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March 28-30, 2013

The Ranch

First National Bank

Exhibition Building

The Ranch is located directly adjacent to I-25, just North of Highway 34, in Loveland, Colorado. To reach The Ranch, exit I-25 at Crossroads Blvd., Exit 259. Travel East 1 mile to Fairgrounds Avenue (County Road 5) and go North to the entrance.

Grow With Me Kids Sale Seller Handbook, Spring 2013

General Information
growwithme@twinsntriplets.com

Seller Questions
growwithmesellers@twinsntriplets.com

Marketing Questions

2013 Schedule

Thursday, March 28, 2013

8am-noon Set up

Noon-4:00pm Load in all items**

NO CHILDREN ALLOWED DURING LOAD IN

6pm-9pm Sellers & Club Members Shopping Hours

7pm-9pm Seller Guest Pass Shopping Hours

Friday, March 29, 2013

9am-10am Shopping Pass Bonus Hours

10am-8pm Open to the public

Saturday, March 30, 2013

9am-4pm Half price sale (only items you designate will be 50% off, the rest will be full price)

6:30pm-8:30pm Load out all items and empty the sales floor. All items present at 5pm will be donated to charity.

****All sellers must attend load in and appropriately place their items on the sales floor. If this is a problem due to work conflicts, consider utilizing our new Drop & Go! A paid service where we'll load your items for you!**

Spring



Consignor Fees

- Fort Collins Parents of Multiples earn 85%
- Non-club members (outside sellers) earn 80%
- Every seller has a \$10 fee to participate in the sale. This is to help cover the cost of facility rental, advertising, checkout systems, clothing racks, etc.
- Because we are a non-profit, all consignor fees are tax deductible. You will receive a letter to submit to your tax preparer along with your earnings check.

Are You Ready To Consign?

- ☐ Register to sell, visit www.growwithmesale.com
- ☐ See Which Items We Accept
- ☐ Get Your Supplies
- ☐ Organize Your Items
- ☐ Price & Tag Your Items
- ☐ Load-in Your Items at the Sale or sign up for Drop & Go!
- ☐ Work Your Volunteer Shift
- ☐ Pick Up Your Unsold Items
- ☐ Receive Your Check!

Grow With Me Kids Sale's Benefits

We are excited to be the largest children's consignment sale in Northern Colorado. There are many benefits to selling with us. To list just a few:

- Highest percentage paid to consignors compared to other sales
- Lowest Seller Fees
- Great location
- Clean out your closets, basements and garage & make money on your baby & kids items that still have lots of life!
- Make more money than garage sales and any consignment store option.
- More secure than Craigslist
- Organized and fun way to make money!
- You get to shop early!

New & Improved

- Free admission.
- Half Price Sale! Half Price Sale!! Any items you wish to mark down to 50% off will go fast during the Half Price Sale on Saturday. Only items you select will be discounted.
- Longer hours!
- A \$10 fee is required to sell. This will help cover rental fees, supplies and advertising. This low fee allows us to maintain the highest percentages paid to consignors.

Reduce your commission!

- You can increase your earnings by referring new sellers, all the way to 95% of your sales!
- Each new seller referral increases your earnings by 2%.
- Kids Sale committee members also receive a reduced sales commission



Car Seats?

If you are selling a car seat, it must adhere to the following guidelines (seats not meeting these guidelines will be removed)

- A car seat cannot have been in an accident or be on a recall list
- The car seat must have all its parts and has not been broken in any way
- To the best of your knowledge it has all the harness straps, clips, seat cover, padding, bolts and the locking mechanism locks securely.
- It should contain the identification label and not be more than 5 years old (check the label on the seat)

Non Kid Items?

- The only non-kid items that may be sold are maternity and electronics.
- Please bring only your high quality electronic items: DVD players, computers, etc.
- Household items not related to children will be removed from the sales floor.
- There will be areas for nursery items such as bedding, wall hangings, nursery décor, etc.

How To

Consign

Thank you for your interest in consigning with us. We are excited to welcome all new and returning consignors. Please sign up for one volunteer shift, though you are welcome to work more than one shift!

