



LBSS PTSA Community Marketplace: **Seller Information**

Thank you so much for participating in the third-ever LBSS Community Marketplace event! **Please let your friends and neighbors know there are still SPOTS AVAILABLE!** Your contribution helps fund school improvement projects, classroom grants, teacher appreciation, senior scholarships, and more! We are still trying to learn the best ways to host this event, and we look forward to hearing your thoughts afterward to help us make this a successful annual event. Thank you in advance for your feedback!

Please read the following day-of instructions and seller tips carefully to help make the day a success:

CHECK IN: 6:30am - 7:30am

- Enter using the main entrance on Burke Lake Road and follow signs to the LEFT towards Door 2.
- Our volunteers will check you in and give you a wristband to identify you/others as a seller.
- Follow the signs/people as our volunteers guide you into the next available spot. Your car can remain by your spot. Example:



- Set up your sale! Your items, including tables and chairs, must fit in your designated space. We are leaving an empty space in between each seller to allow some breathing room, but please be mindful of your neighbors.
- The sale begins promptly at 8am. Early Bird shoppers allowed!

****TABLES NOT PROVIDED****

***Your registration includes your designated space and advertising.
It does not include tables, chairs, signs, cashboxes, stickers, etc.***

Items for sale are the responsibility of the seller and must adhere to the law regarding any items prohibited on school grounds.

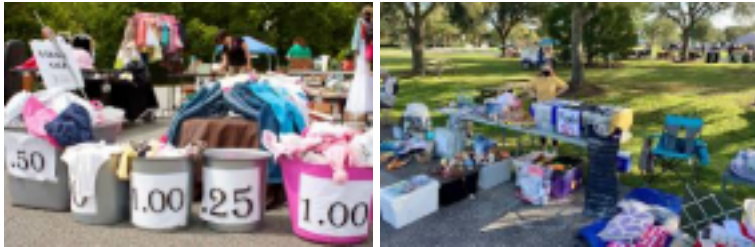
CLEAN UP: begin no later than 12:00pm

- You are free to leave at any time, but you may not drive your car back into a selling spot between 8:00am–12:00pm.
- The sale is over at 12:00pm; all shoppers will be asked to exit so you can start packing up.

- **ALL ITEMS MUST BE TAKEN WITH YOU, INCLUDING TRASH!** We cannot leave anything in the school parking lot. We encourage sellers to consider dropping any unwanted remaining items at Greendrop in the back of the CVS parking lot near Burke Lake and Braddock Rd.
- **All spaces must be clean by 1pm!**

PRO TIPS:

- Be organized. Price your items BEFORE sale day. There are many methods, including:
 - Individually priced stickers on each item
 - Color coded stickers (green = \$1, pink = \$3, etc.)
 - By the bag (ex: \$5/grocery bag, whatever fits)
 - Bulk pricing by the bin/container (works best for clothes, books). Examples:



- Unpriced/offer - not recommended, as shoppers have many tables to visit and will appreciate having a starting point to make you an offer. Alternatively, mark some things as “FIRM PRICE” to avoid haggling on specific items.
- Have ~\$100 in small bills available; people often pay with \$20s early on! Price your items in even amounts or in 25-cent increments to make change easier. If you have a payment app (Venmo, ApplePay, PayPal, Zelle, etc.), consider displaying a sign with your QR code, phone number, and/or username to make payment quick and easy! Also, a waist-pack may be more secure than a cashbox with the large amount of people anticipated.
- Some “just in case” items to have on hand: sharpies, pens, extra stickers, printer paper, grocery bags, scissors, duct tape, zip-ties, wipes, trash bags, portable phone charger.
- “Pretty” sells! Make sure your items are clean, sorted, and labeled. Games, puzzles, Lego sets, etc. should be verified complete or identified as missing XYZ. Consider using a tablecloth. Especially for items like children’s clothing, it sometimes helps to bag complete outfits or costumes into individual gallon or 2-gallon bags labeled with the size.
- Consider a folding chair, pop-up tent, or hats/layers depending on the weather.
- **We will notify the community by FRIDAY NIGHT if we need to cancel for rain, but the sale will go on if only clouds/drizzle forecasted.**

If you need immediate assistance on the day of the sale, TEXT/CALL 717-574-9868