# Lisle Toy & Clothing Resale

# Seller Guidelines and Agreement

***By paying the registration fee for the Lisle Children's Toy & Clothing Resale you understand and agree to abide by the following guidelines.***

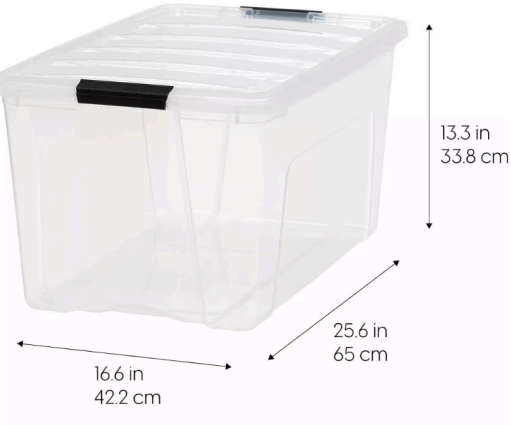
The LEHSO will only communicate with sellers via e-mail. It is your responsibility to make sure we have your current email.

**Bin / Box / Tote Limit**

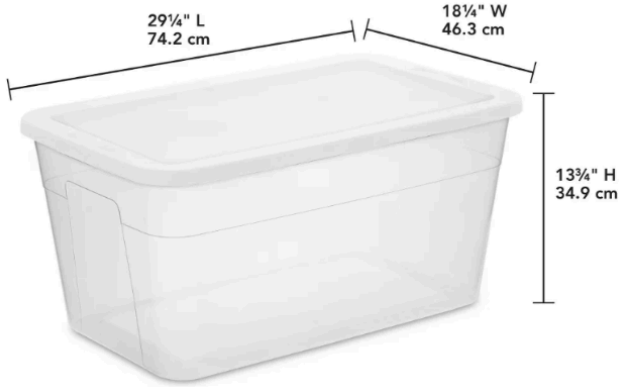
- **FALL RESALE: Ten (10) bin limit.** One bin is considered 66-89 quarts (17-22 gallons) -or a standard 72-quart bin.
    - An equivalent of 720 quarts / 180 gallons of storage is acceptable.
- **SPRING RESALE: Seven (7) bin limit.** One bin is considered 66-89 quarts (17-22 gallons) -or a standard 72-quart bin.
    - An equivalent of 504 quarts / 126 gallons of storage is acceptable.
- Large floor items are NOT counted towards this limit. (ie: Strollers, dollhouses, high chairs, baby bathtubs, action figure playsets, etc.)
- Applicable clothes must be on hangers in the bins (see Allowed/Not Allowed list)
- This limit has been put in place for the following reasons:
    i. Reduce overcrowding the sales floor.
    ii. To encourage sellers to be more thorough when checking items, ensure that items are on the allowed/not allowed list, and maintain the item quality we all like to find at the Resale.
    iii. To prevent longer lines at drop-off.
    iv. Assist with keeping breakdown to a reasonable time frame.
- We do not expect all sellers to purchase totes in these exact measurements, but please try your best to use equivalent sizes for ease of reference during the drop-off process.
- Bigger "floor" items (i.e. furniture, strollers, ride-on toys, dollhouses, etc.) are exempt from this limit.
- Committee reserves the right to refuse items in excess of the limits posted above at their discretion.

**Medium Bin Size** (Includes Ikea Trunk Bags)

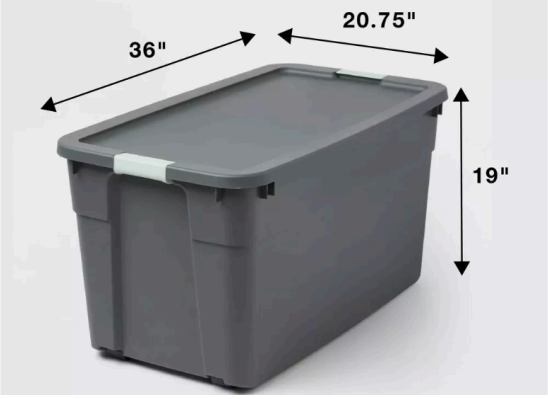
66-89 quart bin or equivalent container (72qt shown in image)
Approximate Dimensions: 25”L x 17”W x 13”H




**Large Bin Size**
90-100 quart bin or equivalent container (90qt shown in image)
Approximate Dimensions 30”L x 18”W x 14”H




**Extra Large Bin Size**
110 quart bin or equivalent container
Approximate Dimensions: 36”L x 21” W x 19”H



**Combinations of Bins:**

7 Medium ***or***
5 Large ***or***
4 Extra Large ***or***

2 Medium + 4 Large ***or***
3 Medium + 3 Large ***or***
4 Medium + 2 Large ***or***
5 Medium + 1 Large ***or***

1 Medium + 4 Extra Large ***or***
2 Medium + 3 Extra Large ***or***
4 Medium + 2 Extra Large ***or***
5 Medium + 1 Extra Large ***or***

2 Large + 3 Extra Large ***or***
3 Large + 2 Extra Large ***or***
4 Large + 1 Extra Large

**Seller Numbers**

- You are NOT guaranteed the same number every sale. You must reserve your number for each sale by registering during the Returning Seller registration period set forth by the LEHSO. Any numbers not reserved within that period become available for new sellers.

