HANDBOOK

Selling at a kids' bazaar

The Listenflohmarkt.org handbook for sellers

Last updated: 30/10/2026

Read online: listenflohmarkt.org/en/handbook/sellers

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1. The process in six steps

At a numbered bazaar you don't stand behind the table yourself. You prepare everything at home, hand in your things and collect your money and whatever is left at the end. In between, the helpers sell for you.



Get a list



Enter items



Print labels



Pack the box



Drop off



Collect

1. **Get a list.** That is your seller number, for example 42.
2. **Enter items**, on your phone or computer.
3. **Print labels** and attach them to your things.
4. **Pack the box** and print the list sheet.
5. **Drop off**, at drop-off time.
6. **Collect**, at pickup time. Then you get your money and everything that didn't sell.

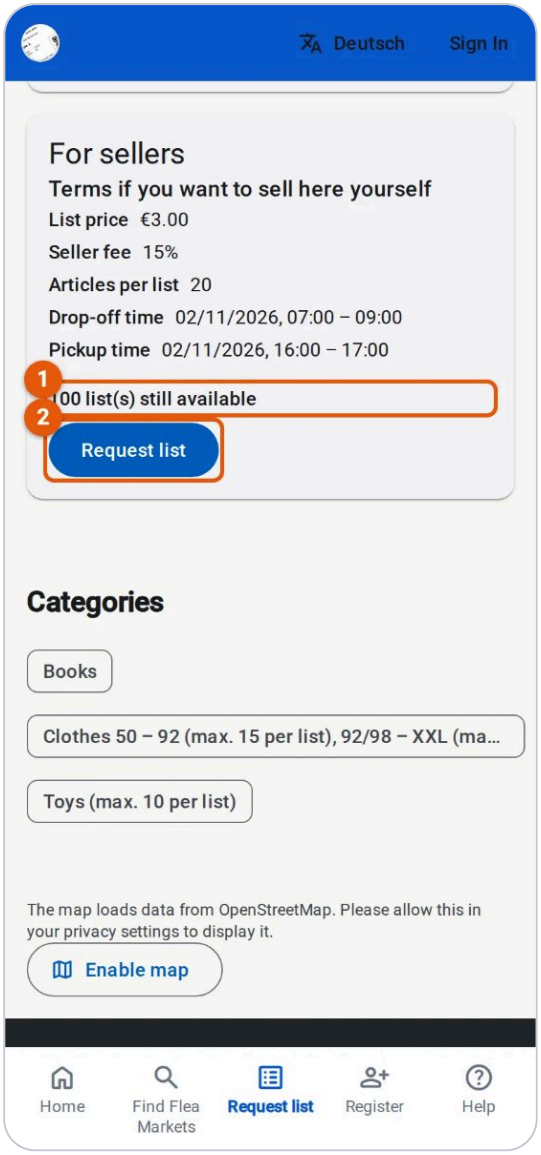
Fees, times and how many items fit on a list are set by the organizer. You find everything on the page of the bazaar under **For sellers** and later on your list sheet. Read it once before you start. And put the drop-off and pickup times in your calendar straight away. Pickup is the one people forget most.

2. Getting a list

There are two ways: you request one online, or the organizer gives you a number with a password on paper.

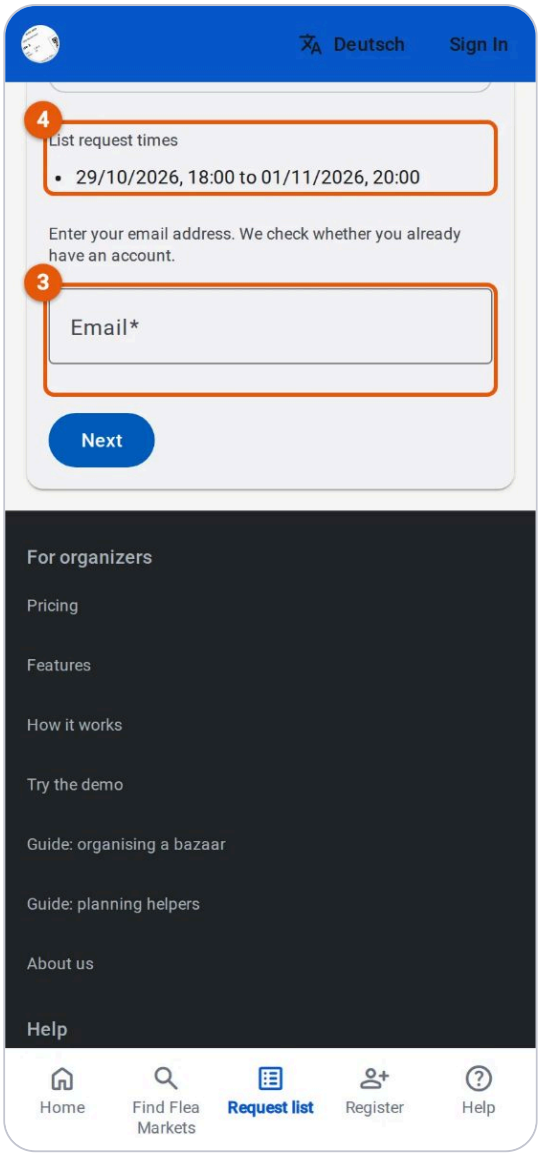
Requesting online

1. Find your bazaar under **Find Flea Markets** and open it. **For sellers** shows how many lists are still free (1).
2. Tap **Request list** (2).



1. Enter your **Email address** (3). If you already have an account, you sign in. If not, you fill in a few details and the account is created along the way.
2. Some organizers only hand out lists with a **Request password**, for example to regular sellers. If you got one, enter it in the field below.
3. Tap **Next** and send the request.
4. Now an email arrives. **Click the link in it, or the list is not reserved.** After that you get the list number and list password by email, and the list is in your account.

