

# FALL 2013 RULES & GUIDELINES

## REGISTRATION INFORMATION

Clusters reserves the right to deny selling and/or shopping privileges to any member not in good standing with the Club. *All Sellers must have their dues paid to Treasurer Danielle Glodowski by August 14, 2013 in order to sell or shop.*

Sellers must submit **two (2) separate checks**, payable to Clusters, along with the completed registration form to the Clothing Sale Chair, Beth Ryan, no later than **August 14, 2013**. Please include (1) Member Seller's fee of **\$12.00** or Non-Members Seller's fee of **\$20.00** and (2) Deposit check in the amount of **\$40.00** that is fully refundable provided that the Seller meets all of their duties and requirements. *Late registrations will not be accepted.*

Sellers who need to cancel their registration must contact the Clothing Sale Chair, Beth Ryan, by **August 14** in order to receive their full refund. No refunds will be given after **August 14**.

New Sellers are required to attend the New Seller's Meeting on **May 21, 2013** or **June 27, 2013** to receive a seller number, official tags and instructions for selling items.

## SELLER RESPONSIBILITIES

Please organize your items *prior* to Friday night setup. All clothing items must be presorted by sex and size before you get in line to bring them to check-in tables. Please make sure that your bins and lids are clearly marked with your seller number.

Sellers *must* check-in and out on Friday and Saturday for all scheduled shifts and *must* complete these shifts. Failure to do so may result in forfeiture of the Seller's \$40 deposit check.

Sellers will be assigned duties for set-up and day of sale and will be responsible for completing these tasks at the specific times. Please be readily available to assist with all aspects of the set-up/take-down process so that the sale runs successfully. Do not rely on others to complete set-up and take-down for you -- all sellers *must* participate. If you are unsure of what to do next, please ask a Committee Member for an assignment. Failure to fulfill these responsibilities, *even in an emergency*, will result in forfeiture of the Seller's \$40 deposit check.

You will be allowed to bring in your items after your shift; *you may not unload or put away your items before or during your shift.*

No items will be allowed to be brought in on Friday until set-up of **all departments** is complete.

- *SELLERS ARE RESPONSIBLE FOR UNLOADING THEIR ITEMS AND PLACING THEM IN THE PROPER DEPARTMENT, **EXCEPT** FOR THE CLOTHING ITEMS.*
- *SELLERS WILL BE REQUIRED TO STAND IN THE CLOTHING DEPARTMENT LINE AND HAVE ALL THEIR ITEMS INSPECTED AT THE CHECK-IN/SORTING TABLES. YOUR BINS MUST BE ORGANIZED PRIOR TO BRINGING THEM TO THE CHECK-IN TABLES OR YOU WILL BE REMOVED FROM THE LINE TO SORT YOUR ITEMS.*
- *PLEASE PLAN ACCORDINGINLY AS ALL SELLERS MUST VACATE THE SCHOOL PROMPTLY AT **8:00 p.m.***

Sellers must wear **red** shirts on Saturday. Clothing Sale Committee Members will be in **hot pink** on Friday and Saturday.

All Sellers, regardless of their scheduled shift on Saturday, must return to the school at **1:00 p.m.** for tear-down. At tear-down, all Sellers are responsible for recovering unsold items and breaking down racks. **NO SORTING OF YOUR ITEMS. Any Seller not assisting with item return & breakdown will forfeit their deposit check.**

Sellers *must* have a large bin(s) clearly labeled with their seller number for recovery of unsold items. A donation truck will be available on Saturday to donate any unsold items.

#### **ADDITIONAL SELLER INFORMATION**

Due to liability issues, children regardless of their age are not allowed at set-up on Friday or during any shifts and tear-down on Saturday. Please make other arrangements for their care.

Clusters *does not* provide any meals on Friday or Saturday for Sellers. Clusters will provide a breakroom at the school with water & snacks. Feel free to bring lunch with you. The TPHS Soccer Team will also have concessions available for a fee.

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](http://www.cpsc.gov).

