

Seller's Instructions
National Blades Synchronized Skating Teams
Used Figure Skating Gear Sale

1. What items will be accepted for sale?

- All items offered for sale **must** pertain to figure skating and be in **clean, good condition**. Please check all clothing for necessary repairs –i.e., sew on missing buttons, soak out stains. Tights should be without runs or holes.

2. Will I need to help with the sale?

- All families offering items for sale are expected to help at the sale. Please contact Marti Porter to arrange for a volunteer time slot – (703) 921-0445 or mlp65@columbia.edu.
- Skaters are expected to help with the selling of hot chocolate, donuts, apple juice and hot dogs as all proceeds from the food sales will go to the team. Coach Teresa will be coordinating this aspect of the sale, but she will need a team parent to oversee the youth volunteers. Please contact her to sign up your skater for a volunteer time slot and/or to offer to manage the skater volunteers.

3. How should I tag my items?

- **To ensure you are properly credited for your items that sell, please follow these instructions carefully.** Tags should measure no less than 2" x 2" and no larger than 3" x 3", and be on **heavy, cardstock** or 3" x 5" index cards cut in half. No paper tags or sticky note tags please as heavy cardstock tags are more durable and the chance of losing a tag from an item is minimized. **All tags must include seller number, item brand, a brief description of the item with any distinguishing features, item size (must specify child's or adult's) and selling price.** See sample tags below.

#999 <i>GK Brand</i> Girls' (child) blue & white sleeveless skating dress w/red, white & blue rhinestones Size small

#999 <i>Jackson Figure Skates – Artiste model</i> w/blade covers Youth Size 2 ½ Worn by 1 skater \$40.00
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- All clothing items, except tights, should be on hangers (that you provide – Wal-Mart and Target are great resources for hangers). Please attach tags to clothing using **only safety pins** (absolutely **NO** straight pins, staples, tape, string or adhesive tags). Please ensure that the tag is pinned onto the item, not to the hanger. See reverse side for a diagram of tag location.

- For skates – please use clear packing tape to secure one tag to the bottom sole of the **LEFT** skate, even if the skates are in a box. It is important that the item tag and the item for sale do not become separated. Otherwise there is no way to know who is selling the item, for how much it is being offered and most importantly, to whom the proceeds should be credited or to whom to return the item to if it does not sell.
4. **How should I prepare my item for display and where should I place the item tag?** It is helpful to have all items hanging in the same direction when placed on a rack. To ensure conformity, place the item face up on a table. Insert the hanger so that the hook of the hanger looks like a question mark [?]. Place tag on the left side or shoulder of the item so it can be seen easily. Please do not place tags on the inside of clothing items. ***A computer-friendly tag sheet will be provided upon request.***



Pin tag to
left
shoulder or
side of
garment.

5. **How should I price my items?** Setting a price for your items is totally up to you. If your goal is to sell the item, it is advantageous to price it reasonably and make sure its presentation is appealing (clean, on an appropriate size hanger for the item).
6. **How, when & where do I drop-off my items?** Please bring your items to the Haymarket rink on the morning of October 29th at 9am.
7. **How, when & where do I pick-up my unsold items?** Any unsold items must be picked up promptly at 6:00pm at the Haymarket rink on the day of the sale.
8. **What do I need to know about my proceeds check?** If you are a member of the National Blades Synchronized Stating Teams, 100% of your proceeds will be deposited into your skater's account. If you are not a member of the team, a 10% commission will be deducted from your proceeds and a check will be mailed to you within three weeks to the address provided by you to National Blades.

Please be aware that National Blades cannot be responsible for items that are lost, stolen or damaged during the sale.