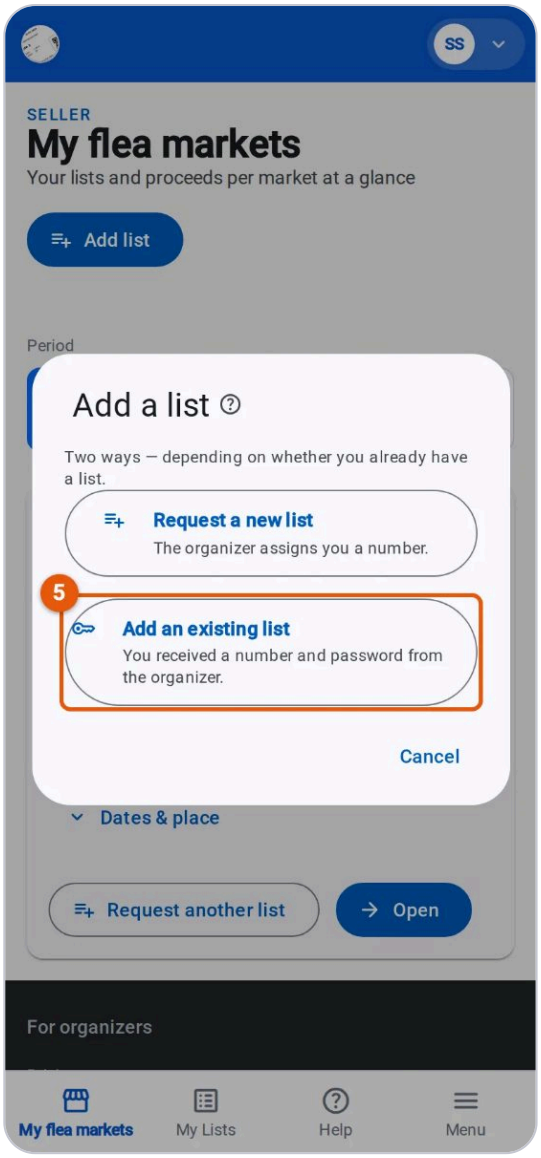
Many bazaars only hand out lists from a certain day. When, is shown at the top under **List request times** (4).



Number and password on paper

1. Open **My flea markets** in the menu and tap **Add a list**.
2. Choose **Add an existing list** (5).
3. Enter the event, number and password and tap **Add**.

The list password is not your login. It only shows that the list is yours. You always sign in with your email and your own password.



So you don't miss out on a list

- At popular bazaars the lists are gone within minutes. Set an alarm for when they open.
- Click the link in the email right away. No email? Check your spam folder.
- Only take as many lists as you will fill. A half-empty list is missing for someone else.
- All gone? Some organizers hand out leftover lists later. Subscribe to the organizer (chapter 11) and you'll get an email.

Don't need the list after all?

Then give it back instead of letting it sit. At many bazaars people are waiting for a free list.

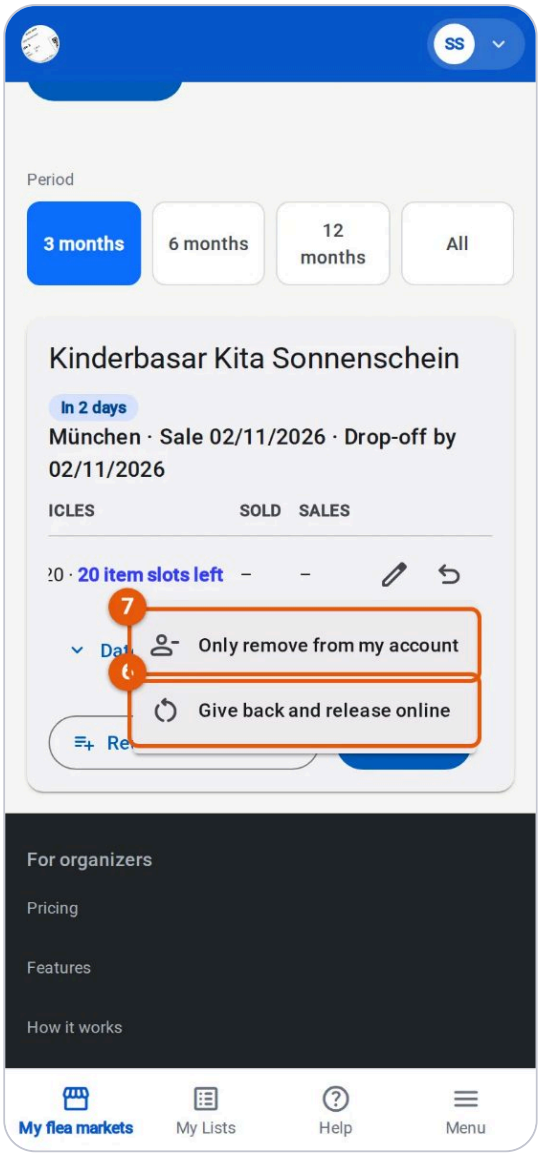
Under **My flea markets**, tap the arrow **Give back or remove list** next to the list. There are two ways:

- **Give back and release online** (6): the list goes back to the bazaar, empty and with a new password. Your entered items are deleted, and labels you already printed no longer count. The list then goes to someone who requests one online. This works until the end of drop-off and only as long as nothing on the list has been sold.

- **Only remove from my account** (7): the list disappears from your account but stays as it is, with its items and password. That is the right way if you pass it on yourself, for example to a friend. She adds the list to her account with number and password (as above under **Number and password on paper**). This works until the list has been dropped off.

If you connected lists (chapter 6), giving back returns all connected lists together. To give back just one, split them first.

Whether you get a list fee back that you already paid is up to the organizer. Best to ask them directly.



