

# Midan El Osra 2<sup>nd</sup> hand sales

## \* vendors instructions \*

- last updated 01 February 2011 -

### 1. Items that can be sold

We only accept items for sale that are well kept and clean respectively safe to play with: items will be checked and absolutely nothing damaged nor dirty will be accepted.

**Please think seasonal:** t-shirts and sundresses do not sell well in fall, and winter clothes sell better at our fall sale than any other time of the year.

First time vendors can submit a maximum of 25 items only.

### 2. Labelling & Pricing

Each item must be **labeled** with the following:

- a price: please make your prices in multiples of 5 or 10 LE (this makes it much easier to give change)
- an item number (matching the item number for each item on your list, see below)
- your vendor number,
- the size of the item, if applicable, and
- any additional information you would like to give about the item.

Sets need to be fixed well - no guarantee for lost items!

Prices as indicated on labels are fixed: absolutely NO BARGAINING accepted during the sale.

**PLEASE DO NOT USE any labels that can easily fall off or hurt someone (like attached with metal needles) - if you do, items will not be displayed for sale.**

### 3. Items List

The organizers will need a **list of all your items**: please fill out the form attached separately (items list.rtf). If you are unable to print, you may provide us with a handwritten BUT complete list. Make sure your name, phone number, email and drop off location is also on the list. (The list is important for when labels come off/are taken off, so that we can still sell your item AND know who the money goes to! If labels come off we may be unable to sell items and/or return unsold items to the owner.)

Example:      Item 1 Blue overalls, Baby Gap, price LE 10.  
                  Item 2 Baby chair, Chicco, red and white, LE 200.

### 4. Drop-off

**All of your items and the list must be at your chosen drop off location/the location of the sale on the day and at the time you agreed on with the organizers.  
If you are late, no display, no sale - NO EXCEPTIONS!**

PLEASE make sure you deliver all your things in boxes/sturdy bags or suitcases labeled with your initials, so that we can pack them back for pick up. Plastic bags are not accepted, seriously.

### 5. Volunteering

It would be greatly appreciated if people selling items would also **help out** on the day before the sale and/or the day of the sale.

You **must** let Uli (012 7990718 or [ulrike@midanelosra.org](mailto:ulrike@midanelosra.org)) know of your availability to help out prior to the sale date and select a time slot, so that we can spread the help throughout the day.

### 6. Donating

After each sale we donate a good amount of items to various non-governmental organizations,

benefiting women and children. Please consider whether you would like to donate any items (perhaps toys/clothes that have not sold by the end of the day, or clothes which are still fine but cannot be sold because of small stains, a missing button, etc.).

▶ **Please indicate on your list which unsold items you would like to donate!**

7. THE SMALL PRINT!!!: financials and liability

To cover expenses incurred for organizing the event, a 10 % fee is deducted off the total amount sold. The minimum contribution is EGP 25/vendor, independent of amount sold, payable latest when collecting unsold items.

In other words, as a 1<sup>st</sup> time vendor, you pay one Egyptian pound cost sharing contribution per item you put up for sale.

All vendors will receive total amount sold minus 10 %, respectively EGP 25 (if sales do not exceed EGP 250).

**All unsold items and money must be picked up from your drop off location within one week of notification (8 days from date of sms or email).**

**Bulky items must be picked up from the location of the sale latest one hour after the end of the sale (if you are not attending the sale, we will notify you by sms or call you).**

We reserve the right to donate any items which have not been picked up as agreed on.

**We try our best, but we do not guarantee (that is, we take NO responsibility) for items delivered (i.e. in case they are lost, misplaced, damaged, etc.)**

For additional information please check our internet pages  
 Midan El Osra website (<http://www.midanelosra.org>)  
 facebook page (<http://www.facebook.com/MidanElOsra>)  
 or contact the organizers by email: Heidi - [heidi@midanelosra.org](mailto:heidi@midanelosra.org) OR Uli - [ulrike@midanelosra.org](mailto:ulrike@midanelosra.org)  
 These instructions and all other documents mentioned above are available for download at <http://www.midanelosra.org>

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**SAMPLE LABLE**

**XXX- xxx**  
 your vendor number – item no. xxx

Description: size, special remarks

(Price) **EGP xxx**

**DROP-OFF LOCATIONS:**

<p><u>Heliopolis</u>          The Hub          3<sup>rd</sup> floor, apt. 16          22 Rasheed St.,          off Salah Salem Rd,          opposite Le Meridien Heliopolis          Tel: 24154118 / 012 799 0718          Monday to Thursday &amp;          Saturday, by appointment only</p>	<p><u>Mohandeseen</u>          10 Mansoura St.          from Ahmed Orabi St.          Mohandeseen          6th floor, apt #12</p> <p>anytime          you may leave bags with the          bawab, by the name of Hamdy</p>	<p><u>Cairo-Alex. Desert Road</u></p> <p>19 Mohamed Hegazy St.,          off Cairo-Alex desert Rd.</p> <p>anytime          leave at gate for Heidi Belal</p>
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