



CARRCROFT SWAP SHOP SPRING 2012 TAGGING & SELLING INSTRUCTIONS

CHECK-IN DAY

BRING SALE ITEMS & THIS INSTRUCTION LIST TO THE SCHOOL ON:

Thursday, March 1, 2012 4:15 PM to 8:30 PM
You must be signed in by 8:30 p.m. to be checked-in

Friday, March 2, 2012 9:00 AM to 10:15 AM
You must be signed in by 10:15 a.m. to be checked-in.

THERE WILL BE NO EXCEPTIONS TO THESE HOURS.

SALE DAY

Saturday, March 3, 2012
9:00 AM to 1:00 PM

CHECK-OUT DAY

PICK UP PROFIT AND UNSOLD ITEMS
Sunday, March 4, 2012 **1:00 PM - 3:00 PM**

Items not picked up by 3:00 PM **SHARP** will become Swap Shop property and donated to a charity of our choice.

Any questions about Swap shop feel free to contact Lisa Cobb, Chair at 302 650-0118 or email Carrcroftpta@gmail.com

INSTRUCTIONS

Thank you for choosing to sell at SWAP SHOP. 70% of the proceeds from your items will be yours to keep. The PTA will retain 30% which benefits the children of Carrcroft Elementary School.

1. On Thursday, March 1, 2012 or Friday March 2, 2012 during “check in” times, **bring your tagged items, your signed attached “responsibility waiver,” and your \$10 and over sheet** (if you have any items) to Carrcroft to be checked in. You will be responsible for putting away your checked-in items.
2. On Saturday, March 3, 2012 the Swap Shop Sale is held.
3. On Sunday, March 4, 2012, the seller returns to Carrcroft to pick up their payment by check and their unsold items (unless identified to be donated).

The seller brings their own bag or box to carry their unsold items. We cannot let our baskets leave the building. Sellers who do not pick up will receive their check only by mail within 30 days to the address we have on file. Unsold items not picked up are donated to a charity of our choice.

THE DO’S AND DON’TS

NO PARKING in front of school is allowed. Volunteers and hand trucks are available to assist you with our check in procedures. **DO NOT UNLOAD your items until you have signed in at our "check in" table** in the school lobby and a Swap Shop volunteer is available to "check in" your items.

ANY ITEM DETERMINED TO BE UNSELLABLE BY SWAP SHOP VOLUNTEERS DURING THE ENTIRE THREE DAY EVENT WILL BE MARKED WITH A PINK ‘X’ ON THE FRONT OF THE TAG.

TAGS (ONLY CARRCROFT SWAP SHOP TAGS WILL BE ACCEPTED)
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DO:

- Tag items in increments of 50¢ (i.e., 50¢, \$1.00, \$1.50, etc.) NO 25¢ or 75¢ increments please.
- Write tags in ink
- Mark each tag with your Master Number, article description, color, size, and price
- Attach tags with safety pins to clothing, pin or tape tags to toys, books, and household items (no straight pins, please)
- *For items consisting of more than one piece, each piece must be tagged separately.* List the price on one tag only. On the remaining tag(s) put an XXXX in the price area. See sample below:

Master No. 60 Article - Blue Suit (3 pieces) Size 4T Price \$3.50
Master No. 60 Article - Blue Suit (3 pieces) Size 4T Price XXXX
Master No. 60 Article - Blue Suit (3 pieces) Size 4T Price XXXX

- Use a new tag if you make an error, **NO WHITEOUT TAGS OR WRITEOVERS CAN BE ACCEPTED.**
- Mark a **green “X”** on the back of your tag if you want it to be donated to charity (*exception: mark a green “X” on the front of the tag only if it’s being taped to an item.*)
- Set your own price
- Put items in visible packaging
- Please be descriptive when tagging your items
- **Any tag going through the cashier line that is missing a price will be filled in with a price the Co-Chairs determine to be fair.**

DON’T:

- Tag items for less than 50¢ (i.e., 10¢, 15¢, 25¢, etc.)
- Cross out/white out anything on tag
- Write tags in pencil

CLOTHING**DO:**

- Make sure clothing is in good to excellent condition
- Check clothes for stains and tears (they cannot be sold)
- Tag clothes in season (fall/winter for FALL Swap Shop & spring/summer for SPRING Swap Shop)
- You are welcome to provide your own hangers if you want your items on racks, however we have limited space for clothing on hangers so we reserve the right to move items to tables if necessary.
- *For items consisting of more than one piece, each piece must be tagged separately.* List the price on one tag only. On the remaining tag(s) put an XXXX in the price area