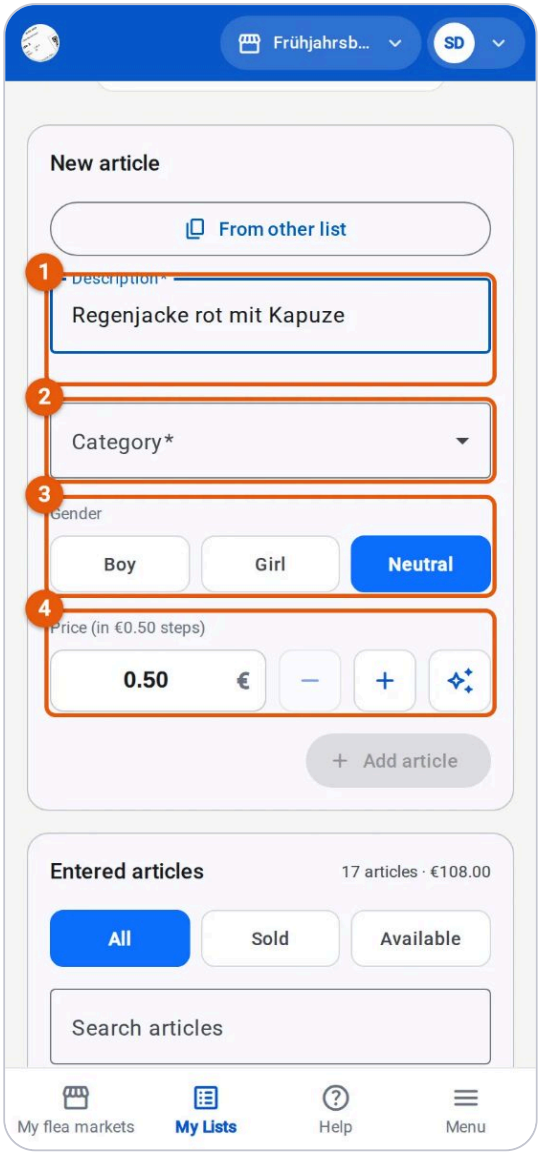
So the list doesn't go to waste

- **Give it back early.** A week before, someone is still happy to get the list. On the evening before drop-off hardly anyone can enter everything.
- **Removing is not giving back.** If you only remove the list from your account and nobody takes it over, it stays taken. The organizer then sees it as a list without a seller and has to deal with it.
- **If you leave a list empty**, the organizer usually asks shortly before. Reply, or they will eventually release the list themselves.

3. Entering items

You create one entry per item. The labels are made from them later.

1. Tap **My Lists** in the menu. You land straight in your list, in the step **Enter items**.
2. Write a short **Description** (1).
3. Choose the **Category** and, where it applies, the **Size** (2).
4. Choose the **Gender** (3): Girl, Boy or Neutral.
5. Set the **Price** (4). Prices go in fixed steps, usually 50 cents.
6. Tap **Add article**. Next item.



If there is a sparkle button next to the price, that is **Suggest price**. The suggestion comes from real sales at earlier bazaars.

Further down under **Entered articles** you can change, delete or **duplicate** everything, handy for three identical bodysuits. Changes are possible until drop-off; after that the list is locked.

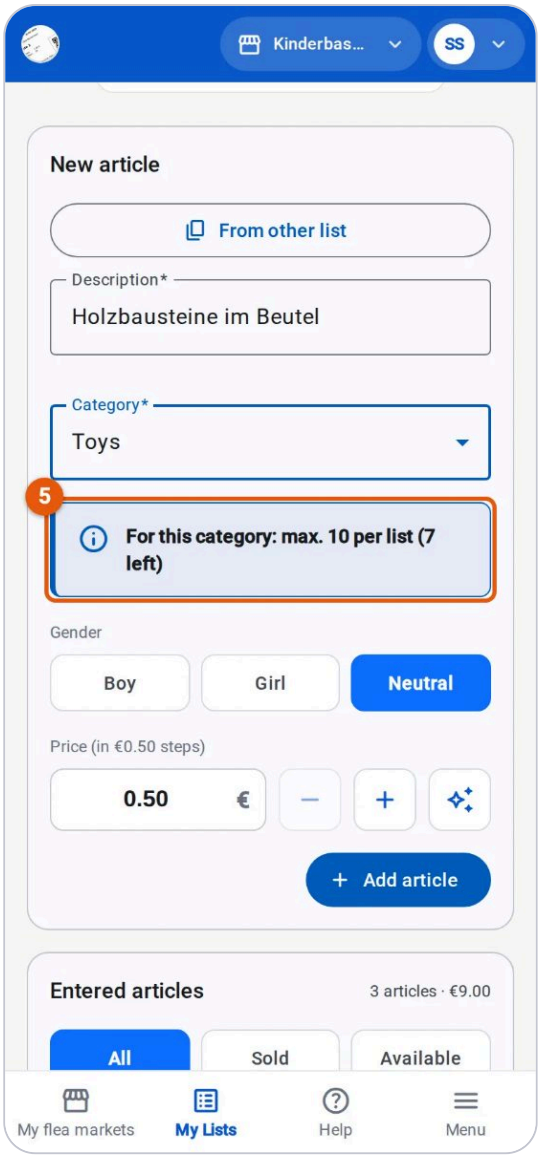
Left over from the last bazaar? With **From other list** you bring unsold items from earlier lists into the new one. Tick them, done. You'll need new labels, though (chapter 4).

What and how much may go on the list

How many items fit on a list is set by the organizer. At the top you see how many places are still free. Often there are rules for single categories as well. They are also on the page of the bazaar under **Categories**, for example “Toys (max. 10 per list)”:

- **Only certain categories: Category** only offers the ones the bazaar accepts. If something is missing, such as shoes or maternity wear, it isn't sold there.
- **Only certain sizes: Size** only offers the sizes that are accepted. Some bazaars take children's sizes and no women's sizes, for example.
- **Maximum per category:** for example at most ten toys per list. When you choose such a category, the form shows the maximum and how many are still possible (5).
- **Maximum per size range:** for clothes the limit can depend on the size, say at most 15 items up to size 92 and 10 above. You see the note as soon as you have chosen the size.

Once a limit is reached, the form says in red that no place is left, and **Add article** doesn't work. Then pick another item. If you connected several lists, the app puts the article on a connected list that still has room.