Items We Accept

- Children's clothing, shoes, and accessories, sizes preemie to 16, **gently-used** and freshly-laundered. We also accept nursing tops and maternity clothes. **NO HOLES OR STAINS.**
- Children's equipment: strollers, car seats less than 5 years old (check the label on the car seat!), highchairs, booster seats, excersaucers, bouncy seats, etc.
- Children's toys, books, puzzles, videos, CDs and DVDs in working order. All battery-operated toys must have working batteries. We also accept teen & fiction books, books and videos about pregnancy, labor, breastfeeding & or parenting.
- Children's accessories: diaper bags, slings and carriers, feeding items, breastfeeding and pumping supplies, unexpired formula, baby-proofing and safety items.
- Children's décor: bedding, picture frames, mobiles, rugs, lamps, etc.
- Children's furniture: **cribs WITHOUT a drop down side**, pack-n-plays, toy boxes, shelves, tables, playhouses, beds, etc.
- **Hot sellers are: Popular brand-name toys, all baby gear, outside toys, bikes and good quality toddler boy clothing.**

Items We Do Not Accept

- Items that have been recalled by the **Consumer Product Safety Commission**. Review the recall list to ensure all items you consign are safe for children. www.cpsc.gov
- **Stained clothing, or clothing with holes, missing buttons, broken zippers, or unpleasant odors including cigarette smoke.**
- Broken or dirty items. Clean all toys before bringing to the sale. Booster seats, strollers and high chairs don't sell well with the previous owners' snacks included!
- Adult clothing, other than nursing tops or maternity.
- Items not properly packaged, hung up or tagged.
- Due to the overwhelming volume of items we receive and our interest in maintaining a high-quality event for our shoppers, we reserve the right to refuse any item.

Drop down cribs are banned in the U.S. We will not sell any crib with a drop down side!

Be sure to check for any recalled items!

www.cpsc.gov

4www.GrowWithMeSale.com



Cardstock is IMPORTANT!

- Do not use regular weight paper
- Only use white or light colored cardstock. No dark or neon colors.
- 65-67lb cardstock is recommended
- Failure to use white or light colored cardstock will result in a 10% deduction of your sale profits.

Supplies You'll Need

- | | | |
|---|---|---|
| <input type="checkbox"/> Tagging Gun | <input type="checkbox"/> Tagging Barbs | <input type="checkbox"/> White or Light Colored Cardstock |
| <input type="checkbox"/> Cable (Zip) Ties | <input type="checkbox"/> Sandwich, Quart, & Gallon Sized Resalable Plastic Bags | <input type="checkbox"/> Quality Packing Tape |
| <input type="checkbox"/> Sharpie Marker | <input type="checkbox"/> Plastic Hangers | <input type="checkbox"/> Access to a printer |

We are happy to help you with any supplies you need for the sale. The following are the products available and their prices:

Starter Package.....	\$20.00
This includes a tagging gun, 1000 tagging barbs, 25 sheets of cardstock, and an extra needle for the tagging gun.	
Tagging Gun.....	\$13.00
Cardstock (50 pages).....	\$4.00
Tagging Barbs (1000).....	\$2.50
Extra Tag Gun Needle.....	\$2.50
Cable (Zip) Ties (combination of short and long, 25 count)...	\$0.50

Setting Up Your Printer

Poor print jobs mean your items will not scan. Failure to properly print your tags may result in a 10% sales commission increase. Please remember the following items when printing your tags:

- Put your printer on the "draft" setting. Too much ink will cause your tags to smear.

- Align & clean the print heads on your ink jet printer.
- Be sure your paper is loaded in the printer correctly & snugly so that it doesn't slide around. If your tag has a shadow behind the text, you will need to reprint.
- Laser printers produce the best quality.



As you are sorting clothes, group it together by size, gender, and category.

Clothing Related Categories

- Boys, group together by size.
- Girls, group together by size
- Pajamas, both genders, grouped by size
- Outerwear, both genders, grouped by size
- Swimwear (Spring Sale Only)
- Maternity, group by size
- Onesies
- Socks
- Hats/Mittens/Gloves
- Dancewear
- Dress Up & Costumes
- Shoes, both genders,

grouped together by size

Organizing Your Inventory

1. Develop your game plan.

- Don't want to wait until a couple days before the sale to get everything done. Pace yourself.