## PROHIBITED ITEMS

The following items are prohibited at all sales:


- Infant carrier seats, car seats and/or booster seats per recommendation by the Tinley Park Police Department
- Drop side cribs
- Crib tents
- Stuffed animals
- Any items that were not used for, belonging to or purchased for your children
- You cannot sell your own clothing -- only your maternity clothes and clothing for YOUR children.
- Any item that does not fall within the season of the sale
- Any clothing item that is ripped, torn, stained, missing buttons, has broken zippers or is overly pilled or worn, no matter the price
- Any equipment item that does not contain all parts, is not in proper working condition or is dirty, stained or damaged
- Clothing items priced for less than \$1.00.
- You can only sell items that are labeled as maternity clothing that were purchased at a maternity store or from a maternity clothing line. If you wore regular clothing items during your pregnancy, such as a normal size S, M, L or XL, you are not allowed to sell those items at the sale. Any items must say 'maternity' in order to sell it on the maternity rack.

Please only sell Fall & Winter items including Halloween, Thanksgiving, Christmas, Valentine's Day and/or St. Patrick's Day items, winter coats, boots, hats & gloves, costumes, sweaters, fleece pants/tops/pj's, flannel, corduroy and turtlenecks. Short sleeve T-shirts are allowed.

Please **DO NOT** sell swimsuits or cover-ups, tank tops, halter tops, sundresses, spaghetti strap dresses or tops, shorts, capris, summer hats, sandals or flip flops, pool toys, spring/lightweight jackets, pajamas with shorts, rain coats or boots, white dress shoes, roller skates, water shoes, Easter or 4<sup>th</sup> of July items.

*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 <b>600</b> Price \$ <b>\$1.00</b>	Size 18M 2 Piece Outfit	P I N  H E R E		<h2 style="margin: 0;">Clusters</h2> <p style="margin: 0;">Moms of Multiples Club</p>	600
			Description: <u>2 Piece Outfit -- Red Snowman Sweater w/Plaid Skirt</u>		
			Size <u>18M</u>		
			Boy <input type="checkbox"/> Girl <input checked="" type="checkbox"/>		Price <b>\$1.00</b>
			Name: <u>J. DOE</u>		

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

Each item *must* display an official Clusters tag complete with the necessary information (name & 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. To obtain a copy of the official tags, please contact the Clothing Sale Chair.

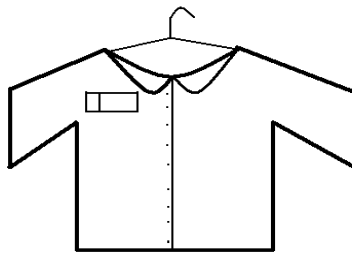
Please print neatly and clearly so cashiers can read the tags. If the cashiers and tabulators cannot determine if you have written \$20 or \$70, then you could be out \$50.

Please do not hand write the dollar sign on your tags. The \$ is already preprinted. It makes it very difficult for the cashiers and tabulators to read the amount of your item.

Please do not use cardstock for your tags as it makes it difficult for the tabulators. **All tags must be completely cut out on the black line, on all four sides of the tag**, this could cause tags to stick together and one might be missed.

Each tag *must* be securely attached with safety pins on the “PIN HERE” area of the tag and *must* be displayed on the **upper left-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 that 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 item *must* be hung **securely** and form the 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.



No clothing item may be priced for less than \$1.00.

*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.*

**PREP for SELLING CLOTHING**

**IMPORTANT NOTE:** If you are selling a singleton outfit (i.e. shirt & pants) you must TAPE these items. If you rubberband them, you run the risk of having these items cut.

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

### **Sizing/Gender**

If an item runs small or big, indicate on the tag what size the item fit like but be sure to indicate on the tag what the *actual* size is (i.e. 3T top ran small or 3T top but fits 2T). Then place that item on the rack according to what size you determined it to be (2T).

