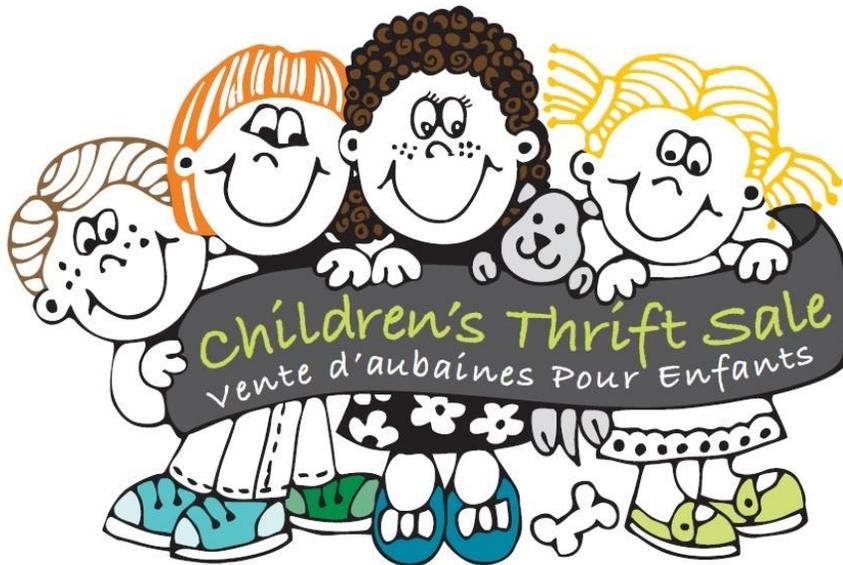


Vendor Handbook



Important contact information:

Email: info@childrensthritfsale.com

Website: www.childrensthritfsale.com

Facebook page: <https://www.facebook.com/pages/Childrens-Thrift-Sale/335624653196895?fref=ts>

Twitter: @ChildrensTSale

The Children's Thrift Sale is a not-for-profit fundraiser run solely by a team of dedicated volunteers

Revised Sept 14, 2018

General information

1. Thank you for becoming part of the Children's Thrift Sale. Our sale takes place at the Thompson Drill Hall, CFB Kingston, 99 D'Artisan Road.
2. Each vendor can bring up to three large garbage bags for children's clothing (Regular sized bags, no industrial sized/contractor size bags). **NO vacuum sealed bags** are permitted. Shoes, boots, maternity clothes and outerwear are not required to be within your allotted bags. Each garbage bag of clothes must have a Thrift Sale tag affixed to it with your assigned number. The tag will be e-mailed to you after you register, you will need to print it out and attach it to your bags. Children's clothing **must** be brought into the Thrift Sale in these three bags and the bags **must be tied shut**. Children's clothing NOT brought in your assigned bags will be refused.
3. We uphold a reputation for having gently used children's items and ask that you help maintain this reputation by bringing only good quality, clean items for sale. Clothing should be freshly laundered and carefully checked for stains or tears before each sale. **Soiled, stained, heavily worn or torn garments are unacceptable** and will be removed from the sales floor. At the end of the sale if a vendor has more than 5 such items they will be placed in a white garbage bag and returned to the vendor; if a vendor has more than 20 items they will also receive a warning letter and be charged a \$25 fee. If a vendor has been given 2 warning letters and there is a third occurrence the vendor will not be permitted to participate as a vendor in future sales.
4. Please ensure that your items are seasonal and appropriate to the sale. Anything not meeting these criteria will be removed from the sales floor at the discretion of our volunteers. For example; winter boots and winter coats can only be sold at the fall sale – flip flops, sandals and sundresses can only be sold at the summer sale.
5. Keep **clean** shoes/boots together using Zap straps, tying the laces together, or in Ziploc bags.
6. **Books are limited to one box per vendor number**. Boxes are to be no larger than a banker's box. A Thrift Sale book tag will be e-mailed to you after you register, you will need to print it out and attach it to your box. Due to limited space in the Hall and the large number of books that were being brought in we had to limit them.
7. There are no limits, within reason, on other child related products you have for sale providing everything is in clean, working condition and has not been included in the government recall list.
8. Please review the following government website in regards to recalled children's items: www.healthcanada.gc.ca/cps-recalls. All vendors will be asked to sign a waiver when they drop off their items at the sale that states, to the best of their knowledge, none of their items are on the Government of Canada's recall list.
9. For safety and hygienic reasons, the following will not be permitted to be sold: food of any kind, any liquids such as soaps or bubbles, helmets, car seats (even those connected to strollers), personal floatation devices/life jackets, cribs, baby bathtub rings, stuffed animals, stuffed dolls, or stuffed toys, items involved in recalls prohibiting resale and any other items deemed unsafe by the Thrift Sale Committee at the time of the sale.