2. Start cleaning out closets, storage containers, the attic, the car, grandma's house, etc.

3. The great divide:

- Worthy of consigning?
- Worthy of donating?
- Worthy of the dump?

4. For items worthy of consigning

- Take all items out in the light of day or under florescent light. Ask yourself would you want to buy this item? What if your name was on it? Would you want people to know you brought it?
- Check each item for
 - Any stains?
 - Any tears?
 - Are the colors faded?

5. If items are made out of cloth; we recommend you wash the items to make sure they have a fresh smell; especially items that have been in storage or around smoke.

- Snap every snap, button every button, zip every zipper, tie every bow, etc.
- Freshly pressed and starched items will certainly catch the eye of the shoppers. Don't forget about the appliqués and ribbons.
- A needle & thread works wonders...tighten loose buttons, secure hems and appliqués.

6. Shoes: *only shoes in very good/excellent condition will be accepted. Please, no holes, worn laces or scuffs.*

- Polish, wipe, wash.... do whatever it takes to make them look as good as new!
- Tie shoelaces neatly, buckle the buckles and clean out the Velcro to make the shoes look their best.



Ziploc Bags

1. Place loose items into an appropriately sized bag.
2. Seal the top of the bag using packing tape. Fold the tape down across the entire opening of the bag to prevent anyone from opening the bag.

Sizing

Baby clothes reading 3-6 months and 6 months (etc.) are the same size. Please sort your inventory accordingly.

Odd Sizes?

For clothing with range sizing (6-12 mo, for example), or unusual sizing (European sizing or "medium") use your experience with the garment and good mama judgment to assign a SINGLE size value. If an item is size 5 but fits like a 4T, enter it as a 4T and include "fits like 4T" in the description and place it in the area where 4T shoppers can find it! Likewise, mark items that are "slim" or "husky."

Organizing Your Inventory, Continued

7. Toys, Toys, Toys are hot sellers!

- Wipe down, clean and sterilize.
- Include working batteries if required
- Check games, puzzles; anything with accessories to guarantee they are complete.
- Package accessories in a clear plastic bag and fold packing tape across the top of the bag to prevent anyone (especially children) from opening and scattering the pieces. Using a sharpie, write your consignor on the bag.

8. Bag It

- Place all loose items together into in a ziploc bag. Things like bottles, socks, outlet plugs, hair bows, hats, feeding supplies, toy accessories/parts, assembly hardware, etc should be sealed into clear, plastic bags.

9. DVDs, CDs & VHS

- Please ensure that all of these items are in good, working condition! It is very disappointing to get home and realize your new DVD does not play.
- Make sure the correct disk or cassette is in it's proper case.
- Tape the case closed so the media inside can not come free from the case.

10. Books

- Ensure that your books are clean, free from torn pages, and scribbles.



Make sure
your items
have not been
recalled!

Consumer Product Safety
Commission

www.cpsc.gov

Keep in mind
that some of
our shoppers
rely on the
consignment sale to
clothe their families, and
give their children toys.
Wouldn't you rather sell
your items, even at 50%
off, than take it back
home?



Dish soap is great at getting
out greasy stains. It helps
with oils & tomato stains too!



Pricing Your Inventory

How To Price Your Items

- **YOU DECIDE THE PRICE!** Other consignment sales tell you how much to price inventory, but we leave that up to you. You can ask as much or as little as you want!
- Outfits are worth more than the sum of their parts! A shirt might sell for only \$2.00 and a pair of pants might sell for only \$3.00. But the outfit, together, could sell for more than \$5.00. Add a matching bow and socks, and the value goes up even more!
- Price according to what you would be excited to pay for the item given its condition.
- Overpriced items will not sell. You have a lot of competition and our shoppers are looking for bargains! Reasonably priced items will sell much better than those overpriced. We have a suggested pricing guide available. Email growwithmesellers@twinsntriplets.com.
- For toys and equipment, consider the price you paid and that you may be able to get a similar item on sale today, the condition, and the availability of the item. Be sure to check the recall list at the [Consumer Product Safety Commission website](http://www.cpsc.gov) to ensure that your items have not been recalled. We cannot accept recalled items.