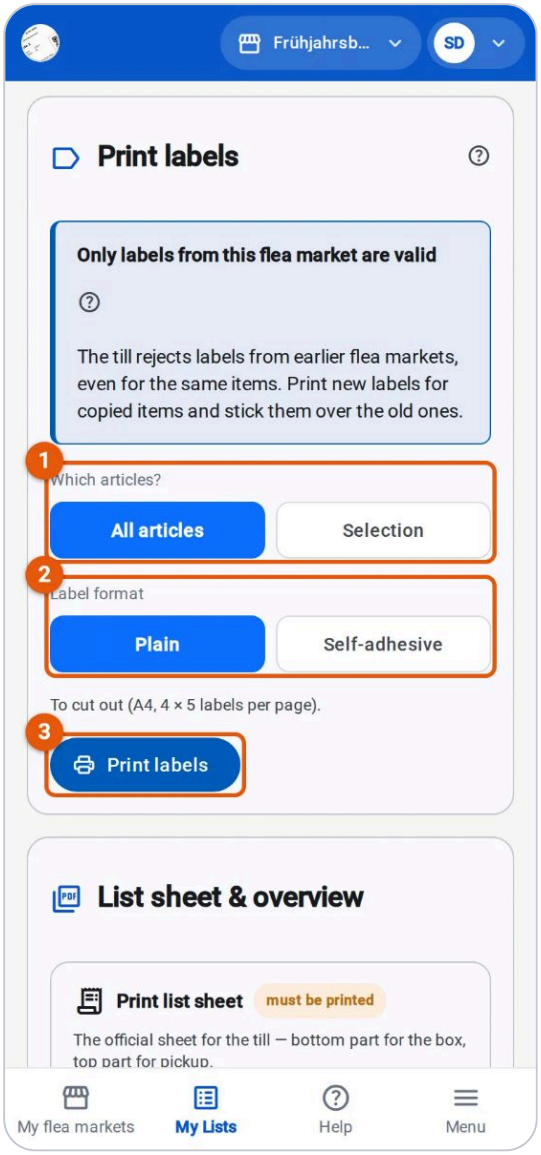
What works

- **Describe it so the item can be recognised:** “red rain jacket with hood” rather than “jacket”. If a label falls off, the organizer finds the item again that way.
- **Always give the size.** The bazaar sorts by it.
- **Sort by the limits first.** Check the page of the bazaar beforehand and decide which ten toys come along, then enter them. That saves deleting.
- **Start early.** Whoever enters everything on the last evening will still be fighting the printer.
- **Only what sells:** clean, intact, complete. A stained shirt costs you a place and brings nothing.
- **Bundle small things:** three bodysuits, or a hat with a scarf, in one clear bag: one entry, one label.
- **Price:** a quarter to a third of the new price is a good guide. Everyone at a bazaar is looking for a bargain. What is fairly priced goes quickly.

4. Printing and attaching labels

1. In your list, switch to the step **Connect & print** at the top.
2. Under **Which articles?** (1) take **All articles** or just a **Selection**, for example the ones you added yesterday.
3. Under **Label format** (2) choose **Plain** for 20 labels on an A4 sheet to cut out, or **Self-adhesive** for sheets with 3 × 7 labels of 63.5 × 38.1 mm. If the sheet has already been started, enter the first free field.
4. Tap **… Print labels** (3). A PDF opens.
5. Print it, and at **actual size**. How to do that is right below.

The labels are always printed in German: they hang on the goods at a German bazaar.



How to print at actual size

Many printers shrink a PDF a little by themselves so it is sure to fit on the page. For cutting out by hand that doesn't matter. With self-adhesive labels, though, everything shifts by a few millimetres and the labels get cut in the middle.

1. Open the PDF and choose **Print**. A window with settings opens.
2. Look for an option called **Size**, **Scale** or **Page sizing**. Sometimes it is hidden under **More settings** or **Show details**.
3. Set it to **Actual size**, **100 %** or **No scaling**. It is named differently depending on the computer, but it always means the same.
4. If **Fit to page**, **Fit to printable area** or **Shrink** is ticked, untick it.
5. The paper must be set to **A4**.

Then print **one page on plain paper first**. Put it on a label sheet and hold both against the window. If the labels sit exactly in the fields, load the sheets and print the rest. Note which way round the paper has to go in. Draw a small cross on the test page, then you can see which side the printer prints on.

On a phone this often isn't reliable, because many phones adjust the size by themselves when printing. For self-adhesive labels, better use a computer.

What is on the label



Description, size and category are at the top, the price is large underneath. What matters to the till are the **QR code** and the **article number** at the bottom left. If the code cannot be scanned, the till types in the number. Your list number is at the bottom right.

Label sheets in this format are sold everywhere as all-purpose or address labels, for example these on Amazon (affiliate link, advertising: if you buy through it we receive a small commission; the price stays the same for you). It works just as well without them, with scissors.

New labels for every bazaar. Each label belongs to exactly one bazaar. The till doesn't accept old labels, not even for the same trousers. Simply stick the new ones over the old ones.

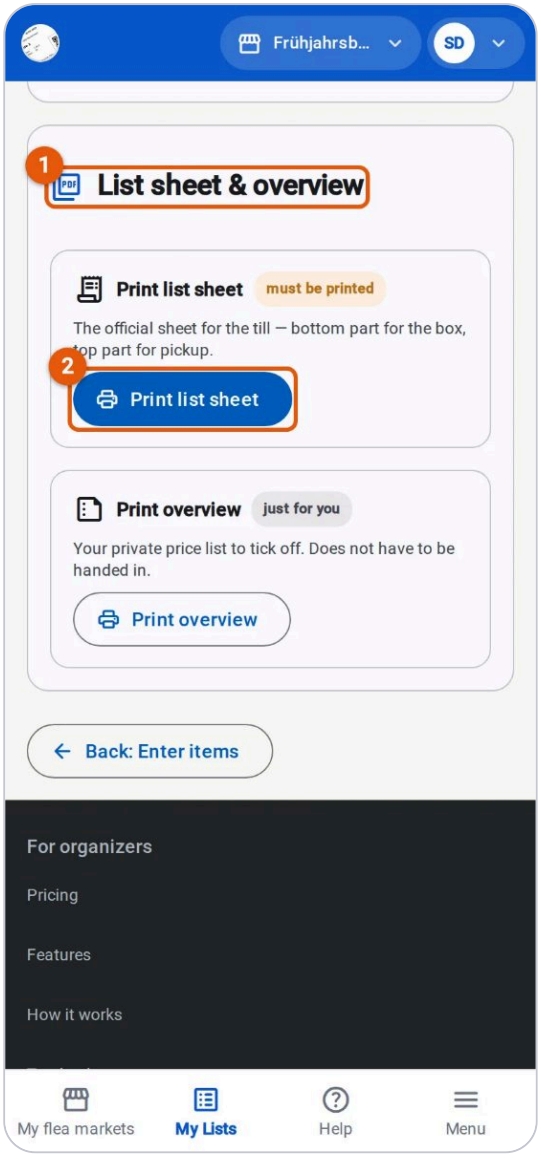
Getting the label in the right place

- **Clothes:** with a safety pin or tape on the care label. Don't stick it directly on the fabric; the glue often won't come off.
- **Shoes:** keep the pair together with a rubber band or cable tie, label on one shoe.
- **Games and puzzles:** tape them shut, small parts in a zip bag. Label on the outside.
- **QR code flat and easy to see.** The till shouldn't have to search.
- **Tick off:** on your **overview** (chapter 5) you tick off what already has a label. Then none is missing.
- **No printer?** Email yourself the PDF and print at friends', family or a copy shop.