10. Glass baby bottles must be brought in a sealed plastic bag in case of breakage. The Children's thrift sale is not responsible if glass items are broken.
11. Please make sure **toys are complete and in working** order. Battery operated toys should have batteries installed so potential buyers can test function.
12. Any loose parts should be put in bags and attached securely to the item they go with.
13. Due to space limitations, no large furniture/play equipment items will be permitted (e.g. rocking chairs, beds, mattresses or frames, or change tables). If space is limited playpens will be broken down into their case until space becomes available for them.
14. Please email info@childrensthritfsale.com if you have any questions regarding what is or is not permitted for sale.
15. Due to safety and liability concerns, **children under 13 years of age are not permitted to be in the Thompson Drill Hall** except during the actual sale time on Saturday. This will be strictly enforced. Should this be an issue, you may grant permission for an alternative person to drop off or pick up your items but you must provide the person's name on your vendor registration form.
16. To maintain the integrity and reputation of the Children's Thrift Sale it is important that all vendors read and follow the guidelines outlined in this Vendor Handbook. Those vendors who violate these guidelines risk not being allowed to participate in future sales and if they are also a volunteer, will lose their "good standing" status. A registered letter from the Children's Thrift Sale committee will be sent to anyone losing their "good standing" status informing them of the reason and what, if any, actions they can take to be regain their good standing.
17. We are always looking for volunteers. If you are interested, please e-mail our Volunteer Coordinator at info@childrensthritfsale.com with any inquires you have regarding volunteering.

Dropping off your items

1. The doors of the Thompson Drill Hall will be open to vendors for drop off and set up from **3:00 pm – 5:30 pm**. The doors will be closed promptly at 5:30 pm, at which time vendors will not be admitted into the building. There will be no re-entry after this point. All of your items for sale must be in the hall prior to 5:30pm. Any vendor not already in the building will have their contract with the Thrift Sale Committee considered null and void and their registration fee will not be refunded. **Vendors must have their items set up and vacate the hall by 6:00 p.m.**
2. **Vendors are responsible for unpacking and putting their own items out on the sale floor.** Hall maps will be available at the vendor sign in table. If you make a list of what tables/areas you place your items on then when you come to pick up your leftover items on Saturday you know where to look to retrieve them.
3. Drop off for items is only through the front doors. Please sign in and sign the waiver with our Vendor Coordinator, at the entrance prior to setting up. We ask that you please leave extra bags or purses in your vehicles, or use the available lockers on site in the change rooms; locks are not provided so please bring your own. The Children's Thrift sale is not responsible for any stolen property.

4. As per base traffic regulations, **there is no parking in front of the Drill Hall** to unload/load items. Please use the parade square across the street from the Drill Hall to avoid being towed by the MP's at the owner's expense.

5. Please ensure that all items are priced before they arrive at the Drill Hall and placed in the proper designated areas. The Hall will be set up with labeled tables and clothing racks, as well as volunteers to help point you in the right direction where needed. As a tip, pre-sorting your clothes by putting like sizes together in grocery bags, inside of your garbage bags, makes for an easier unpack. **Vacuum sealed bags are not permitted.**

6. Sleepwear, shirts, pants, undershirts, etc., should be placed on the tables, dresses and suits can be placed on a hanger. Use discretion for what should be on a hanger. Metal hangers are not permitted and some plastic hangers are available for use. Should you bring your own hangers please note that we cannot return your hangers. Due to space limitations, some items that are hung up may be relocated to the tables.

7. No selling during set up will be permitted.

How to price your items

1. All items must be priced to the nearest **\$0.50**. Items not priced correctly will be rounded down to the proper format (e.g. an item marked for \$1.70 will be rung in by cashiers as \$1.50) or it will be taken off the sales floor.