Tips to Increase Your Profits

Make Sure your Items are CLEAN & Stain Free.

- Clothing sells best when freshly laundered and ironed.
- Remove stains from items. Any items with stains may be pulled from the sales floor to help maintain the quality of the sale.
- Mend tears and replace missing buttons. Zip all zippers, button all buttons, snap all snaps.
- Clean all items before sale. A little soap and water goes a long way to improving the appearance of an item and will help them sell for more money!
- Our sale is well known for the clothing and toys, they are great sellers, so please spend time to make your items shine!





A description from a website with current retail price will help buyers see the savings they are getting, making your item more likely to sell!

We know you loved it!



Don't forget that consignment shoppers don't attach the same sentimental value to items that you do. Those shoes may be the ones your child was wearing when he took his first steps, but that alone doesn't justify a high price. Price your items on their MERITS, not their MEMORIES!

Tips to Increase your profits -continued

Take Pictures!

- A picture is worth a lot of money! Take a picture of items before you bag or disassemble them and attach the picture to your item. For example, it's difficult to picture how a crib set will look when it's folded up, but your picture can show a potential buyer exactly how cute your item is! Selling a sling? Take a picture of your baby being worn in it and attach that! Cuteness sells, and a picture helps explain how an item works!

Include Directions & User Manuals

- Directions for equipment, games, and furniture can be found and printed from the internet! Including directions for complex items can make a buyer feel more confident buying it and can help you make more money. If you have every piece/instruction sheet/etc for a large item you can price it higher!

Your tag is important too!!

- Put the original retail price to let people know the bargain they will be receiving.
- If available include the original instruction book or download one from the internet.
- Keep in mind, there will be many identical items, you must make yours shine!
- If you really want all your items to go, allow them to be sold at ½ price during the 50% sale hours. They will be sold at full price during the regular business hours.

Spread The Word!

- Each seller will receive a marketing packet with advertising information to make spreading the word in your workplace, neighborhood, and school easy!
- The more people that know about the sale, the more money you will make!
- Let us know if you would like additional flyers to distribute at your place of business, day care, church, to friends, neighbors with children, etc.
- You may also print handouts from our website.
- There is a flyer on the last page of this handbook you can print at home!



Referral Rewards!

- For every seller you refer to Grow With Me Kids Sale, you earn an additional 2%
- Pass on the word & earn even more money!!

- Likewise, if you were referred by a friend, in the “**How Did You Hear About Us**” please enter a referral name and/or number. If you saw a poster, flyer, or ad, please tell us where you saw it. Thanks!

Data Entry Deadline

All items must be entered in the computer system by **6am, Thursday.** The system will not allow new entries after that point.

My Sale

Manager (MSM)

You will use a web based program, called My Sale Manager (MSM) to price all of your inventory. This program allows you to create the labels you will use to tag your items.

General Information

- First, please review the list of [items we accept on page 3.](#)
- Go to www.GrowWithMeSale.com to sign up and register for your consignor number. Click, “**New Consignor Registration.**” Once you are registered, you will be e-mailed your consignor number and password to log-in.

- Many people find it easiest to sort items and then enter them into the computer system.
- After you've registered for the sale and sorted your items, you can start entering your items. Go to www.GrowWithMeSale.com and click on “**Returning Consignor Log-In.**”



My Sale Manager (MSM)

Working With Inventory

- After you login, the consignor's homepage looks like this. This is the launching point for all of your tasks:
 - Returning Sellers can sign up for an upcoming sale
 - Sign up for your volunteer shift
 - Sign up for your drop off shift
 - Enter, price & edit your inventory
 - Print your tags

