

## Tagging Procedures Agreement Form

This form must be initialed, signed and turned in with your Registration Form BEFORE items are placed on the Kids Exchange Sales Floor. If you have questions regarding this form, please see the Information Desk.

1.) I understand and have followed the 'Color Coded Tagging System'.

\* All items that I will give to Charity (if unsold) are tagged on White Card Stock

\* All items that I will pick up on Monday 7/28, 10am – 1pm (if unsold) are tagged with Colored Card Stock (any strong color – NOT ivory, grey or off white).

- Items tagged with White Card Stock will NOT be sorted and will NOT be available for Me to pick up.

\_\_\_\_\_ (Initial)

- Items tagged with a Colored Card Stock are to be sorted and available for Me to pick up. I understand that I can not leave items tagged with Colored Card stock for charity. I must pick these items up.

\_\_\_\_\_ (Initial)

2.) I understand and have followed the "Sorting Numbers" policy. All my tags have been printed with my July '08 Sorting #, or I used "Sorting Stickers" to mark my tags with my July '08 sorting #. I am positive that I have used the appropriate July '08 sorting # that was assigned to me off the Kids Exchange website. Very IMPORTANT: your sorting number should NOT be "0". If it is, please see the info desk before putting items out and we will correct this issue.

\_\_\_\_\_ (Initials)

I understand that using the proper Sorting # is my responsibility. I understand that if I do not use the proper Sorting # on my tag, my item will NOT be sorted and returned to me if unsold.

\_\_\_\_\_ (Initials)

3.) I understand that I am not to leave any stuffed animals priced under \$5. I am also not to leave more than 5 pairs of shoes (must be priced \$3+). I agree to honor these requests.

\* ALL ADULTS IN THE KIDS EXCHANGE BUILDING DURING RECEIVING MUST WEAR A STICKER (PROVIDED BY THE REGISTRATION TABLE OR INFO BOOTH) SHOWING THAT THE SELLER HAS CHECKED IN AND BELONGS IN THE BUILDING. STICKERS MUST BE VISABLE WHEN RE-ENTERING THE BUILDING. IF ANOTHER ADULT (SPOUSE OR FRIEND) IS HELPING YOU PUT ITEMS OUT, YOU WILL NEED TO ASK FOR AN ADDITIONAL STICKER FOR THEM TO WEAR AS WELL. THANK YOU FOR HELPING US TO KEEP THE KIDS EXCHANGE SECURE.

Kids do not need to wear a sticker. For safety, Kids must remain with parents at all times.

Seller Name: (Print) \_\_\_\_\_ Seller # (barcode): \_\_\_\_\_

Signature: \_\_\_\_\_ New Sorting # (July '08): \_\_\_\_\_