

# MEM Children's Resale 2016

## Seller Information Packet

### Schedule

Sunday, May 8 – Thursday, May 12	Set up	
Monday, May 9	Drop Off (by appt. only)	6:00 – 8:00pm
Tuesday, May 10	Drop Off (by appt. only)	9:00am – 12:00pm
Wednesday, May 11	Drop Off (by appt. only)	9:00am – 12:00pm 1:00 – 3:00pm 5:00 – 8:00pm
Thursday, May 12	Presale	6:30 – 8:30pm
Friday, May 13	Public Sale	6:00 – 9:00pm
Saturday, May 14	Public Sale Half Price Sale Sellers Pick Up Unsold Items/ Clean Up	8:00 – 11:00am 11:30 – 1:00pm 1:00pm until done

### Merchandise Policies

The following items are suitable for this sale. These items must be in new or gently used but good condition **(NO STAINS, NO HOLES, ETC.)**

- Infant/Children's clothing sized 0-14 – **ALL SEASONS**
- Swimsuits, water shoes, cover ups
- Dress and casual outerwear sized 0-14, including coats, jackets, snow pants, hats, scarves, gloves, etc.
- Children's shoes, socks, boots, slippers, etc.
- Baby furniture and equipment (playpens, swings, highchairs, strollers, exersaucers, changing tables, rocking chairs, etc.)
- Bumbo seats **WITH** the restraint strap from the 2012 voluntary recall repair kit (more information can be found at <http://www.recall.bumbousa.com/>)
- Toys, books, games, puzzles, etc.
- Videos/DVDs (rated G/PG)
- Video/Computer games (rated EC, E, and no higher than 10+)
- Toddler beds, bed rails, baby/children themed bedding sets, etc.
- Safety gates and baby proofing equipment (locks for drawers, outlet plugs, etc.)
- Dance outfits, dress up clothes, costumes
- Maternity wear and accessories

We will **NOT** accept the following items:

- Recalled items (strollers, slings, toys, etc.). It is your responsibility to determine if any of your items have been recalled. Use the following websites to check your items before tagging:
  - Consumer Product Safety Commission - <http://www.cpsc.gov/info/resale/index.html>
  - Illinois Attorney General - <http://www.illinoisattorneygeneral.gov/>
  - National Highway Traffic Safety Administration (for car seats) - <http://www.nhtsa.dot.gov/>
- \*\*\* **SPECIAL NOTE:** *There was a large stroller recall in November 2014. PLEASE check that your stroller has not been recalled before placing it in our sale. For more details, go to: <http://www.parents.com/product-recalls/strollers/>*
- Cribs. Due to new regulations, we will not be able to sell any baby cribs at this sale.
- Expired car seats, car seats that are more than seven years old, or car seats that have been in any type of traffic accident. We will check the expiration/manufacture date on the car seat before placing it on the sales floor.
  - \*\*\* **SPECIAL NOTE:** *There was a large car seat buckle recall recently. PLEASE check that your car seat buckle has not been recalled. If the buckles were recalled, they MUST be replaced prior to selling.*
- Games, toys, puzzles, etc. that are missing pieces or are broken
- Electronic toys that do not work when batteries are inserted
- Copied or “homemade” video tapes/DVDs, movies rated PG13 or higher, and video games rated Teen or higher than 10+
- Medicines, gas drops, diaper rash cream, baby powder/lotion, bug sprays, etc.
- Novelty items (such as “It’s a Boy” coffee mug, ceramic figurines, etc.)
- Used underwear – underwear must be new in original, sealed packaging to be sold
- **Clothing that is torn, patched, stained, out-of-date, has missing buttons/broken zippers, smells of smoke, etc.**

In order to maintain a high quality sale and shopper confidence, items will be inspected at drop-off and prior to the sale. Items that do not follow the above guidelines will not be accepted at drop-off or will be removed from the sales floor during set-up. We reserve the right to remove items deemed unacceptable for other reasons as well (dirty, not appropriate for children, etc.). Items removed will be marked with the reason (stained, damaged, unsuitable, etc.) and held for the seller to pick up after the sale. \*\*\***NEW THIS YEAR:** We understand that stains, holes, etc. can sometimes be overlooked by even the most careful of sellers; however, habitual violators of our quality guidelines or those who have 20 or more items that do not follow our guidelines may be prohibited from selling with us in the future.\*\*\*

## **Pricing**

You set your own prices. Take into account the brand, the condition, the age, and the demand for/popularity of the item. In general, we recommend that you price your items at 20-50% of the retail price. If the item is brand new with tags, 50% of the retail price is typically appropriate. Reduce your prices depending on how used the items are.