Consignor Homepage											
Welcome to the consignor homepage for Jason Molgaard (#1026)											
Activities: Register For Our Upcoming Sale Un-register For Our Upcoming Sale Update My Account Information Select a Drop-off Appointment Volunteer To Work Work With Consigned Inventory	<table border="1"> <tr> <td>REGISTRATION STATUS:</td> <td>REGISTERED</td> </tr> <tr> <td>Assigned Drop Off Shifts:</td> <td>❗ YOU HAVE NOT SELECTED ANY DROP OFF SHIFTS</td> </tr> <tr> <td>Assigned Volunteer Shifts:</td> <td>❗ YOU ARE NOT SIGNED UP TO VOLUNTEER</td> </tr> <tr> <td>Estimated Earnings:</td> <td>\$0.00 (as of 7/10/2007 12:02:25 AM)</td> </tr> <tr> <td>Sold Items Listing:</td> <td>View Sold Items</td> </tr> </table>	REGISTRATION STATUS:	REGISTERED	Assigned Drop Off Shifts:	❗ YOU HAVE NOT SELECTED ANY DROP OFF SHIFTS	Assigned Volunteer Shifts:	❗ YOU ARE NOT SIGNED UP TO VOLUNTEER	Estimated Earnings:	\$0.00 (as of 7/10/2007 12:02:25 AM)	Sold Items Listing:	View Sold Items
REGISTRATION STATUS:	REGISTERED										
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Estimated Earnings:	\$0.00 (as of 7/10/2007 12:02:25 AM)										
Sold Items Listing:	View Sold Items										

Entering Inventory

- To start adding inventory, click on **“Work With Consigned Inventory”**
- Next, click on **“Work With My Consigned Items”**

Consignor Item Entry
<p>Welcome back, Jason</p> <p>You are currently REGISTERED for our upcoming sale. Please choose from one of the following options:</p> <p>Work With My Consigned Items (Add items, edit already entered items, or delete items)</p> <p>Work With Inactive Inventory (Select inventory from past sales that you plan to bring to the upcoming sale)</p> <p>Transfer Inventory to Affiliated Sale (Move Inventory Out) (Receive Inventory In)</p> <p>Print Tags: (Print All Tags) (Print Selected Tags) (Print barcoded tags to place on your items) NOTE: Please disable your popup blocker to print tags.</p> <p>View/Print an Inventory Report (By Item ID) (By Category) (By Discount) (By Donate) (By Price) (View and print an inventory of what you are consigning)</p> <p>View Your Sold Items (Use during the sale to see which of your items have sold.)</p>



Category

You must choose an appropriate category for the item you are entering. Shoppers will be upset to find that the 3T Girls garment they thought they were buying was actually 5T. Also, this is how we plan how much space is needed for each size.

Failure to categorize your items may result in a penalty to your sales commission percentage.

My Sale Manager (MSM)

Entering Inventory

This will bring you to the screen where you will enter all items you want to sell.

Size

- Choose the appropriate size for your garment.
- Many size options are available. However, please know that baby clothes reading 3-6 months and 6 months (etc.) are the same size. Please distribute your inventory accordingly when you load your items into the sale.
- Odd Sizes? For clothing with range sizing (6-12 mo, for example), or unusual sizing (European sizing or “medium”) use your experience with the garment and good mama judgment to assign a SINGLE size value. If an item is size 5 but fits like a 4T, enter it as a 4T and include “fits like 4T” in the description and place it in the area where 4T shoppers can find it! Likewise, mark items that are “slim” or “husky.”

Description Lines

- Please enter a detailed description of your item, including the brand name, on the tag. If the tag becomes separated from the item, we may be able to match it back up if provided a good description of each item.

Price

- Price all items with \$0.50 increments and a minimum price of \$0.50.
- See page 7 for pricing tips.



Half Price Sale!

- Your item will only be sold at half price during our specified half price hours.
- Keep in mind that some of our shoppers rely on the consignment sale to clothe their families, and give their children toys. Wouldn't you rather sell your items, even at 50% off, than take it back home?

"I made as much money on my half price sales as my regularly priced merchandise! I was surprised at how much I sold at half price and was glad that someone else took it home!"

-Fall 2011 Consignor

"The half price sale was WONDERFUL, I was still able to find a ton of great items for my family and best of all, I saved even more money"

-Mom of 3, Greeley

My Sale Manager (MSM)

Entering Inventory

Quantity Box

Selling several of the same item? Enter a "quantity" while entering the tag information. For example if you have three pairs of 2T jeans that will be the same price, enter the size, description and price and a quantity of 3. That's three tags done in one quick entry!