2. This is a thrift sale with a reputation of good quality items at reasonable prices. Please remember this when pricing your items. If this is your first sale and you are unsure of what is reasonable please contact us at info@childrensthriftsale.com for some examples. If you find you have a lot of clothes unsold after the sale, you may want to review your pricing and consider reducing it for the next sale.

3. **Tag your items based on the diagram below.** This helps to reduce confusion and error when our cashiers are entering the sales data during check outs. These tags can be created with labels, painters tape, or paper secured with safety pins or packing tape. **Do not use duct tape**, the adhesive does not come off clothes and ruins them.

#	VENDOR NUMBER	SIZE
	\$	PRICE
ITEM DESCRIPTION		

4. Remember **NO TAG = NO SALE** - be sure that all tags are legible and secured properly. This also applies if your tag is missing information (i.e. no vendor number or price). To help avoid errors in recording profits per vendor please use a number sign (#) in front of your vendor number to help differentiate it from the size.

5. Tags should be placed on the front of items and easily visible. Do not cross out or change information you already have on your tags. We have no way to know if this was done by you and your item may be refused for sale

6. The only type of pins permitted for attaching tags are safety pins. Any items with **sewing/straight pins or staples will be removed from the sales floor.**



Picking up your items

1. Vendors must pick up their unsold items between **2:30-4:00pm on Saturday.**

2. **Vendors are responsible for sorting and retrieving their own items from the sale floor.**

Vendor numbers will be set up around the hall for each vendor's items so that you can place your totes or boxes to put your items in. Once volunteers have removed their own items from the hall they may assist with sorting but it is ultimately the vendor's responsibility to retrieve all of their own items.

3. Please bring bags, boxes or totes to collect your remaining items. After you have gathered all your items please check out with the Vendor Co-ordinator who will be situated at the entrance of the Hall. **Signing out is very important so we know that you did pick up your items should some be left over in error.** Anyone picking up items on your behalf is required to sign out as well.

4. There will **not** be a donation pick up. It is the responsibility of the vendor to take all their remaining items home. The list of items that charities will no longer accept has become so large that it is too difficult and time consuming for CTS volunteers to sort through the items before the charity arrives, and to clean up the hall by clear out time.

5. **Failure to pick up your unsold items will result in a \$25 deduction from your total sales.**

After the sale

1. Vendor cheques will be mailed to you 2-3 weeks after the sale. Please ensure that the address provided at registration is correct, and if your address changes after you registered please notify the vendor coordinator so that your cheque is mailed to the correct address.

2. Cheques will be issued only to the name provided on the vendor registration.

3. It is recommended that vendors cash their cheques promptly after receiving them. After 6 months cheques are stale dated according to bank policy and the Children's Thrift Sale will not reissue a new cheque.

4. It is the responsibility of the vendor to notify the Children's Thrift Sale if they have not received their cheque within 6 weeks of the sale date.

5. Please be sure to fill out a vendor survey. It will be emailed to all vendors after the sale. We use feedback to improve the sale so please take a moment to let us know about your experience as a vendor.

Participating in the next sale

1. At each sale we try our best to have our next sale date confirmed so that we can advertise it. This is, however, dependent on the Base being able to confirm our date by sale day. If not, the next sale date will be advertised on our website and social media once the Base confirms it.
2. There are 100 vendor spots available. This does not include the committee members which is why you will see vendor numbers at the sale that are above 100.
3. Vendor registration will be advertised on the website, Facebook, and Twitter. **Vendor registration is now held online** about 2 months in advance of the sale.
4. Only **volunteers** in good standing from the previous sale are invited to a two week advance online registration and are permitted to keep their vendor number from the previous sale. Please ensure that we have your correct e-mail address when you register; if it changes before the next sale let us know at info@childrensthritfsale.com as soon as possible so that you do not miss your e-mail notice of advance registration.
5. Following this will be a two week registration for **military members**. The registration link will be posted on our website and social media for military members to register. Military vendors from the previous sale will be permitted to keep their vendor number.
6. For volunteers in good standing and previous sale military vendors who register late (after their 2 week registration periods described above) there is no guarantee you will get to keep your vendor number as registration will be opened to the general public.
7. If there are any vendor spots available after the military registration closes then registration will be offered to the **general public**. The registration link will be posted on the website and social media. All registration is **first-come, first-served** until all 100 vendor spots are filled.

If you have any questions about this Handbook please contact info@childrensthritfsale.com

Thank you for making the Children's Thrift Sale a continued success!