

# CLOTHING EXCHANGE RULES AND GUIDELINES

## Sellers:

1. You must be a paid member or emeritus to sell clothing, toys or equipment.

### Preparation:

2. Clothing must be clean, neat, and mended.
3. Clothing **must** be labeled with the sale template tags or as follows:
  - a. Labels should be approximately 3" x 3".
  - b. Make labels from paper or index cards. **Please no masking tape or post-it notes.** It helps to make your labels on colorful paper.
  - c. Include on all items:
    1. Member's name.
    2. Size or weight or age of child the item fits.
    3. Item description (in case label falls off).
    4. Price.
  - d. **Pin labels on with straight pins.** No safety pins. Use tape only when absolutely necessary on toys, shoes and equipment – not on clothing.
  - e. Pin together clothes to be sold together with a safety pin. (For example, two-piece outfits; matching outfits; mittens.) Multiple items such as matching outfits must be sold either together or separately. No option labels that read "Two for \$XX or \$Y a piece".
  - f. No clothing will be sold without a label.
4. Due to limited space, only coats, jackets, special dresses, suits, maternity dresses and sport coats can be hung on hangers. Please provide your own hangers. All other clothes must be neatly folded and will be placed on tables.
5. Tie boots and shoes together or put them in plastic bags.
6. **All Toys and Equipment must be clean and in good working order.**
7. Toys and books should be packaged securely. Use pins whenever possible to attach your labels. Avoid tape. (Putting items in plastic zip bags with the label inside works well).
8. Seasonally appropriate clothes only.
9. **You must divide clothing by sizes and gender.** (For example, all "3T GIRLS" in one bag, all "4T BOYS" in another, etc.) Clothing not bagged this way will get low priority and will run the risk of not being displayed if time does not allow.
10. **LARGE EQUIPMENT (playpens, changing tables, highchairs, portable cribs, etc.) WILL ONLY BE ALLOWED ON THE EXCHANGE FLOOR AS SPACE ALLOWS.**  
Please write a description of your item on a 3 x 5 card, along with your name, phone #, and price of the item (picture optional). Your card will be posted on a wall on the exchange floor. You may want to have the item available in your car in case a buyer wants it.
11. Please label with your name any plastic tub, box or basket you want to keep.
12. Please bring extra paper bags.

### The Exchange:

13. **Drop off items Friday between 6:00 PM and 7:45 PM only.** Items delivered after this time will not be displayed.
14. All items for the exchange will be put out by designated volunteers. Sellers are encouraged to offer assistance to the Sale Coordinator at drop off. No guests are allowed to set up. Set up ends at 8:00 PM at which time setup volunteers who commit to work the sale (8:00 AM to 12:30 PM) on Saturday will get to shop early.
15. Any unsold items must be removed at the end of the exchange on Saturday.
  - a. **Please arrive Saturday by 12:00 PM to pick up any unsold items**
  - b. Please separate clothes for others while looking for your own.
  - c. The HVPOM club is not responsible for lost or unsold items.
  - d. Unsold items not picked up will be donated to the host Methodist Church. No tax receipts are available for this donation.

### Money:

16. To have a check mailed to you, on Friday night bring a **large, self-addressed stamped envelope.** The envelope must carry enough postage to cover sending your check and labels back to you. (Past average postage has been three stamps)
17. **A seller's fee will be deducted from each seller's check** - Sellers will be assessed a 3% fee on all sales with a minimum fee of \$2.00.

## Questions?

Please e-mail the Sale Coordinators at  
sale@hvpom.org

## Buyers:

**Checks will be accepted from members.**

**Guests and Public: Cash only, thank you.**

1. Expectant mothers and paid or emeritus members may shop starting at 8:30 AM on Saturday.
2. Guests and Public are welcome.
  - a. Public may start shopping beginning at 9:00 AM Saturday.
  - b. Guests and Public must observe all Buyers' Rules.
  - c. Members are responsible for their guests.
  - d. No Guests/Public allowed during set up.
3. **Large Items:**
  - a. **Large Items must be paid for immediately.** Volunteers will assist in receiving payment on the spot and moving the larger items to a holding area while the buyer continues to shop. A checked ticket will be supplied to match items to owners.
4. **Payment:**
  - a. Checks – accepted from members. Guests and Public will pay cash; please bring cash in small bills.
  - b. **Anyone making a purchase will be charged a \$2 buyer's fee.** There is no fee if you don't buy anything.
5. **Checkout:**
  - a. Only checkout personnel will remove tags.
  - b. Items with missing tags will not be sold.
  - c. All prices on tags are final. No negotiations permitted on the exchange floor.
  - d. After tags are removed from your items, the prices will be totaled and your items "bagged."
  - e. Move to the cashier to pay your buyer's fee and for your purchases.
  - f. All sales are final.
  - g. All purchased items must be removed from the exchange area.
6. Please return any items you decide not to buy to the size-appropriate tables as soon as possible. This allows such items to be sold to others.
7. There will be no smoking.

**Please separate your clothes by gender and place in labeled bags as follows:**

Newborn – 3 months	3 Toddler
3-6 months	4 Toddler
6-9 months	5-6
9-12 months	7-8
12-18 months	Matching
18-24 months	Shoes, Socks &
24 months – 2 Toddler	Accessories