

## Seller Quick Tips

**It is very important that you read through the entire Seller Information section. We have added a lot of new information that is very important. This page just highlights some of the key points from the different pages. You will need to follow all of the steps on each page of the “Seller Info” section to ensure your items are prepared, entered, and tagged properly. You may be asked to step aside and fix your items at Drop-off if your items are not prepared correctly. We need uniformity to make our sale run smoothly. Thank you for your understanding and support. Please email us with any questions. We are here to help you.**

Don't forget to get your Drop Off time and Work Shift, if working. Your seller fee will be deducted from your check on Saturday. If you work, \$5 will be deducted from your check. If you do not work, \$25 will be deducted from your check.

Your Drop Off time cannot be during your work shift. You need to allow for 45 minutes prior to your work shift, and allow 20 minutes after your work shift to get to your car and retrieve your items.

We have Target carts to assist you with unloading your cars and bringing your items to your Drop off appointment. If there are not any in the parking lot, please feel free to come in and get one. We will try to keep sending them out to the parking lot.

Our software is not always compatible with Mozilla Firefox. We recommend you use Microsoft Internet Explorer (the web browser that comes with MS Windows).

One seller number per household

Please drive all large items around to The Foundry doors (Old Mt. Tabor side). We will have a lot of men helping Wednesday night if it helps to bring your larger items then. Please bring them between 7:30-9 pm on Wednesday.

Please only bring clothing and items in great shape. Be objective ... Would you buy that? Would you pay that? Please check ALL areas of all items.

If you are donating your items, please bring a self-addressed stamped envelope to Drop Off and we will mail your check. They usually go out on the Monday following the sale.

If you are sending someone else to pick up your unsold items, check, or both, please give us a note at Drop-Off. Also, have that someone bring an I.D with them.

We will donate any items left after 5pm. We do not have the space to keep anything.

Lil' Lambs Closet is not responsible for lost or stolen items. We have made a lot of changes to better protect our sellers. We need your help to have uniformity.

All items must be entered into the system and tags printed by 1pm on Wednesday before the sale. After you have printed your tags, you are done with the computer system. When we shut down the sale, all of your inventory will transfer into the main inventory system.

Make sure you update your email address. This is the only way that we can communicate with you. Also, you may want to add us to your address book to ensure receipt of emails.

Set up of cribs, furniture, toddler beds, etc is the responsibility of the seller.

Large furniture items, outdoor play structures, etc are HUGE sellers.

We no longer sell these items:

- Children's jewelry
- Stuffed animals (including Beanie Babies and *Webkinz*<sup>™</sup>)
- Dolls w/buttons, eyes, noses, or other small parts that are not securely fastened
- Pacifiers
- Toys that are easily broken into small parts (flimsily made, might break easily)

Consider selling your items for half price or just try pricing your items a little lower. Sometimes a dollar makes a difference in a sale.

You **MUST** fill out mandatory Seller Checklist and bring to your Drop Off.

Please email us with any questions; we are here to help you