

VALPO PARKS

KID'S CLOSET SALE SCHEDULE & GUIDELINES

THANK YOU for being part of the Valpo Parks Spring Kid's Closet Sale. We are happy to have you, and look forward to a great sale! Below is the schedule of events and additional information and event guidelines. Please note, there are some changes this year so please read this document thoroughly. If you have any questions or need additional information please contact Valpo Parks at 219.462.5144 or by emailing hpierce@valpo.us. Thank you.

SCHEDULE:

SET-UP DAY

FRIDAY, October 5, 2018

Set-up

12:00 noon to 7:00 p.m.

Butterfield Family Pavilion – Old Fairgrounds Park, corner of Calumet & Evans Avenue, Valparaiso.

Set-up for the sale begins Friday at 12:00 noon. Tables will be marked with your name and table number prior to your arrival. You will be able to set up your items on your table(s) and set up your rack(s) if you purchased rack space.

(Limit of 2 racks per table) Reminder, we do not provide racks, just space. Please note, circular and oversized racks are not permitted and there will be a \$5 charge for any extra display cases or bookshelves. Large items will be tagged with a "sales envelope" and can be placed behind your table on Friday. All large items will then be placed in a designated area outside on Saturday morning.

Valpo Park Staff and/or volunteers will stay for the duration of set-up and lock the doors promptly at 7:00 p.m. Only Valpo Parks Staff/Volunteers and vendors who have rented a table are allowed in the building during set-up. All other parties are not permitted.

EVENT DAY

SATURDAY, October 6, 2018

- 6:30 a.m. – Doors open for vendors & Park Department Staff & Volunteers
- 7:30 a.m. – Vendors private shopping begins
- 8:00 a.m. – Doors open to the public, admission \$3
- 9:00 a.m. – Door admission reduced to \$2
- 12:00 p.m. – Sale ends, items must be removed as quickly as possible. Please plan accordingly.

Please see other side.



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GENERAL GUIDELINES AND INFORMATION:

1. There are **no cancellations or refunds**, but you may send someone in your place. If able, please notify Valpo Parks prior to the event day.
2. Valpo Parks is not responsible for lost, damaged, or stolen items.
3. Valpo Parks event coordinator reserves the right to assign table locations and/or move table locations up to and including the date of the event.
4. You are responsible for pricing your own goods, collecting your money, and giving change. You keep 100% of the profits for your table. Please bring grocery bags for buyers to use for their purchases.
5. Items must be priced and ready for sale by 7:30 a.m. on Saturday. Vendors may shop at 7:30 a.m.
6. There will be a location for larger items outside the pavilion, managed by Park Staff & volunteers. These items will be tagged with a "sales envelope" on Friday, filled out by you. The large item transactions will take place outside with a cashier and you will collect your envelopes containing the exact change, or your unsold goods, at the end of the sale. An outside tent may be provided at the discretion of the Valpo Parks event coordinator.
7. Items sold must be in GOOD condition – no rips or holes; all zippers, buttons, etc., must be intact and working; no stains or obvious signs of wear.
8. Only gently-worn shoes may be sold.
9. Games, toys, electronics, etc must be in good working condition and all pieces accounted for. **No stuffed animals.**
10. Limited coffee & bottled water will be available for vendors only in the kitchen during the sale.
11. The sale will end promptly at 12:00 noon. All unsold items must be removed from the building at the end of the sale. Items may not be left behind for any reason. Please plan accordingly.
12. Have a great sale!!

Be sure to advertise the sale as you can. Social media, friend groups, etc.

If you have any questions, or need additional information please contact:

**VALPO PARKS
3210 N. CAMPBELL STREET
VALPARAISO, IN 46385
219.462.5144
hpierce@valpo.us**

Please see other side.

