



Consignor # \_\_\_\_\_

Drop off \_\_\_\_\_

## REGISTRATION

**Deadline to register for the Fall Swap is Tuesday, September 5, 2017.**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate number: \_\_\_\_\_

Please list items to be consigned (children's clothing, furniture, home decor, etc.):

As a consignor of The Sandersville Swap (TSS), I agree to the following:

- I give TSS permission to sell my items, and I will receive 50% profit. A check will be mailed to the above address no later than one week after the sale.
- Consignors must notify the LIFE Class if they plan to pick up unsold items and make arrangements to pick up any unsold items by **12 pm on Saturday, September 9**. All unclaimed items will become property of TSS and will be donated to a local charity.
- Volunteers of the sale nor the location will be held liable for any loss or damage to items from any cause.
- TSS has the right to refuse any items for any reason.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once you return your signed form to the church office or to [sandersvilleswap@gmail.com](mailto:sandersvilleswap@gmail.com), you will be contacted and given your consignor number and drop-off time slot.

**FOR MORE INFO** call the SUMC office at 552-3374 or email [sandersvilleswap@gmail.com](mailto:sandersvilleswap@gmail.com).

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Please check here if you would like to pick up any unsold items from the Swap.

**NOTE:** You must mark the tags of any unsold items that you wish to receive back with a large easily distinguishable, colored (or highlighted) asterisk. e.g. \*

Any unsold items not picked up before 12 pm the day of the sale will be donated to charity.



## GUIDELINES FOR A GREAT SALE

Thank you for participating in The Sandersville Swap! Below are guidelines and tips to make this a successful sale for everyone. Please pay special attention to the guidelines highlighted in yellow.

### General

- There is no registration fee.
- Consignors receive 50% of all sales.
- All SUMC proceeds fund local missions.

### Drop off & Pick up

- You will be assigned a specific drop-off time upon registration. Please DO NOT drop off items during any other time.
- You must notify the LIFE class in writing if you wish to get any unsold items back.
- Any unsold items not picked up before **12 pm** the day of the sale will be donated to charity.

### Labeling and Pricing

- It is the consignor's responsibility to properly tag all items using the template provided (card stock paper works best but is not mandatory).
- Tags should be secured to withstand vigorous shopping. Please do not use packing tape to secure tags as this makes it very difficult to remove tags from items.
- Please list your consignor number twice on each tab (as shown on the template). We will cut the tags in half at checkout to ensure a quick and efficient process. You will also list the size, a description of the item, and the price.

## Sandersville Swap Guidelines

- You must mark the tags of any unsold items that you wish to receive back with a large, easily distinguishable asterisk. e.g. \*
- The general pricing guideline is  $\frac{1}{3}$  to  $\frac{1}{4}$  of original price for items in excellent condition.
- All items must be priced in increments of .50 cents (example \$1.00 or \$1.50)
- If you are selling an item of higher value, be sure to reference that on your tag. (For example, "This item sells for \$45 new in boutiques" or "Paid \$75 retail new last year). The shopper is likely to spend more on an item when they know they are getting a really good deal!

### Item Condition

- All items will be inspected at drop-off. Because this is a consignment sale rather than a typical yard sale, we are trying to sell items of higher quality. We will gladly return to you or donate at your request any items we feel do not fit that criteria.
- All items, including clothing, must be in very good, gently-used condition. Clothing that is worn, outdated or stained in any way will not be accepted.
- All buttons, snaps and zippers should be closed and in working order.
- All garments should be cleaned and pressed.
- All clothing must be on a hanger or safety pinned to a hanger. The hanger needs to face left so it looks like a question mark.
- Secure tags to clothing with safety pins (no straight pins or staples).
- All clothing should be sorted by gender and size before coming to the drop-off.
- Toys, games, equipment, etc. must have all pieces, be clean and not be out-of-date.
- Toys that require batteries must have them. Toys must be in working order and like new with all pieces included.

## Sandersville Swap Guidelines

- Small items should be put inside a Ziploc-type bag with tag secured to the outside of bag with clear packing tape on all sides of the tag.
- Shoes should be put inside of a Ziploc bag or zip-tied together.

### What to Sell

- We accept furniture, housewares and décor, books, purses, children's clothing (no adult), accessories, shoes, jewelry, etc.
- No homemade goods, stuffed animals, underwear, bras, car seats, or drop-side cribs will be accepted.

### Payment

- Checks for your items sold will be mailed to you within one week of the sale. No tags will be mailed.
- Please make sure your correct mailing address is listed on your registration form.