If you make a mistake when pricing an item, throw away the tag and make a new one. For security reasons, no price changing, white out, or cross-offs/write-overs on tags are allowed. Also make sure your seller number and prices are easy to read and will not be misread so your profit will not be given to another seller by mistake. **Please keep in mind that all prices are final once you have dropped off your items for the sale.** Sellers are not allowed to change the prices or replace tags on items after drop off.

**Price in whole and half dollar increments** so items with yellow and green tags can be reduced for the half price sale.

**Tags**

There are three tag colors to choose from:


Pink – for items that will stay one price the whole time **and** you will pick up after the sale

Yellow – for items that will be reduced for the ½ price sale **and** you will pick up after the sale

Green – for items that will be reduced for the ½ price sale **and** will be donated after the sale

Tags are available in the Plainfield United Methodist Church office during regular office hours. To reduce our cost, we ask that you return any unused tags when you are done pricing your items. Please do NOT copy/print tags at home.

**\*\*\* NEW THIS YEAR! – Tags from other resales may NOT be used \*\*\***

Seller No.	P I N / T A P E  H E R E	Description	Seller No.
Size			Size
All Sales Final		Circle One:    Boy    Girl	All Sales Final
\$		Reduce and Donate 	\$

*Secure this side to item*
**DO NOT TAPE/SECURE THIS SIDE OF THE TAG!!!**

Use a blue or black pen to neatly fill out BOTH portions of the tag with complete information. The “Description” section should include the number of pieces (if a set is being sold) and be thorough enough that if the tag is separated from the item, the workers would be able to match them together again (for example: 2 piece Gymboree outfit – pink flower shirt w/ striped pants). **Your seller number and price MUST BE on BOTH portions of the tag.** Use safety pins, a tagging gun, or clear, heavy-duty (packing) tape to attach the **LEFT** side of the tag to the item and leave the **RIGHT** side of the tag free. **DO NOT** tape the entire tag to the item since the right side of the tag needs to be removed quickly at checkout and used to total your earnings after the sale.

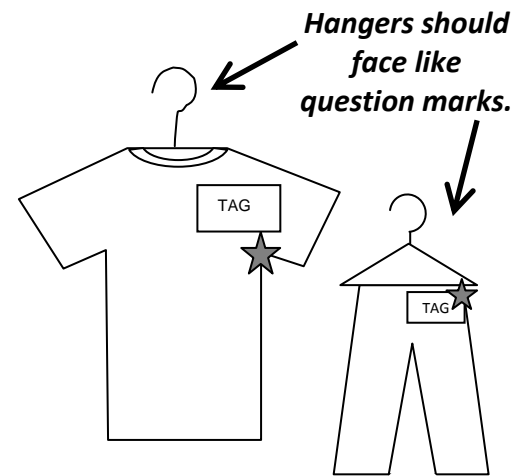
*Keep in mind:*

- If a tag does not have a price or the price is unreadable, we will price the item for you. Make sure your writing is clear and easy to read.
- Items without seller numbers will be sold with the profit going to the church.
- If a tag is lost during the sale and cannot be matched up with a missing tag, we will tag and price the item with the profit going to the church. Be sure to attach your tags securely!

***\*\*\* Items with tags that are not filled out completely, pinned/taped incorrectly, or printed from home on different paper will not be accepted at drop off. \*\*\****

## Tagging Guidelines

**All tags on clothing** must be secured with safety pins (NO straight pins or staples) OR with the use of a tagging gun. Tags must be on the **left shoulder** or **upper left side** of the garment (see diagram). Make sure multiple pieces to an outfit are securely fastened together with safety pins. If using a tagging gun, please tag through the garment's size tag only, as tagging through the fabric tends to damage the garment. If the item does not have a tag, tag through the seam of the arm pit/side seam on the garment's left side instead (see location of stars in diagram). [Tip: You can buy a tagging gun with barbs from eBay or Amazon for under \$10.00. If you are a frequent consignor or have lots of clothing to tag, it may be worth the expense...no fiddling with safety pins! Just be sure to order early as shipping often takes several weeks.]



