

# Lisle Toy & Clothing Resale

## Seller Guidelines and Agreement

By paying the registration fee for our sale you agree and understand the following guidelines

The LEHSO will only communicate with sellers via e-mail. It is your responsibility to make sure we have your current email.

You are NOT guaranteed the same number every sale. You must reserve your number for each sale by the reserve date set forth by the LEHSO. Any numbers not reserved by that date will be given to a new seller. After reserving your number, you then must pay your seller fee by the last registration date or your number will be given to a new seller.

If you pay, but do not sell, for two consecutive sales, you will not be allowed to reserve a number for future sales. Your number will be given away after the second sale in which you did not sell. You can get a new number if there are any open.

The Committee, LEHSO, Lisle Elementary School, and Lisle Junior High School are not responsible for lost/stolen articles or tags. Sellers are selling at their own risk. We do not recommend selling small and/or expensive items.

You receive 70% of the profits from your sales and the Lisle Elementary Home & School Organization receives 30%. You must volunteer a 2-hour shift in order to receive the 70/30 split. Not doing so will result in a 50/50 split. You will be sent a Volunteer sign-up link.

We reserve the right, at any time in the resale process, to refuse or release any seller for any behavior or action that we feel is inappropriate, including, but not limited to treating any clothing sale volunteer poorly. In this case, only your unused seller registration fee will be refunded. Please remember, we are not paid employees, we are parent volunteers giving our time to provide this service to the community, our school and our sellers. Please treat our volunteers kindly.

Drop-off dates for merchandise and pick-up dates for unsold merchandise are not flexible, so please be aware of the dates before you commit to becoming a seller.

If someone other than yourself will be picking up your items on Sunday (even your spouse), we will need your authorization at drop off. That person will then be asked to show proper ID before your items/check are released. If we do not have that authorization, your items will be permanently

removed from the school at 2:00 SHARP and your check will be held in the school office for pick up for up to five days after the sale date.

You must pick up your unsold items between 1:00p - 2:00 the Sunday after the Resale. No exceptions.

### **DROP OFF DIRECTIONS**

All items are inspected before being put out on the sales floor. Any items that do not meet our requirements will be returned to you.

We reserve the right to reject and/or limit items WITH NO EXPLANATIONS. Please understand we do have space constraints, so we have to be selective. **If we do not believe it will sell easily, we reserve the right to reject it.**

We will make all decisions on whether items fall under junior clothing versus adult clothing. What we view as adult clothing and shoes will be rejected.

Items must be in excellent condition, current styles and season appropriate. They must be clean with no stains, unpleasant odor, or pet hair. Also, if they are not tagged or hung properly, they will be rejected. Acquaint yourself with the tagging instructions found on the Resale website: [lehs.org](http://lehs.org).

If we cannot ensure all pieces to a toy are included, or that it is in working condition, we will reject it. Working batteries must be included, when applicable.

Sellers are required to check [www.cpsc.gov](http://www.cpsc.gov) to ensure items being sold comply with CPSC guidelines and are not recalled. You agree to not sell any recalled items!

Rejected items will be marked with a red line and they should NOT return to future sales. Out of season items will be returned to your bins and may return at the appropriate season.

## TAGGING INSTRUCTIONS

**WE ONLY ACCEPT TAGS PURCHASED THROUGH THE RESALE. Do NOT make your own tags.**

**Additional tags may be obtained by filling out this form: [Resale Price Tag Purchase Form](#).**

**Review this video for tagging instructions: [Instructional Tagging Video](#)**

**Please purchase all the tags you will need for the Resale at one time.**

One tag per item—please use only blue or black ink. No red ink.

White tags are reduced by 1/2 price at noon. Gold tags will stay full price all day.

Do not White Out or cross out errors—you must make a new tag.

Indicate if there is more than one part to the item—secure parts with Ziploc bags, and safety pins or packing tape.

Secure **ONLY** the **LEFT SIDE** of the tag with a safety pin (on clothing) or clear packing tape (on toys, equipment and books.) If more than just the left side of the tag is covered in tape you will be asked to redo the tags or we may reject your item.