5. The list sheet

The list sheet belongs to your box. Without it, nothing happens at drop-off.

1. Under **Connect & print** you find the card **List sheet & overview** (1).
2. Tap **Print list sheet** (2) and print it **once**.



The sheet has a dashed **cutting line** marked “please cut here”.

- **The top** is your part, with your list password. Keep it and bring it to drop-off **and to pickup**.
- **The bottom** is the part for the box. It goes on the outside. It carries no password, so anyone may see it. Like the labels, it is printed in German.

The **overview** is just for you, a price list to tick off. You don't have to hand it in.

Kinderbasar Kita Sonnenschein on 02/11/2026

Basarweg 1, 80331 München

List 2

Drop-off:	02/11/2026 07:00 – 09:00	**List price:**	€3.00
Pickup:	02/11/2026 16:00 – 17:00	**Maximum articles:**	20
		Selling fee:	15.00%

Password: a9JzY49GVn

Please cut this sheet along the marked line. Bring the upper part to the drop-off and the pickup. Attach the lower part to your box.
If you have several lists in one box, you can connect them. Then please print a new sheet for your box.
Please do not cover the number and barcode.
Items with old labels cannot be sold. The labels must belong to this event.

Manage your list at www.listenflohmarkt.org

please cut here

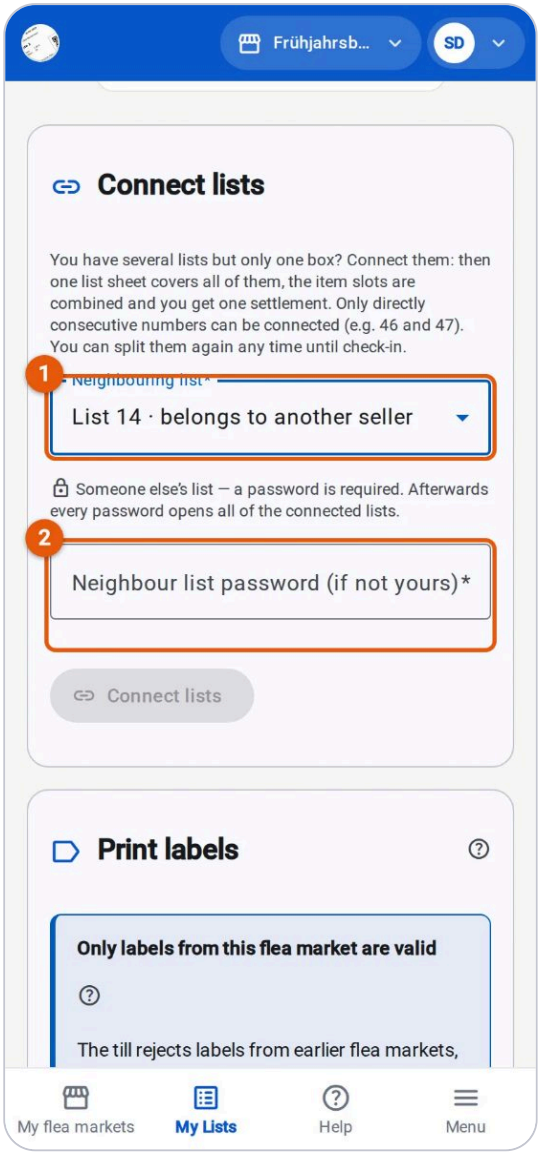
Kinderbasar Kita Sonnenschein am 02.11.2026

Liste 2

6. Connecting several lists

If you have more things than fit on one list, you can connect two lists with **directly consecutive numbers**, for example 73 and 74. Then they behave like one big list: one box, one list sheet, one settlement. New items land where there is room.

1. Under **Connect lists**, choose the **Neighbouring list** (1).
2. If it belongs to someone else, say your sister, you need her list password (2).
3. Tap **Connect lists**. Beforehand you see how many places you will have together.
4. **Print the list sheet again afterwards.** It now covers both lists. The labels stay as they are.



Until drop-off you can also **split** lists again. And with **Connect another list** you add a third one.

Why only neighbouring numbers? At the bazaar the boxes stand sorted by number. Connected lists are one box, so their numbers have to sit next to each other. If you want to extend, ask the organizer for the neighbouring number.

The most important rule: one box per list

With connected lists, it is one box for all of them together.

- Only connect lists that really end up **in one box**.
- **Don't print** the list sheet **several times** to hand in several boxes with the same number.
- **Don't pack two separate lists**, such as number 1 and number 50, into **the same** box.

After the sale the helpers sort everything back, with the boxes in a row by number. If each box has exactly one number, your things get back to you quickly. Otherwise someone searches for hours.

7. Packing the box and dropping off

1. All labelled items into **one sturdy box**.
2. The **bottom part of the list sheet** on the outside of the box.
3. **No lid.** Lids get lost at the bazaar.
4. **No bags**, not even the big blue IKEA shopping bags. They tip over, things slide out and the sheet won't stay on. When sorting back, the boxes stand close together; that only works with sturdy boxes.
5. Go there at **drop-off time**. It is on the page of the bazaar and on your sheet.
6. Take the **top part** of the list sheet with you.

