

Central Kids Consignment Spring/Summer 2012 Seller Guidelines

BASIC RULES & POLICIES:

1. Complete and return the Seller Number Request Form to Donna Young by **February 26th**. Remember, the sooner you send it in, the better chance you have to get the Shift of your choice!
2. Returning Sellers - If you are a returning seller you will retain your previous seller #. If you are a returning seller and you recruit a new seller your registration fee will be waived.
3. Shifts will be assigned based upon order of receipt. Donna Young will assign Shifts and notify you via email or phone with your Shift information and Leader information on or around March 4th.
4. If you cannot work your assigned Shift, please notify Donna Young before March 6th to request a change.
5. The CUMC proceeds (Working Sellers 15%; Non-Working Sellers 30%) and \$6 registration fee will be deducted from your payout check. You will receive your check within about 4 weeks from the date of the sale. Please respect that Sale Committee Members are volunteers and some of us work full-time. We promise you will get your check in a timely manner!! (Please refrain from calling to inquire about the status of your check.)
6. Working Sellers are required to work one shift and will keep 85% of their sales revenue. See important information below about Shifts. Working Sellers will be given "ONE" Consignment Sale t-shirt to wear during their shift at all consecutive sales.
7. Non-Working Sellers are not required to work a Shift and will keep 70% of their sales revenue. You are still responsible for distributing your items on Thursday evening during Seller Drop-Off, and returning @ 3:00pm to sort unsold items on Saturday. (**IF YOU DO NOT RETURN TO SORT, AN ADDITIONAL 15% WILL BE DEDUCTED FROM YOUR FINAL PROCEEDS.**) If you do not retrieve your items by 3:30pm, they will be donated to Charity.
8. See the Tagging Guidelines page for all information you need about tagging.
9. Please remember - Only **Spring and Summer** clothing may be sold at this Sale!
10. Be sure to advertise our Sale! More sales equal more \$\$\$ for sellers and the church! Print copies of the Sales Flier!! Leave it with neighbors, friends, pediatricians, preschools, and daycare centers!

SELLER DROP-OFF (Thursday 11:00am-1:00pm &/or 5:30pm-8:00pm) and **SELLER SORTING & PICK-UP** (Saturday beginning at 3:00pm – all items must be picked up by 4:00pm or they will be donated; please read below for all details)

1. On Thursday, the doors for the building will be open from 11:00am-1:00pm & 5:30pm-8:00pm for Seller Drop-Off, during which time you may distribute your items onto the Sale Floor.
2. At 8:00pm, we will close the door. **No one will be permitted to enter the building after 8:00pm to drop off items. The rationale behind this is to ensure the Sales Floor is set up and organized in a timely fashion, and that Thursday Shift workers don't have to work "overtime".**
3. NOTE: **If you have an emergency or other extenuating circumstance, you are responsible for contacting the Thursday Sale Leader or Sale Chairperson to notify them.**
4. Selling in the parking lot is prohibited. Once an item has been brought into the building, it cannot be removed, nor may the price be altered.
5. Please price your items before Seller Drop-Off on Thursday. Please do not cross out **or alter prices after you've written them on the Seller Tag - this could lead to confusion at the cash register.**
6. Just as it is your responsibility to distribute your items during Drop-Off, it is your responsibility to assist with sorting all unsold items from every consignor during the Saturday Seller Pick-Up when the Sale closes at 3:00pm. You must come at 3:00 – You can place your totes at your number sign and with your help, the process will go smoothly and quickly! REMINDER: **IF YOU DO NOT RETURN TO SORT, AN ADDITIONAL 15% WILL BE DEDUCTED FROM YOUR FINAL PROCEEDS.** You must check in with the Shift Leader.
7. You may not remove your items from the building until EVERYTHING is sorted (not just your items).
8. If you do not retrieve your items by 3:30pm they will be given to Charity.
9. If you plan to donate your items, you need not come on Saturday afternoon.

SHIFTS:

1. Please report to the Hospitality Table located on the Sale floor at the beginning and end of your Shift to sign in and out. You will also need to sign in and out with your Shift Leader to get credit for working your Shift. Please remember to wear your consignment sale t-shirt.
2. Please be sure to carry with you the cell phone numbers of your Shift Leader.
4. Note: when you are working your Shift, please refrain from bringing any children who require supervision. This is unsafe and distracting to your fellow workers. If you do, you will be asked to leave and be considered a 70% Seller. Be sure to sign up for a Shift that is convenient for you!
5. Penalties for tardiness or failure to work:
 - a. If you fail to work your assigned Shift, CUMC will keep 30% of your proceeds.

SALE TIMELINE:

The following briefly describes the activities for each day of the Sale (these times do NOT reflect Shift schedules):

THURSDAY, March 8th: Seller Drop Off and Preview

11:00am-1:00pm & 5:30pm-8:00pm: Seller Drop Off: Don't be late! We'll be closing the doors at 8:00pm sharp!

REMINDER: IF WORKING THE THURSDAY SHIFT, YOU MUST DISTRIBUTE YOUR OWN ITEMS BEFORE BEGINNING YOUR SHIFT @ 8:00PM – PLEASE ARRIVE BY 7:30PM TO ALLOW ENOUGH TIME TO DO SO. Be sure to read the Seller Guidelines and Tagging Guidelines pages online for all policies and procedures!

FRIDAY, March 9th: Seller only Sale!

5:00pm-6:00pm: Sale Committee Members will be admitted to shop.

6:00pm: Sellers may enter and shop until closing.

7:00pm: Sellers will have **ONE** buddy pass. Buddies may enter the building to shop @ 7:00pm. Buddies will **NOT** be permitted the building without their "Buddy Pass." **NO EXCEPTIONS!!**

8:00pm: Sale ends!