**All clothing must be on hangers**, including pajamas, swimsuits, and costumes. Hangers from sold items will not be returned after the sale.

Exceptions that do NOT need to be on hangers: socks/tights, underwear (new in original packaging), bundled infant onesies, hats, and infant "sleep sacks."

**SPECIAL NOTE:** To assist our sellers in gathering hangers, the Moms Encouraging Moms small group will sponsor a "Hanger Drive" from Sunday, March 13 to Wednesday, April 6, 2016. We will ask the PUMC congregation to drop off old hangers in the coat room, and sellers can take what they need.

**Hangers should face like a question mark.** Make sure items are securely fastened on their hangers. Give each item a "tug test" to make sure it will not fall off the hanger while shoppers are browsing. Items with several pieces should be safety pinned together on a hanger or, if on separate hangers, should be rubber banded together. Use only one tag but list all items included in the set on the tag.

**Small items** such as socks/tights, onesies, small baby toys, toy sets with small pieces (i.e., Polly Pocket, Legos), etc., should be placed in Ziploc-type bags and priced as one unit. Use clear packing tape to **attach the left side of the tag to the outside of the bag, leaving the right side of the tag to be removed at checkout.**

**Shoes, sandals, slippers, boots, etc.** must be tied/pinned together or in a Ziploc-type bag. Tags can then be attached with a ribbon/safety pin or taped to the bag. Do not tape the tag directly to the shoe as it will most likely fall off.

**Bedding and room décor** should have all items bagged/tagged neatly together. Extra large Ziploc-type bags are recommended.

**Tags on toys/equipment** should be secured with clear heavy-duty (packing) tape. **Be careful to only tape the left side of the tag.** Remember that the right side of the tag will be torn off when the item is purchased. Toys with small or removable pieces should have the pieces bagged and taped to the toy. Pieces that are not attached securely often get lost while customers are shopping. Don't lose a sale because pieces were not secured! Think about including batteries in toys so buyers know the item works. Note in the description if there are *nonessential* pieces missing (for example, a tea set with only 3 of the 4 original cups). Items with *essential* pieces missing (puzzles, game pieces, etc.) should not be sold.

**Tags on books** can be attached with Scotch tape instead of packing tape to prevent damage to the items. This applies to toys also if necessary (e.g., over a decorative sticker or to attach toy instructions).

**Wooden Puzzles** should be in large Ziploc-type bags with the top taped or wrapped in plastic wrap so pieces are secure. Tags can then be taped to the outside of the plastic on the back.

**\*\*\*NEW THIS YEAR!\*\*\* Jigsaw puzzles** should be in original boxes or Ziploc-type bags. DO NOT TAPE these shut! We will have volunteers check that all pieces are included during set-up. They will then tape the boxes or bags shut, and add a sticker to the tag so buyers know that the puzzle is complete. Children's puzzles only please!

**Car seats** will not be placed on the sales floor if they are expired or more than seven years old. We will attach the following form to all qualifying car seats:

<p>PUMC's Moms Encouraging Moms Small Group Resale will not sell car seats that are expired and/or are more than seven years old. This seat qualifies for this resale because it:</p> <p><input type="checkbox"/> expires _____</p> <p style="text-align: center;">AND/OR</p> <p><input type="checkbox"/> was manufactured _____</p> <p><b>DISCLAIMER:</b> There is always risk associated with purchasing a used car seat. PUMC's Moms Encouraging Moms Small Group Resale makes NO CLAIMS OR GUARANTEES that this seat has not been in an accident OR has not been recalled. For more information about car seat safety, recalls, and guidelines for replacing car seats after accidents, visit the National Highway Traffic Safety Administration's website: <a href="http://www.nhtsa.dot.gov/">http://www.nhtsa.dot.gov/</a></p>
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**For higher priced items** (strollers, car seats, bedding sets, etc.), you may want to print out a listing from a site like Amazon.com to show the shopper what features are included and the retail price so they see the savings. Include manuals, instructions, etc. with these items if available.

