



Ellsworth Elementary School

2017 Spring Seller and Donor Instructions

145 N. Sleight St.
Naperville, IL 60540

The Ellsworth Home & School thanks you for supporting our annual clothing resale. For over two decades, this event is one of the Ellsworth's major fundraisers. Income from the sale is used for various educational and enrichment programs, materials, and equipment for Ellsworth students and staff. In addition, our sale provides a great service to our community by providing a place to buy gently used clothing, shoes, sports equipment, and accessories at a low cost.

SALE INFORMATION

March 15, 2017	March 16, 2017	March 17, 2017
Volunteer Pre-Shop 6:00 pm – 9:00 pm	9:00 am – 4:00 pm 6:30 pm – 8:30 pm	9:00 am – 1:00 pm (50% off many items)

No strollers are allowed in the sale

Contact Website: www.naperville203.org/ellsworthclothingresale
 Phone: Lisa Bandera 630-853-6884
Info: Email: ellsworth.resale@gmail.com
Register: www.myconsignmentmanager.com/ellsworthclothingresale or Visit the school on February 28th & March 1st for supply pick up.

Sellers: Sellers will receive a 60% profit from each item sold, with 40% going to the Ellsworth Home & School. A \$5.00 administration fee will be deducted from each seller check, which covers the cost of price tags, instructions and advertising. This fee is assessed per seller ID number. If nothing is sold there will be no fee charged.

The success of this fundraiser relies on many volunteers. Volunteers who work one shift will be able to purchase 10 items, and three or more shifts will have the opportunity to purchase unlimited items at the pre-sale on Wednesday afternoon.

By registering and bringing your tagged items to Ellsworth, you agree to abide by the following seller instructions. Items that are not in good resale condition or properly tagged will be removed from the sales floor. If more than 10 items are removed from the sales floor because they do not meet our selling criteria, you will be notified by phone or e-mail.

Donors: No time to tag your items? You may donate your things and they will be priced and tagged by volunteers with all profits going to the Ellsworth Home & School. Unsold items will be donated to local charities. **Please review the "Items Accepted" section** and drop off your items in the donation box in the Ellsworth School lobby from February 22nd - March 10th during the hours of 9:00 a.m. - 2:15 p.m. Donors do not need to register.

REGISTRATION PROCEDURES

All sellers must register via the electronic software:

www.myconsignmentmanager.com/ellsworthclothingresale

A seller number will be provided to you via the software. Donors do not need to register. All paper for printing tags, hangers, pins, etc. will be available at the onsite registration.

Registration Dates: February 20, 2017 through March 10, 2017

Onsite Registration: February 28 & March 1, 6:00 pm – 8:00 pm

Website Registration: www.myconsignmentmanager.com/ellsworthclothingresale

E-mail: ellsworth.resale@gmail.com

RECEIVING

Seller Drop-Off Dates:

Monday, March 13, 2017	Tuesday, March 14, 2017
3:30 pm – 5:30 pm 6:00 pm – 9:00 pm	*3:30 pm – 5:30 pm* 6:00 pm – 9:00 pm

***Express Drop-Off*:**

Monday & Tuesday 3:30 pm – 5:30 pm

Express drop-off allows you to bring in your yellow tag items, check-in, and drop-off your items without waiting for them all to be inspected. All items must be hung and tagged correctly. Any items that are deemed unacceptable will be put directly into the charity boxes.

- Sellers should bring items only at designated times.

Donor Drop-Off Dates (donors do not need to register):

February 20 – March 10, 2017, 9:00 am* to 2:15 pm

*No access inside school prior to 9:00 am

- Lobby doors are locked at all times.
- Review the "Items Accepted" section to be sure that the items will be included in the sale. Please do not leave unacceptable items at the school. We appreciate your cooperation.
- Donated items should be brought to the school in boxes that will not be returned.

AFTER-SALE PICK-UP

After-Sale Item Pick-up: Saturday, March 18, 9:00 am – 11:00 am SHARP!

Please park in the area behind the school. Enter through door #3 and wait for someone to assist you.

**All items must be picked up at the listed
date and time or they will be donated to local charities!
In case of an emergency please contact Lisa at 630-853-6884**

We are not responsible for stolen, lost or damaged items; however we do exercise extreme care with all of your items.

SELLER CHECKS

Seller checks will be mailed to the address provided or confirmed during registration. If you do not receive your seller check by April 15, 2017, please e-mail ellsworth.resale@gmail.com. Remember, a \$5.00 registration fee will be deducted from every seller.

