



Thank you for your interest in placing your items in the Pensacola Parents of Multiples semi-annual yard sale. We appreciate your enthusiasm and trust with your items and hope to help sell every single thing you place with us! We have put the following guidelines in place to protect PPOM as well as you as a consignor and to make the sale a success for everyone!

Location:

Where: Washington High School cafeteria
6000 College Boulevard (across from Sam's Club)

When: September 24th 4:00-5:00 pm: Set up
5:00-7:00 pm: Drop off
7:00-9:00 pm: PreShop (members, expectants, honorary,
consignors only, vendors, NO early birds!)

September 25th 7:30-12:00pm: General Public Sale
12:00-2:00pm: Clean Up
2:00-2:30pm: Consigner Pick Up
2:30pm: Donation Pick Up

Contact Information

Diane Wood, Yard Sale Chairperson
e-mail: Diane.wood@cox.net

Guidelines:



General:

- You will need to register to consign in the sale. You may register by contacting Diane at diane.wood@cox.net. Registration deadline is Saturday, September 18th, 2010. You may also contact the PPOM phone line at 470-0880 and someone will get back to you.
- Please follow the guidelines and directions. If you do not follow them, your items may not pass inspection at drop off and will be returned to you.
- There is a *\$10 consigning fee* that is deducted from your check of items that sold. If you are interested in your sale tags of items sold being returned to you, please notify your drop off volunteer at drop off time so she can note your application.
- When in doubt of whether an item will pass inspection, leave it out and place it in our donation pile or your personal box for charity.
- Only paid members, expectants, and new prospects will be allowed to shop the pre-sale. **Dues should be current to pre-shop.** *If your multiples are at least 3 months old, you will need to pay your dues.*
- We will not have a holding area for items to be purchased.
- All sales are final and PPOM is not responsible for items that are lost, damaged, stolen, or for missing tags.
- There will be a **\$25 returned check fee.**



Drop Off:

- You will need to sign up for a drop off time for your sale items. Drop off slots are every 15 minutes from 5:00 pm to 6:45 pm on September 24th. 6:45 pm is the last drop off time so we can finish setting up the sale. If you sign up to work Friday you need to bring your items with you for your shift.
- At drop off, you will need to see the yard sale chairperson or his/her delegate. After you have checked in, signed waiver, and unloaded your items, you are free to go.
- Please provide at least one box or plastic bin (no lid) with your name to assist with clean up. Notify the yard sale delegate if you have any parts bags that cannot be securely attached to any of your items.
- All items must be tagged and sorted correctly **prior** to your arrival. If they are not, we are not obligated to put your items out for sale.
- Donate to PPOM – If you want to clean out your closets, but do not want to participate in the sale, you may donate your items to PPOM. Bring your unwanted items to PPOM and we will tag and dispose of your items. Proceeds will go into the general fund of PPOM where we may donate the money to our charities. Clothing must be on hangers prior to arrival.



Clothing:

- **What's accepted?** Children's (all seasons sizes preemie/newborn to junior) & maternity (all seasons, in style, sizes XS-XL).
- Underwear and socks must be packaged for sale in bulk.
- Please clean and hang all clothing. All clothing must be on hangers (which will not be returned) with two-piece outfits pinned together.
- All clothing must be free of any unusual odors (mothballs, smoke, musty odors, etc). Clothing with unusual odors will not be put out for sale. If you are unsure if your items have unusual odors, please ask before consigning with PPOM.
- Items that do not favorably represent PPOM will be discarded and not be returned to your box. Please go through your items prior to arrival.
- All clothing should be free of stains and holes and all zippers, buttons, and snaps should function. Clothing should be free of strings. Consider using a fabric shaver to renew the clothes.
- Shoes need to be in very good condition **washed with the soles scrubbed**. If there are Velcro straps, please pull any fabric or strings out of the Velcro. Shoes that are in lesser condition may be labeled "play shoes" and marked at \$1 or less.
- Place hair bands, bows, booties, baby caps, bibs, etc in ziplock bags and tag accordingly with a string tag. **Writing prices on the ziplock bag is NOT acceptable**. You must have a tag on your items in order to get paid when they sell.
- Clothing must be separated by gender and size. Each must be grouped together with rubber bands or twist ties. Label each group according to gender and size. Please sort by the following:

0-3 months
 3-6 months
 6-9 months
 9-12 months
 12-18 months
 18-24 months
 24 months/2T

3T
 4T
 Kids/Juniors
 Ladies
 Mens
 Maternity/Nursing

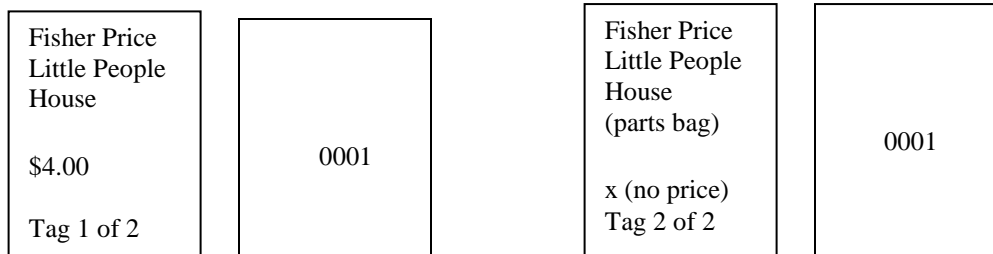
- *Matching outfits* can be grouped together for Friday night only. We will try to make a separate rack for those items.
- Newborn-4T can be consigned for summer and winter (summer may be pulled if space is needed). 5T – adult clothing please bring winter only.