Please 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)

**Please indicate numeric sizes on toddler clothes vs. Small/Medium/Large, if the items are tagged without numeric sizes they may be pulled from the floor.** This will ensure that your item is placed on the proper rack.

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 Outfits**

Sellers that wish to sell their multiples’ items together (i.e. matching sweaters, outfits, etc.) *must* have a tag on each individual item of clothing. If a Seller wants their items to remain together for the duration of the sale, please join the hangers together using packing tape. If a Seller would like their items separated before the General Public comes in at 9:00 a.m., please join the hangers together with rubber bands. The rubber bands will then be cut at 8:30 a.m. and the pieces will then be placed on the proper rack according to sex & size. *Any multiples items that do not meet these requirements will be pulled from the Selling Floor.*

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

Group small items together in a transparent bag. The tag must indicate the number of pieces inside the bag (i.e., 8 pairs of socks). The opening of the bag should then be taped shut to prevent theft or loss. Attach the tag to the **outside** of the bag with packing tape or zip-tie. Clusters recommends that Sellers also write their number & price on the outside of the bag in the event that a tag is lost. Small items sell best when grouped in bags of 6 to 12.

Hats, headbands/hairbows, mittens, 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. Please be sure that all shoes have been thoroughly cleaned. **Dirty shoes will be pulled.**

## PREP for SELLING SMALL ITEMS

Please do not repackage items in their original boxes unless the item is completely new. Items placed in boxes cannot be checked to see if they work properly or if it is in clean condition. Exceptions to this rule: 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 that the customer can make sure that it works.

### **Diaper Bags, Backpacks, Lunchbags, etc.**

All diaper bags, backpacks, lunchbags, purses, etc. *must* be zip tied shut to prevent theft of smaller items. *Any items that do not meet these requirements will be pulled from the Selling Floor.*

### **Books**

Books should be in readable condition and bound in a manner that allows the customer to flip through the pages to view the contents of the book. Books can not be sold in plastic bags and sets/series of books can be tied together with string. Any books with writing in them will be pulled. If a book has your name (first and/or last) written on the inside cover, that is acceptable to sell. If it is writing on actual pages in the book such as scribbling then no. A simple name will not take away from the overall quality and condition of the book whereas rips, missing pages and coloring/writing on pages does.

Please sort your books by category (pregnancy, holiday, board books, easy readers, etc.) before you drop them off. A suggestion might be to separate large quantities of books into plastic bags (Target, Jewel, etc.) by category to make it easier at drop off. Once you get to the school, we will be having baskets/totes for each category. Please drop off your books into the proper basket/tote.

### **Toys**

Toys should be assembled securely with small pieces bagged & taped to them. Clusters **requires** that you put batteries in your toys so customers can verify that the toy is in good working condition. Stuffed animals can not be sold. However, *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. Please note that 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.

## PREP for SELLING LARGE ITEMS

### 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 that 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 that 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.

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 8:00 p.m. on Friday Night.*

**Clusters strongly recommends including any manuals, instructions or directions with items.** Place any manuals or paperwork in a Ziploc bag and attach to your item with a zip tie or cable tie.

## POST-SALE INFORMATION

Clusters will collect 15% of your total sales. Clothing Sale Committee members will only have 10% of my total sales collected.

Sellers' checks and tags will be available at the October meeting. Any Seller that does not attend the meeting will have *only* their checks mailed to them on the following day. Sellers who do not attend the meeting must make arrangements to pick up their tags from Treasurer Danielle Glodowski's house. Tags *will not* be mailed.

## SHOPPING TIMES AND INFORMATION

- 6:30 a.m. Member Sellers
- 7:00 a.m. Non-member Sellers
- 7:30 a.m. Members & Honoraries
- 8:00 a.m. IOMOTC and Other Twin Club Members
- 8:30 a.m. Early Shopper Raffle Winners
- 9:00 a.m. General Public

Honoraries and members may bring one person (spouse, parent or parent -in-law) to help them shop. Anyone accompanying a member or honorary must pay the \$2 admission and must shop for your children *only*.