You can also enter several items with the same descriptions and then individually edit the items to adjust the price, size, description, etc.

Discount & Donate Boxes

"Check To Discount" – if you check this box you are saying it is ok to sell your item for half price on Saturday during our half price sale.

"Check to Donate" – you are telling us you would rather donate the item if it doesn't sell rather than pick it up at the end of the sale. We all have items we just don't want to see again!

Save yourself some time! There are options to mark all of your items to donate or discount.

Need Help?

Feel free to contact us at any time if you get need help or have questions.

growwithmesellers@twinsntriplets.com



My Sale Manager (MSM)

Editing Inventory

On the example below, there are 5 pairs of boy long pants, size 9-12 months. You can edit description, price, or size at anytime by clicking “**edit**” next to the item you would like to change.

Please do NOT make handwritten changes to your tags. Price and discount information is imbedded in the barcode, so changing the price in writing doesn’t change the price electronically. If you change your mind about a price or whether to sell the item at 50% off, please edit your tag in MSM, the online tagging system, and reprint your tag.

Printing Tags

Work With Consigned Items
Items you are planning to bring to our upcoming sale. Items you entered for prior sales are by default 'inactive' and view those items. Your tags will be printed exactly as you enter your items here. **Fields in bold are required.**

You are entering items for consignor #: 1026
Fill in the information below and click "Submit Item" to enter a new item.

Category: Accessories
Size: Leave Blank
Description Line 1:
Description Line 2:
Price: (ex: 3.00) \$ Qty: 1
☐ Check To Discount ☐ Check To Donate
[I'm finished for now](#)
☐ By default, only the last 5 items entered show. Check here to display all items

After you have entered your inventory, click “I’m finished for now.”

You will be redirected to the **Consignor Item Entry** Menu where there is an option to print your tags.



Printing Tags

Use only light-colored or white card stock paper. 65-67 pound weight is recommended.

Do not use regular weight paper to print your tags. Your tags may fall off and we will not be able to sell your items.

Dark colors make it difficult to read the bar code and your items will not scan properly.

Failure to use white or light colored cardstock will result in a 10% deduction from your sales profit.

Setting Up Your Printer

Set your printer to the "draft" setting and align/clean your print heads. High quality print settings cause the ink to run and result in smeared bar code.

Laser printers result in the highest quality tags and will create tags that last for a long time as

you bring inventory to future sales.

Select Tags To Print

Use this screen to select the items for which you want to print tags. Place a check in the box beside the tags you want to print. **IMPORTANT! Your tags to print will appear in a new window. If you are running a popup blocker, please disable it before clicking one of the print buttons.**

Check/Uncheck All Items

Print Selected Tags

Print All Unprinted Tags

[Back To Menu](#)

Trouble printing? Try holding down the CTRL key to disable the popup blocker while clicking the print buttons above.

Check To Print	Item #	Already Printed?	Description	Category	Size	Price	Discount?	Donate?
<input type="checkbox"/>	1	Yes	long sleeve shirt	Clothing - Boys	6-12 Months	\$4.00	No	No
<input type="checkbox"/>	2	Yes	long sleeve shirt	Clothing - Boys	6-12 Months	\$4.00	No	No
<input type="checkbox"/>	3	Yes	long sleeve shirt	Clothing - Boys	6-12 Months	\$4.00	No	No
<input type="checkbox"/>	4	Yes	long sleeve shirt	Clothing - Boys	6-12 Months	\$4.00	No	No
<input type="checkbox"/>	5	Yes	long pants	Clothing - Boys	9-12 Months	\$6.00	No	No
<input type="checkbox"/>	6	Yes	long pants	Clothing - Boys	9-12 Months	\$6.00	No	No
<input type="checkbox"/>	7	Yes	long pants	Clothing - Boys	9-12 Months	\$6.00	No	No
<input type="checkbox"/>	8	Yes	long pants	Clothing - Boys	9-12 Months	\$6.00	No	No
<input type="checkbox"/>	9	Yes	long pants	Clothing - Boys	9-12 Months	\$6.00	No	No