SATURDAY, March 10th: Public Sale!

7:30am-12:00pm: Public Sale

12:00pm: Everyone must exit the building in preparation for Half-Price Sale

12:05pm: Sellers may re-enter for Half-Price Sale

12:30pm-2:30pm: Half-Price Sale for Public

3:00pm: Sorting/Breakdown – ALL Sellers are required to come help sort and breakdown (just as you must come on Thursday for Drop-Off) – the **ONLY** exception is if you plan to allow CUMC to donate your unsold items to charity. Once the sorting is finished, Sellers may collect their unsold items. All unclaimed items will be given to charity. REMINDER: IF YOU DO NOT RETURN FOR SORTING (and are not donating your items to charity) AN ADDITIONAL 15% WILL BE DEDUCTED FROM YOUR FINAL PROCEEDS.

DON'T FORGET THE SALE IS CASH ONLY!!

No strollers or rolling carts for the purpose of carrying items will be allowed on the Sale Floor – Shopping bags will be provided or you may bring a laundry basket.

Tagging Guidelines:

Basic Rules:

1. Please remember - Only Spring and Summer clothing may be sold at this Sale! Dance costumes and bathing suits are fine.
2. The only women's clothing that may be sold is Maternity and clothing/shoes that can be classified as "Juniors".
3. All items for sale should be labeled with an Official CUMC "Seller Tag". Please print your name or initials and Seller Number on each Seller Tag to avoid any confusion at the registers. **Attach Seller Tags with either safety pins or clear packing tape – no adhesive labels or stick pins please, ouch!**
4. Price your items before Seller Drop-Off on Thursday! Please do not cross out or alter prices after you've written them on the Seller Tag - this could lead to confusion at the cash register.
5. All clothing and equipment must be clean and in good condition. Please do not sell stained, damaged or well-worn items - only sell items that you would consider buying yourself. Items not in compliance will be pulled from the floor and returned to the Seller on Saturday during Sorting. No USED underwear please!!
6. Out of season items will be pulled from the Sale floor and returned to the Seller on Saturday during Sorting. Reminder – Fall & Winter only.
7. Toys, games & puzzles must be complete and in working order. Please cover complete puzzles with plastic wrap and secure with tape to prevent damage to puzzle images; put fresh batteries in toys so that buyers can test them. Bag items with multiple pieces.
8. Make sure VHS tapes/DVDs are in working order and in the correct cases (please don't disappoint a child wanting to watch *Cinderella* by putting *Power Rangers* inside the case!!!).
9. If possible, put clothing on hangers. When looking at the outfit, the hook of the hanger should look like a question mark (with the open end on the left) and the Seller Tag should be on the right (i.e. the left shoulder or left hip of the garment). See attached photos.
10. Please note that for state regulatory reasons, we are not able to donate mattresses or highchairs - you must pick up any of these unsold items on Saturday by 4:00pm.
11. Tables will be used for miscellaneous items including socks, hats, onesies, etc.
12. If you have items that you prefer not be sold at half price during the Half Price Sale, please mark the Do not sell at half-price box on the Seller Tag. Highlighting the ½ price box is helpful. To assist cashiers and baggers and ensure your item is not sold at half price - please see the example below. All other items will be sold at half price from 12:00-2:30pm on Saturday. Remember, please price items that will end up in the Half-Price Sale in 50 cent increments, for easier cashier calculation.
13. Due to State Guidelines, **NO SIDE DROP DOWN CRIBS WILL BE ALLOWED.**

Item Description:		<input type="checkbox"/> Do not sell at half price when checked	
Name:	<input type="text"/>	Size:	<input type="text"/>
Seller #:	<input type="text"/>	Price:	<input type="text"/>

14. All unclaimed items become the property of CUMC and will be donated to charity at 4:00pm on Saturday at the close of the Sale.

Helpful Tagging/Pricing Suggestions:

15. Make copies of your tags after you print your name or initials and Seller Number on them, to save on writing.

16. **Price items in 50 cent or whole dollar increments. (NECESSARY FOR OUR COMPUTER PROGRAM)**

17. Baby items sized 0-6 months do not sell well if priced too high (Baby sleepers sell best at around \$2.00 or so). Price them slightly lower than you would initially consider... chances are they will sell quickly that way!

18. When taking clean clothing out of storage, put them in the dryer with a wet towel and a softener sheet. That should take most of the wrinkles out and make them smell fresh. Consider ironing special outfits.

19. Items that are clean and ironed sell better!

20. Place small items like hair bows and socks in sealed zip-lock bags. Please securely tape to tag to the OUTSIDE of the bag.

21. Placing shoes in zip-lock bags is suggested.

22. Safety pin 2-piece items (top & pants) together - label with one Seller Tag and note that there are 2 pieces.

23. If you have large items, such as cribs, pack 'n plays, etc, which are disassembled for selling, consider taking a picture while assembled or downloading a picture from the manufacturer's website for printing and attach it to the Seller Tag. Helps potential buyer see what the item looks like.

24. Save pins and hangers from the items you buy at the Sale—you can reuse them when doing your tagging for the next Sale.

25. See the pricing guideline below for suggestions; for example, if an item is new or in very good condition and cost \$100 when new, price it at \$30. When in doubt, price it slightly lower so that it sells quickly!

<u>Condition of Item</u>	<u>Percentage of "New Price"</u>
new/ once worn clothing	30%
like-new equipment	30-40%
like-new toys and games	25-30%
shoes in great or new condition	25%
good condition, no stains or repairs	25%