



CENTRE COUNTY HISTORICAL SOCIETY

19th Annual Stocking Stuffer
A Magical Holiday Market at the Centre Furnace Mansion

INVENTORY GUIDELINES

Thank you once again for your interest in participating in the Stocking Stuffer at the Centre Furnace Mansion. Please bring a completed inventory sheet with you at the time of check in. We do not need these ahead of time. These sheets will be used to accurately check in all of your items and to do a post sale inventory of items remaining.

Please see the sample inventory sheet below.

Returning vendors please continue to use the same Vendor ID as prior years. New vendors, a Vendor ID will be created for you and usually consists of your initials or your business initials, unless already in use. (i.e., Molly's Bakery would be MB).

Create inventory numbers that are consecutive in nature (100, 101, etc.).

Please Note: Vendors who have inventory items that are similar in description and the same price may use 1 inventory number for all of them, if desired (i.e., hats of different colors with the same price). Do not use the same inventory # on items that have different prices or mark items for sale with the option to buy individually or grouped together at a different price point (i.e., \$1.00 if they buy one, \$2.00 if they buy three). We can only track one sales price per inventory number.

Restocking: Vendors may restock during non-sale hours: Saturday, 8:00 - 9:00 a.m. or 4:00 - 5:00 p.m. and Sunday 11:00 a.m. - 12:00 p.m. when our volunteers are available to assist you. Inventory sheets for additional inventory should be completed before arriving.

CENTRE FURNACE MANSION

1001 East College Avenue · State College, Pennsylvania 16801 · 814-234-4779 · www.centrehistory.org



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SAMPLE INVENTORY SHEET

2018 CCHS Stocking Stuffer Antiques, Arts & Fine Craft Sale

Vendor Inventory - Please write clearly and bring with you at set up.

NAME Molly's Bakery & Gifts

VENDOR ID

PHONE 814-234-4779

MB

Questions? Contact Becky Dreese, Inventory Coordinator - becky.dreese@hotmail.com

Item #	Starting Quantity	✓	Ending Quantity	✓	Brief Item Description	Price per item
1	4	✓			Glasses case – green	\$5.00

TAGGING INVENTORY ITEMS

All Inventory Items must be tagged or labeled clearly and visibly and must include **VENDOR CODE, ITEM #, and PRICE**. **The larger the printing on the tag, the better!**

