

## Seller Guidelines

- A seller may submit a maximum of 150 items.
- Clothing items must be clean and hung on hangers. Use safety pins to attach all skirts and pants to the tops of hangers.
- Footwear must be held together by laces, zip ties, etc., or placed together in resealable plastic bags.
- Toys must be in complete working condition and include batteries, if required.
- Games and puzzles must include all pieces involved in play.
- Any item that contains small, loose parts should be placed in a resealable plastic bag and taped closed.

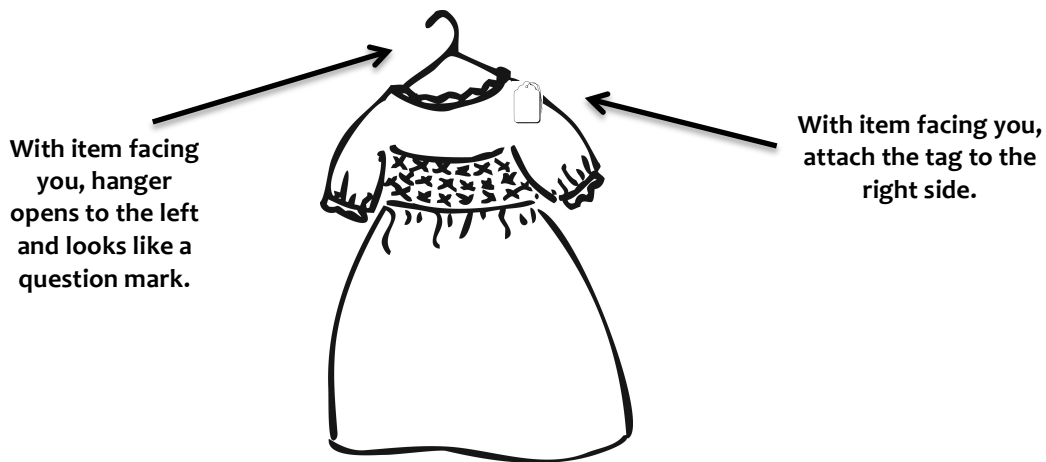
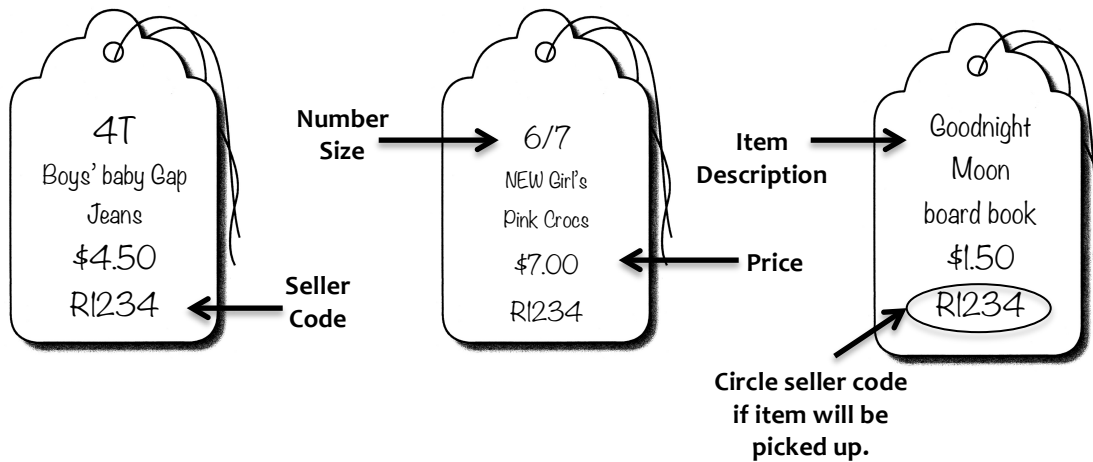
## Accepted Consignment Items

Item(s)	YES	NO
Children's Fall/Winter Clothing	<ul style="list-style-type: none"> <li>• Clean and mended clothing (good used condition to new)</li> <li>• Sizes newborn to junior</li> <li>• Raincoats, winter outerwear and gear</li> <li>• Etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Socks</li> <li>• Underwear</li> </ul>
Children's Footwear	<ul style="list-style-type: none"> <li>• Clean, seasonal shoes (good used condition to new)</li> <li>• Sports shoes</li> <li>• Dance shoes</li> <li>• Rain and snow boots</li> </ul>	
Baby Equipment	<ul style="list-style-type: none"> <li>• Strollers</li> <li>• Highchairs</li> <li>• Furniture</li> <li>• Feeding items</li> <li>• Etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Mattresses</li> <li>• Recalled items</li> <li>• Food</li> </ul>
Children's Books, Toys, and Games	<ul style="list-style-type: none"> <li>• Toys</li> <li>• Games and puzzles</li> <li>• Ride-on toys</li> <li>• Stuffed animals (new with tags or have battery-operated component)</li> </ul>	<ul style="list-style-type: none"> <li>• Broken or incomplete items</li> </ul>
Sporting Equipment	<ul style="list-style-type: none"> <li>• Protective gear and other equipment</li> </ul>	

## Tagging and Pricing

- Each seller will receive a free *Seller Package* (50 tags, safety pins, and a red pen) when he or she submits a *Seller Agreement*. Additional *Seller Packages* are available for sale in the preschool office for \$2. Tags used are white 2 3/4 in. x 1 11/16 in. size (Avery #11021 or #12201) ONLY.
- Clothing items must have a tag safety-pinned to the upper right side if the item is facing you. (See image below.)
- All other items should have a tag safety-pinned or taped in a visible location on the item. If using tape, please do not use packing tape directly on an item that could be damaged when the tape is removed (e.g. books, puzzles, boxed games).

- Tags should include number size, brief description, price, and seller code (first initial of last name and last 4 digits of phone number—see image below for an example)
- Price your items in 50¢ increments.
- Write tags in **RED** ink if you want your items to be discounted on Saturday and sold for 50% off.
- Write tags in **BLACK** ink if you do not want your items to be discounted on Saturday.
- Circle the seller code if you will be picking up your items. All remaining items will be donated to a local charity.



Messiah Moravian Preschool reserves the right to return to you or refuse items that do not meet the above criteria. Any items found to have a stain will be marked 50% off. We will do our best to safeguard your items placed for sale. However, all items remain the seller's personal property. Please understand that MMP cannot be responsible for events beyond our control or for lost or damaged items.

Thank you for supporting our sale. If you have any questions, please contact Christie Stein at (434) 284-1405 or [christiestein@gmail.com](mailto:christiestein@gmail.com).