (i.e. matching sweaters, outfits, etc.) should tag each item/outfit and hang the items *next* to each other in the specially designated area marked 'Twin/Triplet Clothing/' on the respective size rack. Only individual outfits (i.e. pants & shirt) may be attached at the neck of the hanger.

Small Items (socks, onesies, bibs, etc.)

- Group small items together in a transparent (Hefty/Ziploc) bag.
- Tape the opening of the bag with packing tape to prevent theft or loss. Attach the tag to the **outside** of the bag with packing tape. Clusters recommends Sellers also write their Seller number & price on the outside of the bag in the event a tag is lost.
- Small items sell best when grouped in bags of 6 to 12.
- Infant hats, headbands/hairbows, onesies, socks, underwear, diaper covers, etc. should be bagged.
- If an item is new, please indicate so on the tag. *Please do not repackage used items such as underwear, socks, tights, etc. in their original package.*

Shoes



- Shoes must be zip-tied or secured together using zip-ties. Bagging of shoes is not allowed.
- Be sure all shoes have been thoroughly cleaned. **Dirty shoes will be pulled.**
- Zip-tie together and secure tags with safety pins OR a tag sealed with packing tape and zip-tied to the shoe. **Do NOT tape tags to your shoes; they will fall off.**

PREP for SELLING TOYS, GAMES, BOOKS, ETC.

- Do not repackage items in their original boxes unless the item is completely new and all parts are intact. Items placed in boxes cannot be checked to see if they work properly or if it is in clean condition. Exceptions to this rule are: puzzles, games, video games, DVDs or anything that might require the original packaging in order to store it on your shelf.
- Batteries are mandatory in any item that requires a battery so the customer can make sure it works.

Diaper Bags, Backpacks, Lunchbags, etc.

Please *do not* zip tie shut diaper bags, backpacks, lunchbags, purses, etc. Customers need to be able to open them so they may inspect the inside.

Books

- Books should be in readable condition and bound so the customer can flip through the pages to view the contents of the book.
- Books cannot be sold in plastic bags. Sets/series of books can be tied together with string.
- Any books with writing in them will be pulled. The exceptions are: name or other small wording on the inside cover.
- Books with scribbles, missing/torn pages or sticker books missing stickers cannot be sold.
- Please sort your books by category (pregnancy, holiday, board books, easy readers, etc.) before you drop them off. Clusters recommends separating large quantities of books into plastic bags (Target, Jewel, etc.) by category to make it easier at drop off. We will be having baskets/totes for each category.

Toys

- Toys should be assembled securely with small pieces bagged & taped to them. Be sure to seal the bags with packing tape.
- Clusters **requires** Sellers to put batteries in toys so customers can verify the toy is in good working condition.
- ONLY 'Disney' brand stuffed animals can be sold. No other stuffed animals/dolls can be sold.
- *Electronic* stuffed animals & characters (i.e. Elmo, Dora, etc.) are permissible.
- You do not have to indicate on the tag if the toy is for a boy or girl.

Videos/DVDs/CDs

- **Media material should be previewed to ensure the items are free of skipping or tracking problems and in proper working order.**
- The item's case should then be taped shut in order to prevent theft or loss.
- Movies should have a PG-13 rating or less.

Blankets/Bedding

- Blankets/comforters tend to sell better when hung.
- Receiving blankets sell better when bagged (usually three to a bag). Crib sheets can be bagged as well.
- Large bedding sets should have all components pinned or taped together. Painters tape works well.

PREP for SELLING LARGE ITEMS

Items must be priced and ready to be sold before they are brought in the door on Friday. In Large Equipment area, Sellers must decide their price before they leave the item. *Items will be pulled if not priced before 8:30 p.m. on Friday Night.*

Clusters strongly recommends including any manuals, instructions or directions with items. Large equipment that includes the manual will typically sell faster than the identical item that does not. Place any manuals or paperwork in a Ziploc bag and attach to your item with a zip tie or cable tie. If you do not have the original manuals, you can find them online and print them.

Large Equipment

- Large equipment should be assembled and all pieces and components **securely** fastened together using zip ties, twine or packing tape.

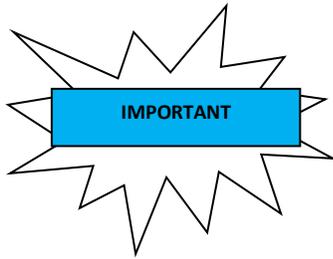
Pack-N-Plays

- Pack-N-Plays need to be folded and brought to the Sale in their carrying case/bag. Due to space limitations, we cannot open up Pack-N-Plays for display.
- Clusters recommends the Seller take a picture of the Pack-N-Play and display it in a Ziploc bag on the outside of the Pack-N-Play so customers can see what's inside.

Strollers

- If you are selling a stroller, please be sure to demonstrate how to open/close your stroller to the Committee members working the Large Equipment aisle. Oftentimes customers want to see how a stroller folds up and if the Committee members aren't familiar with your stroller, your item might not get sold.

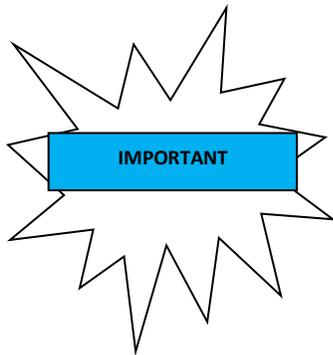
PUTTING YOUR ITEMS OUT at the SCHOOL



Do NOT attach twin/triplet outfits to each other. We no longer allow sellers to attach twin/triplet outfits *together*. Sellers who wish to sell their twin/triplet items together (i.e. matching sweaters, outfits, etc.) should tag each item/outfit and hang the items *next* to each other in the specially designated area marked 'Twin/Triplet Clothing' on the respective size rack. Only individual outfits (i.e. pants & shirt) may be attached at the neck of the hanger. Tags should indicated '2 piece outfit' OR 'pant/shirt/vest.'

We are eliminating the following 'specialty' racks due overcrowding:

HOLIDAY
ATHLETIC WEAR
SWIMWEAR



All of these items should be included on the regular racks organized by size and gender.

We will still have the following 'specialty' racks:

MATERNITY
HALLOWEEN COSTUMES/DRESS UP
COATS & JACKETS

SHOPPING TIMES AND ADMISSION

6:00 a.m.	Member Sellers
6:45 a.m.	Non-Member Sellers & Members
7:30 a.m.	IOMOTC/Twin Club Members & Early Shopper Raffle Winners
8:00 a.m.	General Public

All Sellers must pay the \$2 admission fee to the FCCLA who assists with the Sale.

SELLER PROCEEDS, CHECKS & TAGS

- Clusters will collect 20% of your total sales if you work. If you select NO WORK, Clusters will collect 30%.
- Sellers' checks and tags will be available for pick-up at a Clusters General Meeting (date & location TBD). You may come at any time between 7:00pm – 9:00pm to collect your check & tags.
- If you can't make the meeting, Clusters will mail your check the day after the General Meeting. Any Seller who does not attend the meeting will have *only* their checks mailed to them on the following day. Tags *will not* be mailed.
- If you would like to get your tags, contact VP Finance Danielle Glodowski at kluskie@hotmail.com to make arrangements to pick up your tags. Tags will only be held for a limited amount of time.