- One person per seller number. Tag sales and registration fees go towards the total profits for the Resale. If more than one person is using the same number it's taking money away from the students and staff. Additionally, tags labeled as "Seller #a", for example, causes confusion during the Resale, especially during breakdown.

- If you pay, but do not sell, for two consecutive sales you will not be allowed to reserve a number for future sales. Your number will be given away after the second sale in which you did not sell. You can get a new number if there are any open.

**Volunteer Time**

- All sellers must sign up for one 2-hour volunteer shift ***and*** put their items on the sales floor during drop-off in order to receive 70% of the profits from your sales. The Lisle Elementary Home & School Organization will receive 30%.

- If a seller does not assist with putting their items on the floor and/or if they do not complete a volunteer shift, they will automatically receive a 50/50 split.

- You will be emailed a Volunteer sign-up link.

**Item & Check Pickup**

- Sellers are responsible for making sure that any items that did not sell during the Resale are collected either Saturday (if assisting with breakdown) or Sunday at check pick-up.

- If a seller is not able to come in person on Sunday to collect their items and check, they should arrange to have a family member or friend do so and let the committee know who that person will be during Thursday drop-off.
    - That person will then be asked to show proper ID ***(even your spouse)*** before your items/check can be released. If we do not have that authorization, your items will be permanently removed from the school at 2:00pm SHARP on Sunday.

- Any items remaining after check pick-up will be disposed of.

- We reserve the right to refuse any future registration from Sellers who leave items behind.

- Drop-off dates for merchandise and pick-up dates for unsold merchandise are not flexible, so please be aware of the dates before you commit to becoming a seller.

- You must pick up your unsold items between 1:00p - 2:00p the Sunday after the Resale. No exceptions.

- Checks will not be mailed.

**Allowed/Not Allowed**

- Items must be appropriate for the current sale and fall within the allowed/not allowed guidelines for that sale. This prevents overcrowding of the racks during the Resale.

**Recalled Items**

- Sellers are responsible for ensuring that items they are selling are not subjects of any active recalls. If any item is discovered to be under active recall, it will be removed from the sales floor and redlined.

**Condition of Items**

- Items must be in good condition. There can be no stains, unintentional rips, or other damage to clothing items.

- Check your items in bright light to ensure you don't miss a stain or tear.

- Books must not have ripped pages, loose bindings, or stains.

- Toys and instruments must be in working order and testable.

- All items must be CLEAN and free of strong odors – if you wouldn't buy it in the

state it's in, you shouldn't sell it at the Resale.

**Check Deposits**

- Sellers are responsible for ensuring their checks are deposited in a timely fashion. Starting with the Spring 2026 sale, the LEHSO will begin charging a fee to cover any and all costs incurred when cancelling and reissuing a check that has been lost or is over a year old.
- It is recommended that Fall Sale checks be deposited prior to the Spring Sale, and that all checks, regardless of which Resale it is from, be cashed before the end of the school year.

The Resale Committee, LEHSO, Lisle Elementary School, and Lisle Junior High School are not responsible for lost/stolen articles or tags. Sellers are selling at their own risk. We do not recommend selling small and/or expensive items.

We reserve the right, at any time in the resale process, to refuse or release a seller for any behavior or action that we feel is inappropriate. This may include, ***but is not limited to,*** treating any Resale volunteer, committee member or customer poorly, behaving in a way that is not family friendly, not abiding by this agreement, or otherwise harming the reputation of the Resale. In this case, only your unused seller registration fee will be refunded.

Please remember, the Resale Committee Members are not paid employees. We are parent volunteers giving our sacred time to provide a service to our community, our school and our sellers. Please treat our volunteers kindly.

## DROP OFF DIRECTIONS

All items are inspected before being put out on the sales floor. Any items that do not meet our requirements will be returned to you.

We reserve the right to reject and/or limit items WITH NO EXPLANATIONS. Please understand we do have space constraints, so we have to be selective. **If we do not believe it will sell easily, we reserve the right to reject it.**

We will make all decisions on whether items fall under junior clothing versus adult clothing. What we view as adult clothing and shoes will be rejected.

Items must be in excellent condition, current styles and season appropriate. They must be clean with no stains, unpleasant odor, or pet hair. Also, if they are not tagged or hung properly, they will be rejected. Acquaint yourself with the tagging instructions found on the Resale website: lehso.org.

If we cannot ensure all pieces to a toy are included, or that it is in working condition, we will reject it. Working batteries must be included, when applicable.

Sellers are required to check www.cpsc.gov to ensure items being sold comply with CPSC guidelines and are not recalled. You agree to not sell any recalled items!