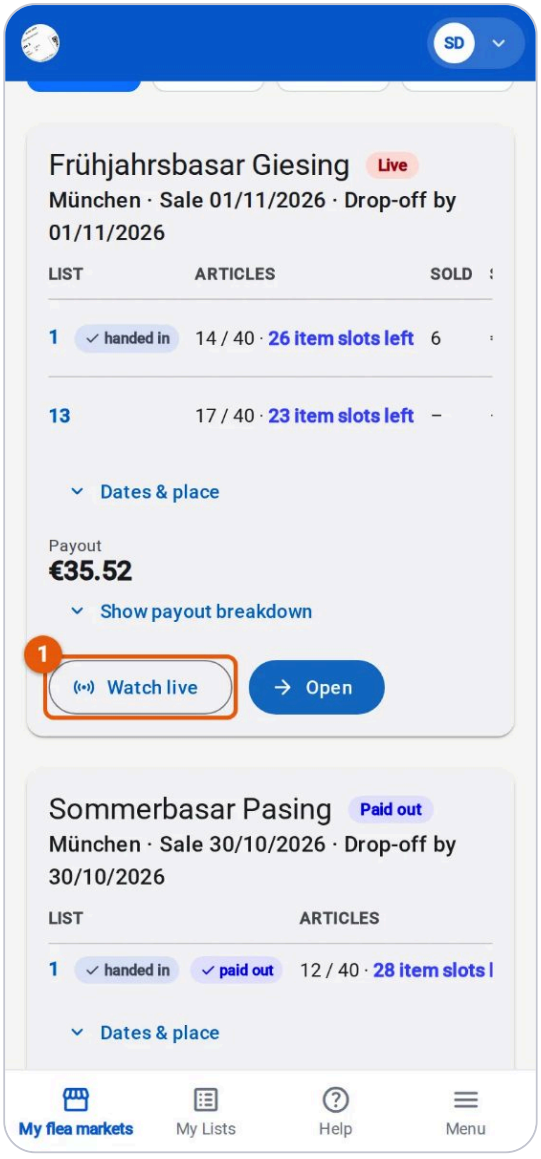
At drop-off a helper scans your sheet and accepts the list, sometimes counting every item. From now on you can't change the list any more, and your things go on sale.

> **What works**
>
> - **A sturdy box you can carry:** a laundry basket, a folding crate or a banana box. It should stand on its own and not bend when lifted full.
> - **Also write the list number** on the outside and inside of the box with a pen. If the sheet falls off, the box still finds its way home.
> - **Fold clothes neatly.** If the organizer wants hangers, it says so in their notes.
> - **Pushchairs, car seats and other large items** don't fit in the box. Attach the label well and ask beforehand where they go.
> - **Don't come at the last minute.** The queue is longest just before closing.

8. Watching on the day of the sale

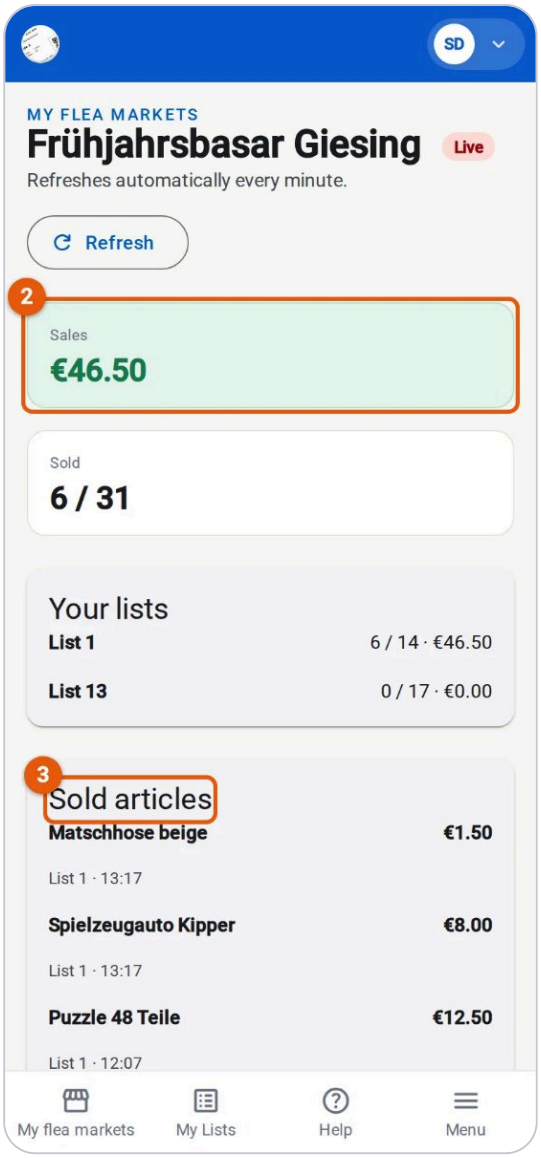
While the bazaar is on, the app shows you what has already gone.

1. Open **My flea markets** in the menu.
2. Tap **Watch live** (1) at the running bazaar.



1. Your **Revenue** (2) is at the top, and below it under **Sold articles** (3) every item sold. The page refreshes itself every minute.

If the internet goes down in the hall, the tills keep selling. The sales then show up for you a little later.


SD
MY FLEA MARKETS
Frühjahrsbasar Giesing
Live
Refreshes automatically every minute.
Refresh
2
Sales
€46.50
Sold
6 / 31
Your lists
List 1
6 / 14 · €46.50
List 13
0 / 17 · €0.00
3
Sold articles
Matschhose beige
€1.50
List 1 · 13:17
Spielzeugauto Kipper
€8.00
List 1 · 13:17
Puzzle 48 Teile
€12.50
List 1 · 12:07
My flea markets
My Lists
Help
Menu

9. Collecting and getting your money

1. Come at **pickup time** and bring the **top part of the list sheet**.
2. A helper scans your list, and you get your box with everything that didn't sell.
3. Then you get your money, usually in cash.
4. Afterwards the app shows your **Settlement** under **My flea markets**: what was paid out (1), what sold (2) and what didn't (3).



How it is calculated: revenue minus selling fee minus list fee, unless you already paid it.

An example: €50 sold, a 15% selling fee is €7.50, plus a €2 list fee. You get **€40.50**.