00 PIN HERE 00	00 PIN HERE 00
1026 1/2 Dues: Conspicuous Sale 6-12 Months	1026 1/2 Dues: Conspicuous Sale 6-12 Months
long sleeve shirt	long sleeve shirt
Item #1 RD \$4.00	Item #2 RD \$4.00
1026 \$4.00 No Disc.	1026 \$4.00 No Disc.
00 PIN HERE 00	00 PIN HERE 00
1026 1/2 Dues: Conspicuous Sale 6-12 Months	1026 1/2 Dues: Conspicuous Sale 6-12 Months
long sleeve shirt	long sleeve shirt
Item #3 RD \$4.00	Item #4 RD \$4.00
1026 \$4.00 No Disc.	1026 \$4.00 No Disc.
00 PIN HERE 00	00 PIN HERE 00
1026 1/2 Dues: Conspicuous Sale 9-12 Months	1026 1/2 Dues: Conspicuous Sale 9-12 Months
long pants	long pants
Item #5 RD \$6.00	Item #6 RD \$6.00
1026 \$6.00 No Disc.	1026 \$6.00 No Disc.



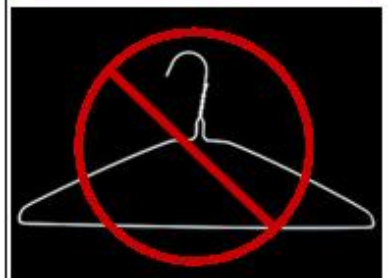
Note the “?” shape of the hanger as and the tag in the garment’s left arm seam.



This is a two piece outfit with the tag through the seams of both pieces. This will prevent loss of an item.

Prepare & Tag Your Inventory

- Hang clothing on plastic (NO METAL OR WIRE!) hangers that are appropriately sized, with the hanger hook turned to the left (like a “?”). Outfits should be arranged as shown, with the top in front and pants hung on back. Attach matching bows, socks, etc, with tagging gun or cable (zip) ties. ***Please do not use safety pins to attach accessories or clothes pins to attach garments to the hangers.***
- Attach one consignor tag to each item or outfit; attach the item with a tagging gun through the left armpit, left sleeve, or waistband seam.
- Please hide the tag in a seam or label to prevent creating holes in the clothing.
- You can also use the tagging gun to attach multiple items such as top and bottom of an outfit together so they aren’t separated on the sales floor.





Prepare & Tag Your Inventory, continued

Ziploc Bags

- For onesies, socks, and other small items, place same-size items in zip lock bags, and attach your consignor tag using clear packing tape.
- Seal the top of the bag using packing tape. Fold the tape down across the entire opening of the bag to prevent loss or theft of your items.
- Make sure tags are attached to the outside of the bag and please do not tape over the bar code/bottom half of the tag.
- Write your seller number on the outside of your bag using a permanent marker.



Bar codes

- If you are selling something that has an existing bar code, please either cover the bar code with your tag or mark with permanent marker through the bar code as seen below.
Examples of things with existing bar codes:
 - Books
 - Games
 - Clothing with retail tags
 - Puzzles
 - VHS/DVDs/CDs
 - Video Games
 - Items in original box





Prepare & Tag Your Inventory, continued

Shoes

Only shoes in very good or excellent used condition will be accepted. Shoppers won't buy your old grubby shoes anyway!

Please use cable (zip) ties to connect shoes together. Try to connect them so that at least one shoe can be tried on.

Attach the tag through a fabric seam, tag, or Velcro closure. You can also attach the tag to the cable (zip) tie. The picture here has a tag through the Velcro closure.



Large Items

For strollers, cribs, highchairs, car seats, and other large items, tags may be attached using cable (zip) ties or clear packing tape.

Please keep the tape on the top half of the tag.

Toys & Puzzles

Please secure puzzles and toys with multiple pieces use plastic wrap or zip lock bags and attach ONE tag. Plastic wrap works great to keep items together (especially all those wooden puzzles!) and prevents pieces being lost. Press & seal wrap works well for wooden puzzles with no knobs.



