



Seller Information Highlights

Drop-off

- Drop-off will be the Friday prior to the sale.
- You must schedule your drop-off time slot through the same website you have registered at.
- There are one hour slots beginning at 2:00 pm and ending at 6:00 pm. YOU MUST BE UNPACKED BY 7:00 pm.
- Organize your items by size and type prior to arrival to make your drop-off faster and more organized. You will have 1 hour to unpack!

Pick-Up

- All items should be picked up at 2:00 pm the day of the sale.
- All items need to be removed by 3:00 pm.
- If items are not picked up you will be charged a \$25 fee which will come out of your seller profit check.

Tagging Your Items

- One tag per item. Must be .50 increments.
- White or very light colored paper or cardstock. You can highlight your price and seller number, **but please do not mark over barcode.**
- You can use POP Kid Rummage tag format from the spring 2018 sale.
- All new items should be used with new tag format.
- If you have items left over from Fall 2017 - you can A) retag item with new tag format or B) adhere new tag format over old tag via a glue stick or tape (please make sure barcode is not damaged in this process).
- Lack of barcode may result in a \$15.00 fee assessed to the seller for additional time spent to calculate their total.
- All tags should be securely attached with a safety pin on the tag of clothing or on a seam to avoid tears and rips.
- When items are in a bag - please tape the bag shut and secure only the top portion of the tag.
- Please add a description to the tag so we are able to match it back up in the event it comes off.

Pay-Out and Volunteering

- Each seller is required to work a three hour shift to assist with the sale.
- Sellers will receive 75% of their sales if they work a three hour shift.
- If a seller does not work a three hour shift, they will only receive 50% of their sales.
- Checks will be issued to the seller within 2 weeks of the date of the sale.

- Sellers will be notified via Facebook page and email that is listed in MSM software as to pick up date for checks. Sellers will come to Prince of Peace at the scheduled date and time to pick up their check. We will try to set up two dates for check pick up - but this is not a guarantee. It will be based on our availability. **Checks WILL NOT BE MAILED unless the seller provides POP Kid Rummage coordinator with a self-addressed stamped envelope by pick-up the day of the sale.**

Cancellation Policy

- If a seller cancels within 2 weeks of the date of the sale they will forfeit their \$20 registration fee.
- If a seller cancels within 2 weeks of the sale, but still volunteers for their 3 hour shift their \$20 registration will be transferred to the next sale.
- If a seller has 3 occurrences of "no show" or "cancellations within the 2 week period" they will no longer be allowed to sell in the sale.

Additional Charge

- An additional charge of \$15.00 may be assessed in the event that a seller does not follow the guidelines set forth by POP Kid Rummage and extra time is incurred sorting through items that need to be removed from the tables.
- All items removed from the sale due to infractions will be returned to the seller at the end of the sale with a notification of infraction.