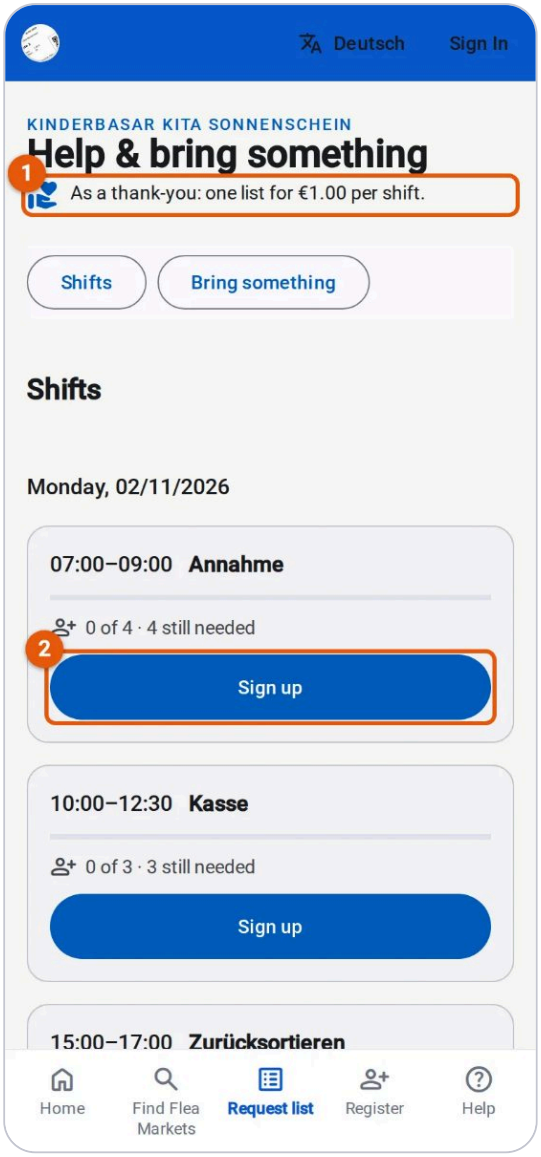
What works

- **Be on time.** Boxes left behind mean a lot of work for the helpers, and some organizers donate what is left.
- **Look into the box briefly on site** and compare it with the settlement. If something is missing, say so right away. Often it has ended up in the neighbouring box. If something isn't yours, give it back; someone is missing it right now.
- **Remember what sold well and what was left.** Next time you'll get the prices right.

10. Helping out and bringing things

Many organizers thank their helpers, often with a list before everyone else or a lower fee. For many people that is the surest way to a list.

1. Open the page of the bazaar and tap **Help & bring something**.
2. The **thank-you** for helpers is at the top (1).
3. **Shifts** shows tasks, times and free places. Tap **Sign up** next to your shift (2). You get an email with a calendar entry.



Bringing something

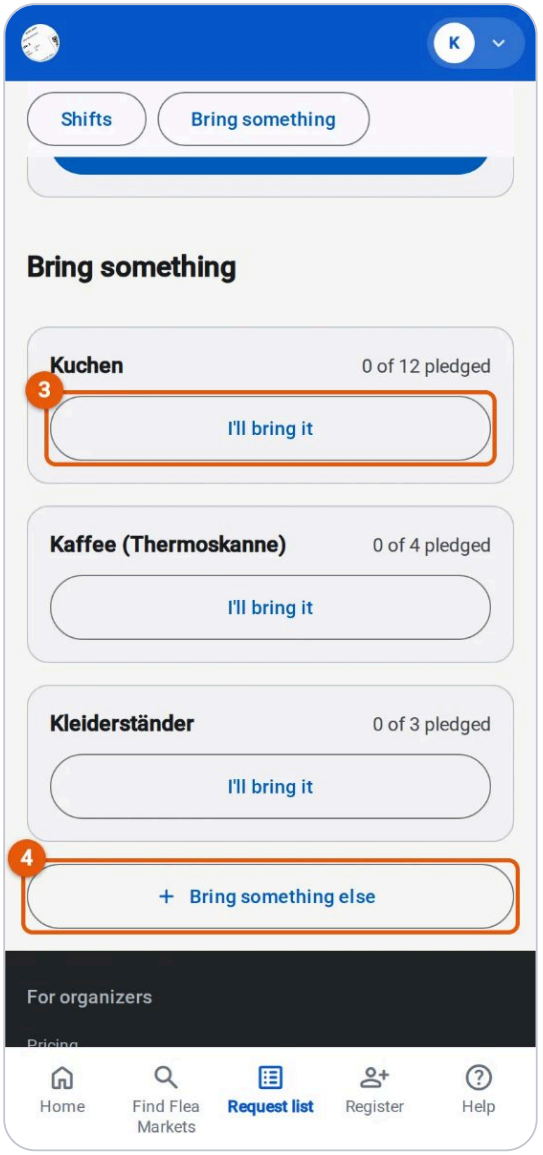
On the day, very practical things are often missing. **Bring something** shows what the organizer still needs and how much has already been pledged. Typical are:

- cake, muffins or sandwiches for the café
- coffee in a thermos flask
- clothes rails and hangers

- folding tables
- laundry baskets or crates for sorting
- bags for buyers who didn't bring one

1. Tap **I'll bring it** (3) on an entry.
2. If the organizer asks something about it, such as “Which cake?”, add it, for example “marble cake”. Everyone sees the answers, without your name. That way there aren't twelve of the same cake.
3. Tap **Pledge**.

If you have something that isn't on the list, such as a waffle iron, tap **Bring something else** (4). That works if the organizer allows it. Some organizers thank people for bringing things too, just like helpers.