ITEMS ACCEPTED- everything must be clean & in good or better condition

- **Children's clothing & jackets** – Spring & Summer sizes 5 through 20. (slim, regular and husky)
- **Junior's clothing & jackets** – Spring & Summer sizes 00 through 15/16; Jr. Brands like Mudd, Juicy Couture, Hollister, etc.
- **Children's and Junior's party or formal wear**
- **Shoes and boots** in excellent condition sizes 8 and up.
- **Underwear** in sealed original packaging only.
- **Socks and tights** – in sealed original packaging only.
- **Sleepwear** – No excessive wear.
- **Sporting equipment** – skateboards, baseball mitts, cleats, shin guards, roller skates, etc.
- **Uniforms** – Scouting, sport uniforms, and accessories.
- **Dancewear**
- **Miscellaneous** – Backpacks, ties, purses, lunch packs, etc.

ITEMS NOT ACCEPTED

- Improperly tagged or prepared items
- Items not freshly laundered or clean
- Items with stains, holes, or rips
- Old, out-of-date styles (i.e., stirrup pants)
- Broken zippers
- Worn elastic
- Items with missing pieces
- Underwear without original packaging
- Out of season items
- Clothes with user-added (not by the original manufacturer) metal or vinyl snaps, zippers, or closures
- Earrings
- Men's & women's clothing (**no Misses brands like Chico's, J.Jill**), sleepwear, accessories, etc.
- Not accepting clothes sizes 4 and under

If more than 10 items are removed from the sales floor because they do not meet our selling criteria, you will be notified by phone or e-mail.

TAGGING AND PREPARING ITEMS

NEW GUIDELINES: Only MY CONSIGNMENT MANAGER sale tags will be accepted as they contain your unique ID number. This allows for inventory count as well as ease of checkout. This also allows for sellers to print an itemized list of items that have been donated, for tax purposes. Paper for printing tags will be provided at the seller registration. Please do not use regular paper because the tags will not stay on. The paper required to print the tags is 65lb card stock. The tag colors must coincide with what is specified below. (Yellow tag; donate after sale, white tag; reduce on Friday/return to seller, salmon tag; do not reduce/return to seller)

Price items affordably and according to condition. You may be able to price name brand clothing in very good condition (such as Gap or Gymboree) slightly higher. Generally, items can be priced higher than a "garage sale" price, but **BELOW** what is charged at local children's resale stores.

Tag Colors

YELLOW: Reduce to 1/2 price on Friday and item will be **donated to charity** if unsold.

WHITE: Reduce to 1/2 price on Friday and item will be **returned to seller** if unsold.

SALMON: Item **will not be reduced** at any time and will be **returned to seller** if unsold.

****PLEASE MAKE SURE YOU ARE PRINTING ON THE CORRECT COLOR OF TAG****

WE RESERVE THE RIGHT TO CHANGE ANY TAG THAT IS COMPLETED INCORRECTLY.



Hanging garments:

- All garments must be **hung on wire hangers with the hook pointed to the garment's right side.** (To your left as you look at it.)

Folded garments:

- Pants & shorts must be folded

Tagging garments:

- Price tags must be secured carefully with a safety pin to the **top, left side of the garment** (to your right as you look at it). You may also use a tagging gun and secure the tag to the garments original size tag on the inside of the item.
- **DO NOT TAPE TAGS TO THE CLOTHING.**
- For expensive items or delicate material the tag may be placed on the garments original tag.

If extra supplies are needed please contact Lisa at 630-853-6884

Garments with multiple pieces:

- Use a skirt hanger when possible
- Secure pieces together with safety pins.
- **Tag the 1st piece with complete information** including the price and every additional piece with a copy of the first tag with the barcode crossed out.



Tagging footwear:

- Use zip ties (cable ties) to attach shoes together or place pair in Ziploc bag. Do not tape the shoes together.
- Tags on shoes should be secured with clear packing or masking tape to the bottom of the shoe. (Do not tape over barcode portion of tag.)
- Both shoes should have the seller number & price written on the inside of both shoes with masking tape.

Miscellaneous tagging notes:

- A price tag should be securely fastened to all other items with a safety pin, tagging gun, or clear packing tape (not masking tape).
- If necessary, reinforce tag with tape before pinning.
- Make sure a portion of the tag can be easily removed (i.e., UPC portion of tag), if needed, by the cashier during checkout.
- Tags need to be visible to buyers and accessible to cashiers but also attached in a way that the item will not be damaged upon tag removal.
- If desired, for tagging expensive items, clear packing tape may be applied over the safety pin in order to prevent tampering with the tag. (Do not tape the bottom portion of the tag.)

Any tagging questions? Call Lisa at 630-853-6884 or email ellsworth.resale@gmail.com.

All Paper for tags will be provided by the Home & School. Please do not use regular paper it will not stay pinned on the clothes.