## Drop Off

You will receive an email 1-2 weeks before the sale confirming your seller drop-off time slot. Volunteers will do a brief check to ensure items are tagged correctly, and then **you will place your own items on the sales floor**. Plan on this taking at least 30-60 minutes, depending on how many items you have. We will have volunteers/signs available to show you where different categories of items belong. To make the process go as smoothly and quickly as possible, please have your items organized in plastic bins prior to drop off, including:

- all clothes on hangers and sorted by gender, then by size (see below)
  - swimwear, coats, and costumes sorted separately by size
- shoes sorted by gender and size
- all books together
- similar types of toys together, etc.

Bins should be clearly marked with seller name AND seller number. When you are finished placing your items on the sales floor, please take your lids back home, but plan on leaving your bins at the church since volunteers will start sorting your unsold items back into your bins immediately following the sale. **NO items will be accepted after 8:00pm on Wednesday, May 11.**

### **Sort clothes at home into the following size categories PRIOR to drop-off:**

NOTE: A single month size label usually means “up to” that age. For example, “3mo” usually means it fits up to 3 months old. If you think a garment is sized incorrectly, indicate that in the description on the tag (“fits like 2t”) and sort it with the size it should be.

- Newborn
- 0-3mo & 3mo
- 3-6mo & 6mo
- 6-9mo/6-12mo & 9mo
- 9-12mo & 12mo
- 12-18mo/12-24mo & 18mo
- 18-24mo & 24mo
- 2T
- 3T
- 4T
- 4 & 4/5
- 5
- 6/6x
- 7...and so on up through size 14

### **Volunteering**

To make our sale successful, we need all sellers to work at least 4 hours the week of the sale, NOT including the time spent dropping off your items. Sellers who do not work 4 hours will receive 65% of their sales, instead of 75%. We also ask that all sellers plan on working from 1:00 to approximately 3:00pm on Saturday to help with tear-down. You will receive an email 1-2 weeks before the resale reminding you of the dates and times you signed up to work. If you are unable to work your assigned time, please reply to the email **as soon as possible** so we can make other arrangements. For safety reasons, children MAY NOT be present during work shifts during sale hours. When you arrive for your work shift, be sure to sign in on the volunteer time sheet so you are credited for the time you work. Please note that those who volunteer to work during Thursday’s Presale will be allowed to briefly shop from 5:00-6:15pm prior to their work shift. Volunteer shifts are scheduled on a first come, first serve basis.

### **Presale**

As a seller you will be allowed to shop Thursday, May 12, from 6:30 to 8:30pm. Please check in at the door. Only sellers and volunteers are allowed at the presale. You may bring a helper (ex.: spouse, mother, etc.) to assist you, but you may not bring additional guests to shop.

### **Pick Up**

You will need to pick up your items between 1:00 and 2:00pm on the last day of the sale. Immediately after the sale, sellers and volunteers will begin separating items with green tags (for donation) from those with pink and yellow tags (to be returned to you in your bins). Any items left after 2:00pm will be donated or disposed of.

### **Publicity**

Please help spread the word about our resale. More people shopping means more profit for YOU! If you are able, please hang up posters in your/your spouse’s workplace, in your neighborhood, in businesses you frequent, etc. Hand out flyers to friends, neighbors, coworkers, etc. Posters and flyers can be printed from [www.PlainfieldUMC.com](http://www.PlainfieldUMC.com) or picked up in the church office. Also, join our Facebook Group and Event pages! Just search for “MEM Children’s Resale.” Once you join, invite your friends and encourage them to spread the word!

### **Miscellaneous**

- We reserve the right to withhold any item(s) from the sales floor that do not adhere to our policies.
- We are not responsible for lost, stolen, damaged, or mistagged items.
- You will receive a check for your portion of your sales in the mail in 2-3 weeks. Tags from sold items will be available for pick up in the church office for two weeks following the sale.

If you have questions or would like more information, please contact us at [MEMChildrensResale@gmail.com](mailto:MEMChildrensResale@gmail.com).