Bedding

Please attach tags to a seam or tag if possible. Do not tag the item together so that it cannot be unfolded for shoppers to look at. For large bedding items, like crib bumpers, these can be held together with yarn or a large resalable plastic bag.

Things like plastic comforter bags with a zipper are great to place large bedding or large toys into. Be saving these kinds of things to reuse at the sale!

We cannot sell items without tags, so please attach your tags securely. Tagging guns work best for clothing or other fabric items. Clear packing tape works for most other items. For shoes try cable (zip) ties.

Please use cable (zip) ties to keep multiple piece items together (car seats and strollers, game systems and cartridges, toys and their cases, etc.)





Load In

Thursday, Noon -
4 p.m.

Child-care is not provided.
Absolutely NO children
are allowed on the sales
floor during set-up, load-
in, or tear down. This
rule is for the safety of
your children, things can
get nutty!

The Sale Weekend

Load In

There have been changes to the load-in procedures! Please note the changes:

Each consignor will register for a 30-minute load in time on Thursday. Please arrive at your scheduled time. Each consignor will pull up, drop off their items in the lot closest to the hall with the Sale. An attendant will direct you where to park and will watch your items while you park in the adjacent lot. Once your car is parked in the west lot, you may then put your items out on the floor.

Please follow these tips for easier load in:

Children are not allowed during load in, it is for their safety.

- Have all items sorted by gender/size and category.
- Bring a dolly or wagon to help haul your items into the exhibit hall.
- Allow plenty of time for load in. It can take longer than you think.
- Ask for help from a committee member if you are short on time.
- Have all tags attached before you arrive!
- Make sure you have left the floor by 4:00pm sharp, any items not on the floor at 4:00pm will not be sold.

Drop & Go

Don't have enough time for load in, consider Drop & Go! This is a **PAID SERVICE** where you can drop your tagged & sorted inventory off and we will put it out for you.

- The cost is \$15 for each 200 items. (0-200 items: \$15, 200-400 items \$30, 400-600 items \$45, etc.). This fee will be deducted from your final earnings check.
- All items must be sorted and bundled according to gender, size, and sales floor categories.
 - Clothes & Shoes: Please group into gender & size.
 - Toys & Books: Please group into age appropriate categories (infant, toddler, preschool, school age)
 - Group other items into broad general categories: Feeding/Nursing, Bedding, Bath, Accessories, Travel,

etc.

- Large toys & furniture must be zip tied together and will not be assembled.

- Unsorted items will not be placed on sales floor.
- Drop your sorted inventory off from **10am-1pm on Thursday.**
- Space is limited, sign up for Drop & Go on your consignor homepage in MSM.



Volunteer Shift

The volunteer shift is fun! It's exciting to be a part of the sale.

Remember, failure to work a shift will result in an automatic retention of 30% of your earnings.

The Sale Weekend, Cont.

Your Volunteer Shift

- All sellers must work one shift (Thursday, Friday, or Saturday).
- You are responsible for finding a replacement if you are unable to work your shift.
- There is a place to sign up for a volunteer shift on your consignor homepage after you login to My Sale Manager.
- ***The club will retain 30% of your sales for those who do not work a shift or an addition 10%, whichever is greater.***

Tear Down

- **There have been changes to tear down!**
- Coming to tear down is no longer mandatory. It is regarded as a shift that can be signed up for.
- Consignors may work the "tear down" shift AND another shift (total of 2 shifts) to receive an extra 3% off consignor fees.
- Volunteers that work only the tear down shift will not receive an additional percentage.
- Tear down shift will begin at 3 p.m. This is one hour before the sale ends. Once the sale ends, we immediately prepare consignor checks. If you are late, you will not receive the additional 3% consignor fee discount.
- **All consignors must pick up their sorted items between 6:30-8:30 p.m. All unclaimed items will be donated at 8:30 p.m.**

Getting Paid

- Earnings checks will be sent to the address you used when registering for the sale.
- Earnings checks will be mailed within 5 business days of the final day of the sale.

REMINDER

Tear down is a very busy time. NO CHILDREN are allowed during the tear down shift. This is for their safety. Please do not bring children to tear down.