Rejected items will be marked with a red line and they should NOT return to future sales. Out of season items will be returned to your bins and may return at the appropriate season.

# TAGGING INSTRUCTIONS

**WE ONLY ACCEPT TAGS PURCHASED THROUGH THE RESALE. Do NOT make your own tags.**

**Additional tags may be obtained by filling out this form: Resale Price Tag Purchase Form.**

**Review this video for tagging instructions: Instructional Tagging Video**

**Please purchase all the tags you will need for the Resale at one time.**

One tag per item—please use only blue or black ink. No red ink.

White tags are reduced by 1/2 price at noon. Gold tags will stay full price all day.

Do not White Out or cross out errors—you must make a new tag.

Indicate if there is more than one part to the item—secure parts with Ziploc bags, and safety pins or packing tape.

Secure **ONLY** the **LEFT SIDE** of the tag with a safety pin (on clothing) or clear packing tape (on toys, equipment and books.) If more than just the left side of the tag is covered in tape you will be asked to redo the tags or we may reject your item.

The hanger is to face left and tag is attached on the UPPER right as you are looking at the item (see below)

You must provide the hangers.

Hang shirts, pajamas, dresses, coats, and multiple piece outfits. Fold all jeans, skirts, shorts and pants. If pants are hung you will be asked to remove the hanger at drop-off.

We request that you price clothing at a minimum of $1.00.

Price items should be in $.50 increments – if not, it will be rounded down or rejected. Abiding by this is very helpful to Committee members during the half-price sale.

We reserve the right to price any tags that are left blank or unreadable during the Resale

## TAGGING INSTRUCTIONS

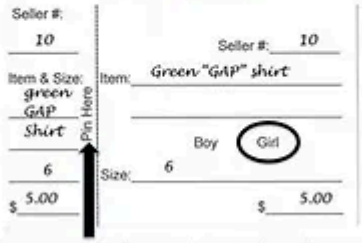
1. **WE ONLY ACCEPT OUR TAGS. Do NOT make your own tags. Additional tags may be obtained at any seller registration date. Please purchase all the tags you will need!**
2. One tag per item—please use only blue or black ink. No red ink.
3. White tags are reduced by 1/2 price at noon. Gold tags will stay full price all day.
4. Do not White Out or cross out errors—you must make a new tag.
5. Indicate if there is more than one part to the item—secure parts with Ziploc bags, and safety pins or packing tape.
6. Secure **ONLY** the **LEFT SIDE** of the tag with a safety pin(NO STRAIGHT PINS) (on clothing) or clear packing tape (on toys, equipment and books.) If more than just the left side of the tag is covered in tape you will be asked to redo the tags or we may reject your item.
7. The hanger is to face left and tag is attached on the UPPER right as you are looking at the item (see below)
8. You must provide the hangers.
9. Hang shirts, pajamas, dresses, coats, and multiple piece outfits. Fold all jeans, skirts, shorts and pants. If pants are hung you will be asked to remove the hanger at drop-off.
10. Hats, belts, tights & socks must be in Ziploc bags. If part of an outfit, attach Ziploc bag to hanger.
11. We require $.50 minimum on tags and $.50 increments on up – if not, it will be rounded down or rejected.
12. We reserve the right to price any tags that are left blank or unreadable.

**For detailed guidelines on what we accept, see our guide under the seller section at:** www.lehso.org

←Hanger must face left.

←Pin tag on the UPPER right chest side ONLY (as you are looking at item).

**SAMPLE TAG**




**Fasten with a safety pin to the left of the dashed vertical line.**

### Clothing sizing charts:

All tags must indicate "Boy" or "Girl" with a numeric size or "Junior" with the size on the tag.

### Little Boy's and Little Girl's Sizing

| | XS | S | M | L | XL |
|---|---|---|---|---|---|
| Size | 4 or 5 | 6 or 7 | 8 or 10 | 12 or 14 | 16 or 18 |

### Girls' Teen Junior

| | XS | S | M | L | XL |
|---|---|---|---|---|---|
| Size | 0-2 | 3-6 | 7-9 | 10-13 | 14-17 |

**Junior girls and boys clothing:**

We realize that some of the more popular teen stores have changed the way they size junior's clothing. To accommodate that, we have redone all of our signage at the resale to accommodate any way that the size is written. You will now be able to write your size for juniors EXACTLY as it is on the tag. Please note: This only applies to junior clothing items. Kids clothing still must have a number size on them.

For junior sized tops and bottoms, first, tags must be marked "JR." Then, write your size for juniors EXACTLY as it is on the tag.

Junior girls' tops and bottoms can now be sized as: x-small, small, medium, large, x-large OR you can write any number size (0, 1, 2, 3, 4, etc.). The bottoms will be separated out as number sizes first, followed by a section for letter sizing.

Juniorr boys' tops will have their own section by letter and the bottoms will be arranged by waist size first (26, 27, 28, 29, etc), and then a separate section will follow that section with letter size pants.

We will still be checking for anything that looks like adult clothing vs. juniors and weeding that out.