The hanger is to face left and tag is attached on the UPPER right as you are looking at the item (see below)

You must provide the hangers.

Hang shirts, pajamas, dresses, coats, and multiple piece outfits. Fold all jeans, skirts, shorts and pants. If pants are hung you will be asked to remove the hanger at drop-off.

We request that you price clothing at a minimum of \$1.00.

Price items should be in \$.50 increments – if not, it will be rounded down or rejected. Abiding by this is very help to Committee members during the half-price sale.

We reserve the right to price any tags that are left blank or unreadable during the Resale

### TAGGING INSTRUCTIONS

1. **WE ONLY ACCEPT OUR TAGS.** Do NOT make your own tags. Additional tags may be obtained at any seller registration date. Please purchase all the tags you will need!
2. One tag per item—please use only blue or black ink. No red ink.
3. White tags are reduced by 1/2 price at noon. Gold tags will stay full price all day.
4. Do not White Out or cross out errors—you must make a new tag.
5. Indicate if there is more than one part to the item—secure parts with Ziploc bags, and safety pins or packing tape.
6. Secure **ONLY** the **LEFT SIDE** of the tag with a safety pin (NO STRAIGHT PINS) (on clothing) or clear packing tape (on toys, equipment and books.) If more than just the left side of the tag is covered in tape you will be asked to redo the tags or we may reject your item.
7. The hanger is to face left and tag is attached on the **UPPER** right as you are looking at the item (see below)
8. You must provide the hangers.
9. Hang shirts, pajamas, dresses, coats, and multiple piece outfits. Fold all jeans, skirts, shorts and pants. If pants are hung you will be asked to remove the hanger at drop-off.
10. Hats, belts, tights & socks must be in Ziploc bags. If part of an outfit, attach Ziploc bag to hanger.
11. We require \$.50 minimum on tags and \$.50 increments on up – if not, it will be rounded down or rejected.
12. We reserve the right to price any tags that are left blank or unreadable.

For detailed guidelines on what we accept, see our guide under the seller section at: [www.lehso.org](http://www.lehso.org)



← Hanger must face left.  
 ← Pin tag on the UPPER right chest side ONLY (as you are looking at item).

#### SAMPLE TAG

Seller #: 10 Item & Size: green GAP shirt 6 \$ 5.00	Pin Here ↑	Seller #: 10 Item: Green "GAP" shirt Boy <input type="radio"/> Girl <input checked="" type="radio"/> Size: 6 \$ 5.00
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Fasten with a safety pin to the left of the dashed vertical line.

#### Clothing sizing charts:

All tags must indicate "Boy" or "Girl" with a numeric size or "Junior" with the size on the tag.

#### Little Boy's and Little Girl's Sizing

	XS	S	M	L	XL
Size	4 or 5	6 or 7	8 or 10	12 or 14	16 or 18

#### Girls' Teen Junior

	XS	S	M	L	XL
Size	0-2	3-6	7-9	10-13	14-17

**Junior girls and boys clothing:**

We realize that some of the more popular teen stores have changed the way they size junior's clothing. To accommodate that, we have redone all of our signage at the resale to accommodate any way that the size is written. You will now be able to write your size for juniors EXACTLY as it is on the tag. Please note: This only applies to junior clothing items. Kids clothing still must have a number size on them.

For junior sized tops and bottoms, first, tags must be marked "JR." Then, write your size for juniors EXACTLY as it is on the tag.

Junior girls' tops and bottoms can now be sized as: x-small, small, medium, large, x-large OR you can write any number size (0, 1, 2, 3, 4, etc.). The bottoms will be separated out as number sizes first, followed by a section for letter sizing.

Junior boys' tops will have their own section by letter and the bottoms will be arranged by waist size first (26, 27, 28, 29, etc), and then a separate section will follow that section with letter size pants.

We will still be checking for anything that looks like adult clothing vs. juniors and weeding that out.