



PARENT TO PARENT SALE- VENDOR INFORMATION

**SET-UP 7:15AM
OPEN TO PUBLIC: 9AM TO 12NOON**

**Held at: RCAF WING RENFREW - 164 ARGYLE STREET - 613-432-4485
Hosted by: CHILD'S PARADISE DAY CARE CENTRE -450 O'BRIEN ROAD -613-432-2627**

Welcome to our Renfrew Parent to Parent Sale. Thank you for renting a table with us, we hope that the event is fun and profitable for you. The following information should help make the sale a great success.

Unloading and Set-up

- We will assign table numbers upon arrival and sign-in.
- **Arrive between 7:15am and 8:00am (LATEST)** and sign-in at the side entrance.
- The oversized items area will open at 7:15am for check-in of items. If you have oversize items (eg bikes, strollers, exersaucers etc), you must check them into this area. (see below)
- As soon as you have unloaded your vehicle, please move your vehicle to the far end of the parking lot to make it easier for other sellers to unload their items.
- Once your table is ready, you are welcome to "pre-shop" at other vendor tables prior to the sale opening to the public.

Table Area

- Your table measures 8 feet x 30 inches.
- Please DO NOT move your table.
- You may place one standard sized clothes hanging rack at the side of your table.
- **Please ensure that your items do not stick out into the aisle. Oversized items must be checked into the oversized items area to avoid blocking the aisles.**

Oversize Items Area

- We will have an area inside for oversized items (strollers, baby swings, high chairs, exersaucers, bikes, tricycles, wagons, ride-on-toys, play kitchens, work benches, easels, basketball nets, slides, play structures, tables etc).
- We will allow one to two oversized items to remain at your table if they are insignificant in size and you do not have more than the one or two items to display. They must be able to be displayed on or under your table without interfering with the aisle way.
- This area will be manned by our volunteers and items will be sold by us on your behalf. You will receive 90% of the proceeds from the sale of your items in the Large Item Area-please price accordingly ☺
- We will aim to obtain the marked price for your items, but later in the sale, if they remain unsold, we will accept reasonable offers on your behalf, unless priced as FIRM.
- You must use one of our tags on each item that you place into the oversize area. You print out these tags yourself and add your table number, item number, item description and price using a permanent marker or fill them out on the computer. Tags should then be taped onto the item securely above the dotted line. Please do this in advance.
- When you arrive at the sale you should unload your oversize items and meet with one of our volunteers who will go through the form and check that all the items being left with us are clearly marked. Our volunteer will provide you with a receipt. It is important that you keep your receipt as you will need that for us to return your items or your sales proceeds to you at the end of the sale.
- **Please be patient when checking items into the oversized area and DO NOT leave your items unattended without first obtaining a receipt from one of our volunteers.**

Time

- The sale is from 9am to 12noon. **Please keep your table set up until 12:00**

Refreshments

- The Childcare Centre will be having a Bake Sale and Refreshment Table to fundraise

Clean-Up

- Please completely clear your table and remove all garbage from your area.
- **Do not leave any unsold items behind on your table.**

Helpful Sale Information

- **This is NOT a rummage sale!**
- The more successful vendors are those who bring only gently used items, priced well and display them effectively. Shoppers will move on to another table if items are too well-loved or overpriced.
- You can sell almost anything: large items like kitchens, easels, bikes. Toys, puzzles, books, movies, to strollers & baby equipment. Clothing, footwear, maternity clothes, and summer equipment.
- **Please do not sell car seats or cribs, due to liability issues.**
- You retain all income from your table so pricing is up to you.
- Price your items, as not everyone is comfortable asking your sale price.
- Price items individually or as a category (i.e., all books \$1)
- Be prepared for buyers to haggle and be open to discounts for multiple purchases.
- Lower your prices as the sale progresses if items are not selling well.
- Generally, price items no more than 1/3 to 1/2 of what they are new. Remember that buyers are looking for bargains.
- No one wants clothes that are stained, ripped or faded. Neither do they want to pay close to what they could pay for the same item new at a big box store.
- Items should be cleaned and in good repair. Equipment and toys should be safe and fully functional!!!! (Please don't disappoint any kids)!!!
- You may find it helpful to decide whether you are genuinely trying to make money from the sale or whether you just want to see the stuff leave the house. Do you really want to bring it all home?
- Clothes in a box or on tables do not sell well. They quickly get turned over and no one can be bothered to rummage through them properly. If you want to be successful selling clothes, we strongly recommend that you bring a small clothing rack to display them and that you wash and iron the clothes before you hang them. You may also want to put a sign indicating the size range of the clothes.

Things to Bring

- Large supply of grocery bags
- Small change float (suggested amount \$50 = \$5x2, \$2x10, \$1x15, \$0.25x20)
- Money belt
- Extra price tags and marker
- Clothing rack if you would like to hang your clothing for sale