



Seller/Contributor Guidelines

- Items will only be accepted during the designated receiving days/times. NO EXCEPTIONS.
- ONLY QUALITY ITEMS WILL BE ACCEPTED. Nothing out dated --- no rips, tears, holes, stains, piling, etc. Zippers must be working. No missing buttons. Toys/Baby Gear must have all parts and be in working order.
- All items will be fully inspected by a GMV representative before being accepted. If you are unsure about an item, leave it out. Chances are if you wouldn't buy it, no one else will either! GMVUMC reserves the right to refuse, at any time, any items that it feels does not meet the qualifications mentioned above.
- Only the appropriate **seasonal** clothing will be accepted. Items not accepted include the following, no exceptions:
 - Socks
 - Underwear
 - No stuffed animals/beanie babies (learning toys, learn to dress dolls, characters, etc. will be accepted)
 - Potty and/or potty seats
 - Bottles (or other items with nipples, i.e. pacifiers, etc.)
 - Car seats (including boosters & infant carriers) older than 5 years
- Sizes accepted include children's clothing sizes newborn to kids 16 and all maternity clothing sizes. NO JUNIORS.
- Contributors will earn 70% of the selling price less a \$5 seller fee. The remaining 30% will go to Gardendale-Mt. Vernon United Methodist Church Missions Team. (seller fee deducted from checks of \$25 or more)
- You must pick up your remaining items at the designated pick-up time. Otherwise, all unsold items will be donated to charity and your pay check (if any due) will be mailed to the address provided. Please do not miss pick-up if you do not want your items donated to charity.
- Please write clearly and legibly on tags. Include the full item description, including Boys/Girls, brand, # of pieces, color, etc. For your convenience, the tags on the website are interactive and may be typed on. **IF YOU ALREADY HAVE YOUR ITEMS TAGGED FOR OTHER SALES YOU DO NOT HAVE TO RETAG.** If possible, please use cardstock or heavy paper.
 - If you have not participated in another sale and need a seller ID, we suggest you use your first and last initial and 4 numbers (i.e. last four digits of your home phone, cell phone, or other number of your choice). If your name is Kelly Smith and your phone # is 555-1234, your seller ID is KS1234.
 - **NOTE:** IF YOU WANT ALL OF YOUR PROCEEDS TO GO TO THE CHURCH, PLEASE USE THE SELLER ID **GMV**. You are still responsible for pricing and labeling your own items.
- For your protection, you may also place a label or piece of masking tape with your seller ID on the inside of each garment. This will help us identify who the garment belongs to if the tag is accidentally removed and you will not be out any money.
- Only items with tags attached will be sold so please attach all tags securely.
- Instructions on how to hang and label clothing:
 - Tags must be pinned to the front, upper right corner of each item.

- Items must be safety-pinned on the hanger with the hanger facing to the left (like a question mark).
- Only wire hangers can be used.
- Only safety pins may be used (no clothes pins, straight pins, etc.)
- For sets of clothing/outfits, hang the shirt on the hanger and the bottoms on the back. Do not hang the bottoms under the shirt where customers can't see them.

Note direction of hanger - facing left like a question mark.



Note location of tag - on right if looking at shirt.

- Please package all shoes in Ziploc bags (the bag must be big enough to close easily) and place the tag inside the bag where it can be seen. You may also wish to place a piece of masking tape with your seller ID on the inside or bottom of each shoe.
- Please place tags on large toys, baby items, etc. with clear packaging tape. Again, you may also wish to place a label or piece of masking tape with your seller ID somewhere else on the item, possibly the bottom.
- For toys with small parts or pieces, you may place the small parts into a Ziploc bag and secure the bag to the larger toy with clear packaging tape.
- Bags of small toys such as Barbie clothes, cars, baby rattles, etc. will be accepted. However, please package items with other like items (no bags of miscellaneous toys will be accepted).
- Please package hair bows, sunhats, belts, and other accessories in Ziploc bags and place the tag inside the bag where it can be seen.
- Bedding sets should be placed together in a bag, preferably a clear bag so that customers can see. Please label the tag with everything that is included in the set (i.e. twin/full/queen/king/crib comforter, bed skirt, 2 pillowcases, etc.)
- If you would like your items sold for ½ price on Saturday, please circle Yes on the tags provided, otherwise circle No. We understand the system of Red/Black that many other area sales use and will honor that also if your items are tagged for other sales.
- If you wish to have unsold items donated to charity at the end of the sale, please circle Yes on the tags provided, otherwise circle No. We will honor the system used by other sales (highlight through the tag, etc.) if your items are already tagged.
- If you are selling large baby items, such as cribs, swings, pack n plays, etc., the items must be fully-assembled (by you) so that customers can see what they are purchasing.
- Items must be priced in \$1.00 increments (use whole dollar amounts with \$1.00 being the minimum).
- Please be mindful when pricing your items for sale. A good rule of thumb is 1/3 of the original price. If items are new with tags OR are in excellent condition, a slightly higher price may be appropriate. But remember, overpriced items will not sale!
- As a Contributor, you will be allowed to shop before the general public on the designated Contributor Sale Dates. You must provide your Seller ID upon entering the Contributor Sale (you may only enter once as your seller ID will be marked off the list once you enter). Only one person per Seller ID will be allowed. Do not share your Seller ID with others.

- If you bring children to the sale, please be mindful of allowing them to “play” with the merchandise for sale. Understand that you are responsible for any merchandise that is accidentally damaged. As a contributor, you would want the same guidelines for items you wish to sell.