Toys:

- **What's accepted?** Toys, games, books, puzzles, dvds, vhs tapes, cds, dolls, bikes, ride-on toys, slides cars, playground equipment.
- All items must be in very good and clean condition. Any product made of plastic needs to be free of dirt, grime, and stains.
- *Stuffed animals* need to be gently used and free of any discoloration and placed in a bag if possible such as large Ziploc bags.
- Please check that all books do not have missing, torn, or defaced pages.
- All DVDs must be in original cases.
- Toys, games and puzzles must have all pieces and include all working parts.
- Please make sure tags are securely attached to toys. Small parts for toys or equipment should be bagged and attached to toy or equipment.
- **Please be responsible and check your items if you think they have been recalled for safety hazards.**

Label your items and parts bag as shown below:



Front of Tag 1

Back of Tag 1

Front of Tag 2

Back of Tag 2



Nursery Items:

- **What's accepted?** Strollers, cribs, car seats, high chairs, pack-n-plays, monitors, mobiles, bedding, bibs, blankets, bottles, feeding accessories, parenting books, juvenile furniture,
- No pacifiers
- Any product made of plastic needs to be free of dirt, grime, and stains.
- All furniture must have been manufactured within the last five years and must be fully assembled for display.
- All bedding should be cleaned and placed in large comforter bags or x-large Ziploc bags with contents listed on the tag.



Household Items:

- **What's accepted?** A limited amount of small appliances, small furniture, exercise equipment, small electronics, books, dvds, vhs tapes, cds, modern decorative items

- All appliances and electronics **MUST** be in working order. There will be a plug-in station for customers to test items for sale.
- If you wouldn't buy it, please don't try to sell it at our sale. **NO** broken or defaced items will be accepted.



Pricing:

- You set the price of your items. A good rule of thumb for pricing is to take off around 75% of the original sale price unless the item is still new in the original packaging.
- Use .25 increments for your sale items.
- Price your items based on brand and condition. Please keep in mind when marking your items that this is a rummage sale and shoppers are looking for good deals! Think about how much you would pay for an item at such a sale and mark it accordingly.
- **Tip:** Place current retail information from the internet on your item with new price and product details.
- The consignor or the yard sale delegate may make a price change only once. Anybody that changes a price tag, you **MUST** initial the tag clearly.
- Tags should appear as below with all item identifying information on the front and your assigned consignor number on the back. **If you will not be returning at the end of the sale to pick up your unsold item and would like for them to be donated to one of PPOM's charities, please place a "D" in the upper right-hand corner of the front of your tag.**

Gymboree Blue Floral Skirt 6-12 Mo \$3.00	0003
Fisher Price Ride On Toy \$12.75	D 0003

- Please contact Diane Wood at diane.wood@cox.net for your consignor number.



Fees:

- There is a **\$10 consigning fee** that is deducted from your check of items that sold.
- Checks will be mailed to consignors no later than 3 weeks following the sale. Postage (\$.42)? will be deducted from your check.
- Shift fee breakdown:
 - If you work, percentage taken
 - 4 shifts 15% of total sales
 - 3 shifts 20% of total sales
 - 2 shifts 25% of total sales
 - 1 shifts 30% of total sales
 - 0 shifts 35% of total sales
- Please refer to the shift schedule for more information regarding times of shifts.



Shift Information:

You must sign up for shifts ASAP. We will have all the shifts covered before the conclusion of the September meeting. You will need to arrive 15 minutes prior to your shift. You must register with the yard sale delegate upon **arrival and departure** to get credit for your shifts. Your signature is required by each shift worked to ensure proper credit for each shift.

There will be 5 different shifts available for working as well as committee-assigned job functions for each shift. Please note you will not receive credit for your shift if you are not performing your assigned job. You also must work the entire shift to receive credit unless **prior** arrangements have been made.

September 24 th	4:00-7:00pm
	6:00-9:00pm

September 25 th	7:00-10:15am
	10:00-1:00pm
	12:00-3:00pm

Job functions: For each shift there will need to be at least 8 people working with the following jobs: vendor manager, inspector (Friday only), sign manager, cashiers, bagger/helpers, greeter, floor workers, and floater. These functions will be assigned by the yard sale committee based on the number of people volunteering for each shift.