

## New Seller Instructions (updated Fall 2016)

### Contents

Becoming a Seller.....	1
Intake Form.....	1
Drop-off.....	1
Pricing.....	2
What can you sell?.....	2
How to package items?.....	2
Labeling.....	3

### Becoming a Seller

- Email [ChildrensClothingExchange@gmail.com](mailto:ChildrensClothingExchange@gmail.com) with the following information
  - Subject – Seller: **UNIQUE** Seller Code
    - Please try to stay consistent with the seller code you have used in the past
  - In the Body of the email please provide us with your full name, seller code (again) and a phone number.
  - Also, please note if you will be volunteering.

### Intake Form

- Please print one Intake Form and fill it out prior to drop-off.
- Bring Intake Form with you when you drop off your goods.

### Drop-off

- You may drop off your sale items between **9:30 and 10:30 ONLY** at the Ellington Room on the second floor of the Manhattan Plaza 9th Avenue building (400 West 43rd Street). We will not be able to accept anything after 10:30 am (sorry but no exceptions).
- Make sure you have 1 already filled out intake form
- **Please separate your items by size/category and label the bags.**
  - Example: Place all Girls size 4 clothing in one bag and Boys size 6 clothing in another bag). This makes it faster and easier for setup. We have short amount of time to get everything setup.

- **You need to be able to leave the items at the door in whatever bag you brought them in.** We don't have the manpower or time available to empty each bag at the door.

## Pricing

- For the most part sellers price their items between \$1 and \$5 depending on the item's value and condition.
  - Please round to the nearest dollar or price in 25 cent increments (not odd amounts) for the ease and convenience of our volunteers.
  - PLEASE attempt to write as clearly as possible so that purchasers are charged the correct amount! If a number is unclear, then a lower amount may be assessed than you intended.
  - For assurance of getting the correct revenue for your sales -- if you are including a 7 (seven) in your price PLEASE cross the seven in order that it is not mistaken for a 1 (one).
  - This event is called a clothing exchange because it is a way for the families of the community to exchange their gently used toys and clothing to the benefit of all.

## What can you sell?

- Anything child related, except for anything made of wood, linens or stuffed animals.
- Clothes, shoes, books, games, toys, snugglies, booster seats, strollers, etc.
  - It is recommended that if you have anything large or of great value that you either put up a sign on the board provided or sell it on craigslist or ebay.
  - Seasonally Appropriate Items: Please try to limit the items you are selling to seasonally appropriate ones, i.e.: for the Fall sale shorts are not likely to sell and heavy coats will NOT sell at the Spring sale.
  - Any clothing larger than a youth 14-16 or adult items not appropriate for teens cannot be accommodated and will not be put out for sale.

## How to package items?

- **Please sort various sizes into separate labeled bags so that volunteers can set them out in the proper sections and they will be more likely to be sold.**
- Grouping or bagging items:
  - Consider using baggies to package matching items or groups of similar items together. When selling items in plastic or Zip Lock bags: Put a piece of tape under your label tape. This way the bag won't rip when the label is removed at checkout.

- Selling hanging items:
  - Some items sell better when hanging on hangers; Items such as coats, dresses, Halloween costumes, etc. We suggest that you bring such items already on a hanger and secured with safety pins.
- Selling toys or items with multiple parts or small pieces:
  - As many of you probably know, the toys and games area will often be hit hard by shoppers who open items, separate pieces and don't put them back together. We recommend taking the following steps to ensure that your items stay in one piece and are purchased: Tape or bag items together securely, but in a way that still allows a shopper to see the item well. Clearly indicate on the outside if all pieces are there, if the item works (i.e.: an electronic item that needs batteries) If it's not clear from the outside what an item contains or what it does, write a short description on the outside. We especially recommend that you tape closed board games, lego sets or any other items with many small pieces. Blue painters tape generally comes off without ripping the packaging and makes it hard for all but the most determined shopper to open up during the sale.
- Selling large items:
  - If you have large items such as a crib or toddler bed, do not bring them to the sale. Instead, bring a flyer with a picture and description of the item and the price you wish to sell it at. Give buyers a way to contact you if they are interested. We will post these flyers on a board at the exchange where all can view them.

## Labeling

- **Please write your seller's code, size and price of the item on masking tape and affix it to the outside of the item where it can easily be seen.**
- Select a "code" for yourself:
  - Your "code" must be at least 3 letters long, must begin with a letter (for alphabetization purposes) and may only contain letters or numbers (no symbols please). It can be your last name, initials, nickname, or any combination of letters, which identifies items coming from your household.
- Label Your Items:
  - Labels MUST have the following information on them:
    - Code, price and size.
    - Label your items with masking tape only (Do not use mailing labels or those little colored stickers).

- Clothing items not labeled on the OUTSIDE with size will be set aside and placed out last (or possibly not at all, if space/time do not allow).
- Please be sure to put the size of the item on your label.
- Place your labels carefully: Labels should be visible at a glance and easy to read.
- The following are some tips for labeling
  - Some materials, such as velvet, can be damaged if tape is placed on it. Tag these items on the inside label.
  - Some items are difficult to label. If you feel that your label might fall off, you might want to package your clothing in a plastic bag with a label affixed to it or pin and hang your clothing on a hanger with the tag attached to the hanger.
  - If the fabric makes removal of your "code tape" difficult, please lay down a bed of masking tape, then place your "code tape" on top of that for easy removal. If we cannot take your "code tapes" off your item and place them in the sticker books, you may not get all the money you earn.
  - The more visible and easily removed your label is, the more assurance you have toward having your sale recorded, and the more likely it is that you will receive all your money for sold items