

**THIS IS ONLY A COPY/ LABELS WILL COME LATER!!**

## USED CURRICULUM SALE SELLERS INSTRUCTIONS

# 075 → Your Seller Number

Grade (indicate PK,K,1-12) ← GRADE \_\_\_\_\_ \$\_\_\_\_\_.\_\_\_\_\_ → Price (in \$.25 increments)

At the end of the sale do you want this item donated? ← DONATE Y N 50% Y N → Can this item be sold at 50% if it is still here towards the end of the sale?

LABELS SHOULD BE ON THE BACK OF ALL ITEMS IN AN EASILY SEEN LOCATION

Above is a template of the enclosed labels for the Used Curriculum Sale on Saturday June 28<sup>th</sup>, 2008 at the House of Prayer Family Life Center in Blairsville, GA.

**ALL ITEMS MUST HAVE A LABEL!!! If you do not have enough, please let me know ASAP and I will mail additional labels to you.** You can reach me by phone at (706) 835-5919 or by e-mail at [lawandalynn@yahoo.com](mailto:lawandalynn@yahoo.com).

Notes about sections of the label:

Grade – Please use the following when indicating the appropriate grade level the item is used for:

PK – All items for ages up to Kindergarten

K- Kindergarten

1-12 – Grades 1 – 12

P – Parent/Teacher Resource

M – Misc. No Grade

Price - We will only have quarters and dollars for change at the sale. PLEASE price your items in \$.25 increments so we will have appropriate change. Any items not priced accordingly will be rounded DOWN to the nearest \$.25 increment at the sale. We will have a “FREE” table if you have any items that you will be giving away. This will need to be indicated on the label and even FREE items need to have a label.

50% - At the sale staff's discretion, we may offer a 50% off sale towards the last hours of the conference. You must indicate your preference on the label of each item. IF NO PREFERENCE IS INDICATED THEN THE ITEM WILL BE ELIGIBLE FOR INCLUSION IN THE 50% OFF SALE.

Donate- We will offer the option of donating any remaining items at the sale staff's discretion that are remaining at the end of the sale. This is each seller's option. At the end of the sale all remaining items not picked up will be donated. We are currently working with the House of Prayer to place any items donated in their church library.

Sellers important times to remember:

Friday June 27, 2008

2PM – 5:30PM                      Sale Set Up, Seller Item Drop-off (House of Prayer)

6PM – 7:30PM                      VOLUNTEERS Only Pre-sale

Saturday June 28, 2008

7AM – 7:45AM                      Seller Last Minute Drop Off

8AM – 4:00 PM                      Shopping

5:00 PM                                END OF CONFERENCE

5:15PM – 5:45 PM                  Seller Item Pick-up/Payouts & Clean-up

Some Points to Remember.....

- We will be accepting CASH ONLY as payment during the sale. All prices need to be in \$0.25 increments for ease of change making.
- A good rule of thumb for pricing is ½ of the original purchase price. We will have a section of FREE items but the items will need to be labeled as such with FREE written on the label.
- Payouts will be made in one lump sum from the cashier at the end of the conference. We ask all sellers assist us in placing your items on the appropriate grade level tables at drop off. This will be a huge help since you know your items best.
- If you have several items that you are selling as a set, the items need to be securely together. Gallon size Ziploc bags work great for this. One label per set is sufficient.
- Please remember that we cannot accept adult novels, toys or clothing of any kind. Only educational materials, eg. Texts, workbooks, readers, manipulatives, videos/DVDs, Music/Art Supplies and CD's. We reserve the right to refuse to accept any item for sale at the sole discretion of the curriculum sale staff.

Shoppers:    There is no admission charge if you are attending the NGEC Conference. If you just want to come shop, there will be a \$2 admission charge payable at the door. There will be a separate entrance for the curriculum sale accessible from the parking area at the Family Life Center.

# THANK YOU FOR SELLING!!!

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Please bring this waiver with you when you drop off your items.

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WAIVER

Initial: \_\_\_\_\_ I realize all reasonable efforts will be made to ensure the safety and security of my items while at the sale. I agree that the House of Prayer, Staff, NGEC Staff, NGEC, Used Curriculum sale staff & property will NOT be held responsible in the event of theft, damage, or any other event that may cause permanent loss to my property while for sale. I, as the seller, agree to assume all responsibility for my items.

\_\_\_\_\_ I agree that any items not picked up by 5:45PM on June 28<sup>th</sup>, 2008 will become property of Grace Co-Op and it will be at their sole discretion to use the items as they see fit.

\_\_\_\_\_ I agree if I do not pick up my payout in person by 5:45PM on June 28<sup>th</sup>, 2008 that a check will be mailed to me at the address provided on my registration form no later than 7 days following the close of the sale.

\_\_\_\_\_ I understand that remaining items/payout will only be made to the registered seller. I will be required to sign that I have received my profit from the sale at pick up time.

THANKS TO ALL FOR PARTICIPATING! WE ARE LOOKING FORWARD TO A GREAT EVENT!!!

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Signature

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Date