

Sale Guidelines (revised Feb 2011)
Children's Used Clothing, Toy and Equipment Sales
Sale Date: April 30, 2011

Location: Bowness Community Association
7904 – 43 Avenue NW Calgary Alberta

7:00 am – 1pm (members)
9:00 am – 1pm (public- CASH ONLY SALES)

Email us at salecoordinator@ttmac.org with any questions or tag enquiries.

INFO FOR SHOPPERS

1. Admission is FREE for all current members upon presentation of valid membership card.
2. Sale is open to members plus one guest at 7AM.
3. Cheques can be accepted as payment from members showing a valid membership card. Cash sales for all other shoppers.

CHECKLIST FOR BEING A SALE VENDOR

- Must hold a current membership to be a vendor at the sale**
 - If you have sold at any of the past four sales, your vendor number is the same.
 - Members can only sell their own items, no selling for other members/non-members.**
 - Sign up to be a vendor - all vendors MUST work a 4-hour shift during set-up or at the sale.**
 - Limited numbers of vendor positions so apply promptly on or after March 25th, 2011, starting at 9 a.m.
 - Review the list of acceptable sale items.**
 - **REMEMBER – We DO NOT ACCEPT** car seats, cribs, playpens, bassinets, mattresses, helmets, electric bottle warmers, maternity clothing, stuffed toys, plastic bottles, plastic sippy cups, plates, and cutlery, underwear, training underwear, skis, snowboards, ski boots, snowboard boots. We will NO LONGER accept ANY item that is stained or damaged regardless of the price or notice on the tags.
 - Tag items according to tagging guidelines.**
 - Sort Items into Specific Categories.**
 - Drop-off items on the Friday between 4:00-6:30PM.**
 - Pre-Sorting of items will be done during drop off at the door.
 - PLEASE BRING IN LARGE ITEMS, TOYS, and BOOKS/DVDS/CDs first.
 - Do your own shopping before or after your shift, NOT during.**
 - Be on time for your shift. Sign in when you arrive and sign out when you leave.**
 - Pick-up of unsold items after the sale is between 3:00-4:00 PM.**
 - Wait for your vendor cheques which are sent out approx. 2 weeks after the sale.**
 - The Club retains 18% of your total sales for all priced items
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VENDOR APPLICATION- Begins March 25, 2011.

Apply to be a vendor online at <http://www.ttmac.org> and sign into the events section, then click on 2011 Sale Registration. You will receive confirmation within 2-3 weeks if you have been accepted as a vendor, or have been waitlisted. If you have trouble registering online, please email us with any questions.

VENDOR SHIFTS

- All Vendors must schedule a 4-hour shift with the Sales Coordinators PRIOR to the sale.
- Failure to show up for your shift will result in the Club retaining 50% of your proceeds.
- New vendors need to apply for a vendor number and shift time on the application form as well.

SHIFT TIMES: To be a vendor, you are required to select **one time slot** and be prepared to work any hours within the time slot and to be assigned any needed duties during your shift. Please note that we

will do our best to schedule you within your requested time slot but due to the volume of requests we receive, we cannot guarantee that you will get your selection.

1. **Friday (Set-Up)***- starting between 2-4PM
2. **Saturday AM**- starting between 7-9:30AM
3. **Saturday PM**- starting between 12-1:00PM
4. **Saturday ANYTIME**
5. **Friday* or Saturday ANYTIME** (no preference)

* Friday Shift: Drop off of your sale items must be done prior to or after your shift if possible.

ACCEPTABLE SALE ITEMS

- Please ensure all items are **CLEAN, IN GOOD REPAIR, AND MENDED**. Items with any stains, missing buttons, damage, etc will **NO LONGER BE ACCEPTED**. (The only exception will be on shoes and coats and outerwear and will be subject to Sale Coordinator approval for acceptability.)
- **Ask yourself if you would purchase the item you want to sell?** If it is overused/outdated you may want to consider not putting it in the sale. We try to uphold the reputation of the sale for selling good quality, clean and working used children's items. We do not want to fill the sale tables with stained or damaged items that may cover up or take the space of a high quality condition item that has a better chance of selling and thus making you more money.
- Items priced \$10 or more which require batteries must have working batteries included.

ACCEPTABLE SEASONAL SALES ITEMS

Fall Sale

- Winter Attire
- Mitts, Toques
- Scarves
- Boots
- Halloween Costumes
- Snow Pants
- Snow Sleds
- Winter Coats
- Skates
- Fleece

Will not be accepted for Fall: Shorts, t-shirts, tank tops, Capri pants, outdoor toys, swimsuits.