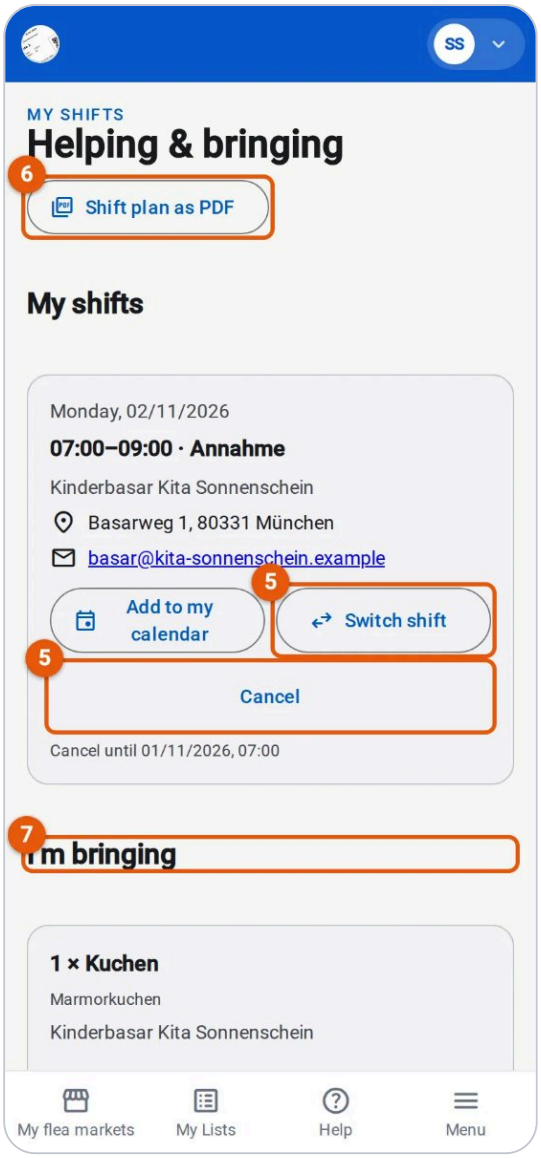
So it arrives

- **Bring cake ready sliced**, with a note saying what's in it. Anyone with a nut allergy will thank you.
- **Write your name** on the thermos, cake plate and clothes rail. Then you get them back after the bazaar.
- **Bring it at the time given**, usually for setting up. A clothes rail that only arrives at noon doesn't help anyone any more.
- **Only pledge what you will definitely bring.** The organizer crosses it off their list.

Your shifts and pledges

Afterwards you find everything under **My shifts** in the menu: your shifts, your pledges under **I'm bringing** (7) and the **Shift plan as PDF** (6). There you can **switch to another shift** or **cancel** (5), usually up to 24 hours before. If you can't bring something after all, tap **Withdraw pledge**.

Your helper benefit applies automatically to your lists at this bazaar, including lists you only get later. If there is an earlier date for helpers, you can get a list from then on.



Good to know before you cancel

- The benefit is lost. If you already paid the lower fee, the rest is settled at payout. The app shows you exactly what changes beforehand.
- Some bazaars give lists **to helpers only**. Without a shift you then can't drop off.
- Anyone who cancels or doesn't turn up three times in a row is blocked as a helper at all bazaars. The app warns you beforehand. Getting lists still works.

What works

- Only sign up if you can definitely make it.
- If the time no longer suits you, **switch shifts** instead of cancelling. That doesn't count as a cancellation.
- Be there ten minutes early and report to the shift lead.

11. Your account

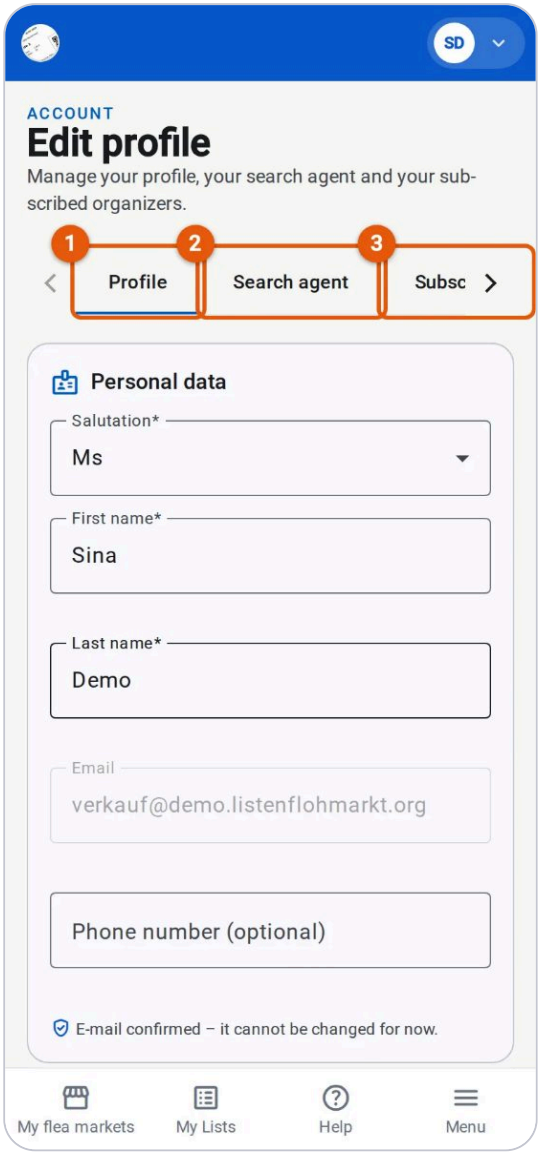
Through your profile at the top right you get to **My profile**. There you find:

- **Data export:** everything we have stored about you, as a file.
- **Delete account:** at any time. Settle open payouts with the organizer first.

Edit profile has three tabs:

- **Profile** (1): name, phone, address. Add your phone number so the organizer can reach you on the day if something comes up.
- **Search agent** (2): save your postcode and a radius and you'll get an email when a new bazaar nearby goes online. This is also where you switch the newsletter on or off.
- **Subscribed organizers** (3): you hear straight away when your favourite bazaar sets a new date.

The app language is stored on your account too: switch it once and mails and PDFs follow.



Only the organizer you have a list with sees your contact details. Nobody else.

After the bazaar you can rate it under **Give a rating**, anonymously if you like. That helps the organizer, and other parents too.

Want to run a bazaar yourself one day? That works with the same account: add the organizer role in **My profile** under **My roles**.

12. Words you will come across

- **List:** your seller number with a fixed number of places.
- **List password:** shows that the list is yours. Not a login.
- **Request password:** a password from the organizer without which some bazaars won't give you a list.
- **List sheet:** the sheet for your box. The top is your part, the bottom is the part for the box.
- **Connected lists:** two or more neighbouring lists treated as one. One box, one sheet.
- **Drop-off (check-in):** you hand in your box. After that the list is locked.
- **Pickup (check-out):** you collect what's left and your money.
- **Selling fee:** the share of the sale price the bazaar keeps.
- **List fee:** a fixed amount per list.
- **Helper benefit:** what you get as a helper, for example a list in advance.

13. Questions?

- **About the bazaar** (times, fees, neighbouring number, missing items): ask the organizer. The contact is on the page of the bazaar.
- **Frequently asked questions:** listenflohmarkt.org/help
- **Language – Sprache:** The app is available in English and German. To switch: tap **Deutsch** at the top right next to “Sign In”, in the profile menu at the top right once signed in, or at the very bottom of every page. The app always prints the labels in German.
- **Selling tips:** listenflohmarkt.org/ratgeber/kinderbasar-verkaufen
- **Try it out first:** listenflohmarkt.org/demo, as a seller, without signing up.
- **About Listenflohmarkt.org:** The email address is on listenflohmarkt.org/help under “Show e-mail address”.