DON'T:

- Bring clothing that is out of season
- Bring clothing with strong odors (mothballs, mildew)
- Bring adult clothing
- Bring breast pumps, nursing bras, underwear, diapers, training pants, wigs, cosmetics, or pierced earrings.....NO EXCEPTIONS!
- **NEW - Don't bring Maternity clothes, we are no longer selling them.**

SHOES**DO:**

- * Tag shoes in season only (fall/winter for FALL Swap Shop & spring/summer for SPRING Swap Shop)
- * Make sure all shoes are in VERY GOOD condition
- * Tag **BOTH** shoes. On the second tag(s) put an XXXX in the price area
- * Shoes must be securely attached to each other.

DON'T:

- * Bring adult shoes
- * Bring worn "everyday" shoes (space does not allow for the numbers we typically receive)

TOYS/CAR SEATS/CRIBS**DO:**

- * Package toys securely - please make item visible thru packaging. Do not put tags inside bags.
- * Car seats **MUST** be less than 5 years old (2006+) and never in an automobile accident. Cribs must comply with safety standards.
- * Make sure toys are complete and not broken, puzzles and games must have all pieces.
- * Puzzles and games will be spot checked to ensure all pieces are included. If not, items will be pulled and not left on floor for the public sale.
- * Outdoor toys and bikes must be clean or they will not be accepted.
- * **ALL Power Wheel type vehicles MUST have a charged, working battery.**

DON'T:

- * Bring stuffed animals (space does not allow)

BOOKS/VIDEOS/MUSIC**DO:**

- Price individually or in sets
- * If in sets, please bundle securely with strong tape or secured see-through bags
 - * DVD's, video games, etc should not be taped or secured shut as our volunteers must inspect these items at "check in" to ensure correct item is in package. Our volunteers will secure the package after they inspect.
 - * **Games must work.**

DON'T

- * Bring items that you wouldn't want your children to see/read/hear.
- * Home copied DVD's or games are not acceptable.
- * **NEW - Don't bring VCR tapes, we are no longer accepting these.**

HOUSEHOLD GOODS/FURNITURE

ALL FURNITURE MUST BE PRE-REGISTERED TO BE SOLD BY A SWAP SHOP CHAIRPERSON, AND MUST BE CHECKED IN THURSDAY NIGHT ONLY. NO FURNITURE WILL BE ALLOWED FRIDAY MORNING.

This PRE-REGISTERED is for size only, condition will still be inspected at "check in". This procedure is used due to Swap Shop's space constraints. Please contact us for this PRE-REGISTERED and any questions at carrcroftpta@gmail.com or call Lisa Cobb at 302 650-0118.

- ***ALL ELECTRONIC EQUIPMENT IN HOUSEWARES, BABY ITEMS, AND TOYS MUST HAVE TWO TAGS.*** List the price on one tag only. On the remaining tag put an XXXX in the price area. See sample below:

Master No. 160 Article - Blue VCR w/ remote Size ----- Price \$5.00	
Master No. 160 Article - - Blue VCR w/ remote Size ----- Price: XXXX	

DO:

- * Appliances and electronic equipment must be operable.
- * Bring hangers for heavy items (bedspreads and draperies)

DON'T:

- * Bring items that are too large and/or heavy that you cannot carry to the stage. Lifting help is **NOT** available.
- * Bring Mattresses (they cannot be sold)

PLEASE NOTE THE FOLLOWING:

- * **All rules are for your protection as well as the buyer's**
- * Most importantly, please keep in mind that our workers are volunteers giving of their own valuable personal time. Without them, Swap Shop would not be possible.
- * Please use the attached Item List for any items that are priced \$10.00 and over and follow the item list instructions.

Thank you for being part of Swap Shop, a Carrcroft tradition since 1961. We look forward to a successful sale for all involved and... we hope to see you again in the Fall on October 13, 2012 for the next Swap Shop!

TO BE RETAINED BY SWAP SHOP

I, the undersigned, understand that the Carrcroft PTA, Swap Shop Team (Supervisors and Volunteers) and the Brandywine School District are not responsible for lost, stolen or damaged items. In spite of our best efforts, occasional accidents and thefts do occur.

X _____
Signature of Seller Date

Master # _____