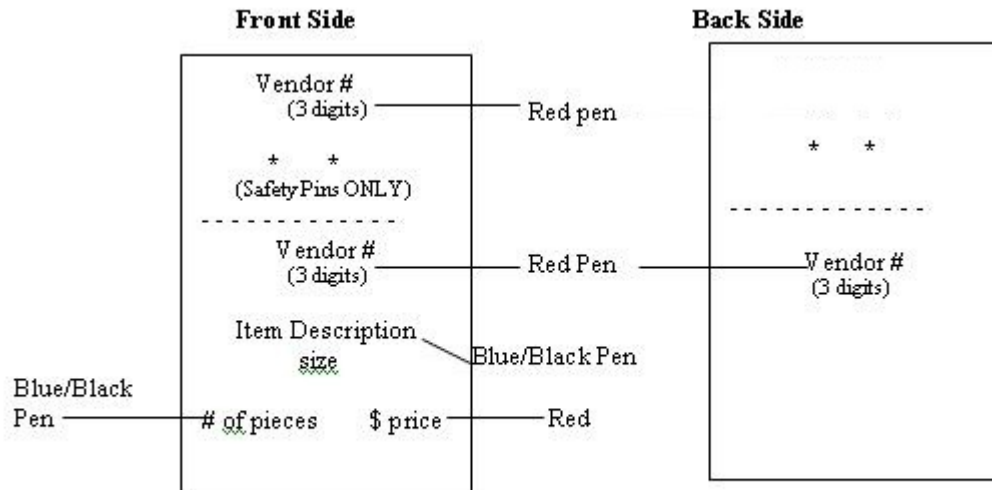
Spring Sale

- Rubber Boots
- Life Jackets
- Outdoor Toys
- Rain Coats
- Spring Light Jackets
- Fleece
- Stampede Gear
- Sand Toys
- Corduroy
- Shorts, Capris, T-shirts
- Outdoor Sporting

Will not be accepted for Spring: Winter jacket/snow suits, turtle necks, Christmas Wear, lined pants.

TAGGING INFORMATION

- The following is an example of what your white and yellow tags needs to consist of:



- Only use tags provided by the club. Tags are free and can be picked up by contacting zone and sale coordinators, or by attending the general meetings leading up to the sale. The general meetings are held on the first Tuesday of every month.
 - **All prices to be in 50-cent increments, no items under 50¢**
 - **ATTACHING TAGS:** attach tags securely ONLY with safety pins. If you need to use MASKING tape to attach a tag (toys), **use tape only on top end of the tag** so it can be easily removed.
- *** NO PACKING OR DUCT TAPE OR STRAIGHT PINS ALLOWED.**

SORTING CATEGORIES

- Clothes should be packed in boxes according to size. Separate boxes for each size or keep like sized items together in box.
- **Items that should be set out on hangers are:** coats, jackets, snowsuits, dresses and boys dress shirts (we have racks for better visibility). **This must be done prior to drop off.**
- Clothes and items on hangers must be separated into these categories:

- 0-3 months	- 3-6 months	- 6-12 months	- 12-18 months	- 18 mo-2 years
- Size 3,4	- Size 5, 6	- Size 7, 8	- Size 9-16	- Shoes, Boots
- Newborn Needs	- Seasonal Gear	- Toys	- Socks, dance wear	- Books
- Bedding	- Puzzles, Games	- Videos, DVDs	- Toileting, Gates, Booster Seats	

DROP OFF PROCEDURE HAS CHANGED!!! PLEASE NOTE!!!

- Drop off is **FRIDAY April 29th, 2011 between 4:00 p.m. and 6:30 p.m.**
- Vendors must sign a waiver at Friday drop off and note on the waiver if they are leaving their unsold items for donations / discard by the Club.
- All boxes & bins must be labelled with an 8x10 sheet of paper with your vendor number written on it in BIG numbers.
- Someone will direct you where to pile your sale items inside the sale floor. Please indicate to the person you give your items to if you want any, all or none of your boxes returned. If your boxes or bins are clearly labelled with your vendor number we will store them and have them ready for your to pick up at the end of the sale.

- Once we receive all your boxes and sale items you can leave at that time. We no longer require you to stay while your items are being sorted. ☺
- Drop-off will be at the BACK DOORS of the community centre.

TWIN, TRIPLETS and MORE ASSOCIATION of CALGARY IS NOT RESPONSIBLE FOR LOST, DAMAGED, OR STOLEN GOODS. MEMBERS SELL AND SHOP AT THEIR OWN RISK.

PICK UP PROCEDURE

- ***All unsold items and rejected pre-sale items can be picked up between 3 and 4 pm on Saturday after the sale.***
- At pick up your labelled boxes will have your rejected pre-sale items as well as any unsold items from the sale day.
- Please check the REJECT table before you leave in case one of your items ended up there.
- Any items not picked up by 4 p.m. will be sent to donations or discarded.
- **We ask that you initial your waivers at the bottom indicating that you have inspected your unsold items in case there are other vendor's items in your boxes.**

VENDOR CHEQUES

- *The Club retains 18% of your total sales for all priced items.*
- All vendor cheques will be mailed approximately 2 to 3 weeks after the sale.
- If you would like your sold item tags, they can be picked up at the general meetings after the sale, or contact your zone coordinator with your vendor number to arrange pick-up. You may also contact the sales coordinators **prior** to the general meeting to let us know you need your tags back, we will arrange a pick-up location (please do not contact the treasurer for pick up of tags).
- If arrangements have not been made to pick up your tags at the meeting, they will be destroyed.

**The TTMAC Sales are a success because of members like you! Thank you for your participation.
Happy Tagging!**