

Kids First Children's Consignment Sale Event

Fall 2016 Seller's Manual

SELLER DROP-OFF:	Tuesday, Oct. 4 th Wednesday, Oct. 5 th Thursday, Oct. 6 th	2-6pm 8am-1pm, 4-7pm 8am-2pm
	<i>Contact us if none of these drop-off times work for you.</i>	
PRE-SALE EVENT:	Thursday, Oct. 6 th	Volunteer Power Hour 4-5pm Public 5-8pm (<i>\$10 donation tonight only</i>)
PUBLIC SALE:	Friday, Oct. 7 th Saturday, Oct. 8 th	10am-8pm 9am-1pm
SELLER PICK-UP:	Saturday, Oct. 8 th	2-6pm
CHARITY DISCOUNT SALE:	Sunday, Oct. 9 th	12-3pm <i>(ALL items at least 50% off!, 100% of proceeds benefit Kids First)</i>
LOCATION:	Southgate Mall, 1409 Ehringhaus Street, Elizabeth City <i>(between the previous JC Penney space & Burke's Outlet)</i>	

How It Works

Step #1: Preregister as a seller. New sellers [click here](#). Returning sellers [click here](#).

Returning sellers: You do need to preregister ONLINE. E-mail registrations will not be accepted for this event. Your account password is the last four digits of the phone # you registered with. Make sure your contact information is still accurate!

Step #2: Prepare your items, [enter them online](#), & print tags according to the instructions in this manual.

Step #3: SPREAD THE WORD to your friends and family- remember, the more shoppers at the sale, the more money you make!

Step #4: Bring your tagged items and signed Seller's Agreement to Southgate Mall during one of the Seller Drop-off Times listed above.

Step #5: Shop! Sellers receive one free pass to the Preview Sale. Want to shop even sooner? Sign up to volunteer and shop during our Volunteer Power Hour!

Step #6: View your sales from your computer!

Step #7: Pick up your unsold items during designated hours, or leave them to be sold at our Discount Day or donated to charity.

Step #8: Cash in! Checks will be mailed within two weeks of the end of the sale.

HOW IT WORKS (Continued)

The sale is open to the public: anyone is welcome to become a Seller, and anyone can shop at the sale. Sellers do NOT have to be present at the sale (but we hope you'll come shop).

Sellers earn **up to 75%*** of your total sales, less a \$10 consignment fee to cover overhead costs (read our newsletters and watch our Facebook page to learn ways to have your fee reduced or waived). The consignment fee is deducted from your check at the end of the sale. Checks are mailed within two weeks. (Checks will not be issued for totals under \$10.)

Sellers may choose to pick up any unsold items on Saturday afternoon, or leave them to be donated to our Charity Discount Day. If a seller cannot be present at Pick-up, they may authorize someone else to pick up on their behalf with a signed permission form.

The last day of the sale (Sunday) will be a Charity Discount Day to clear out unsold inventory. Sellers will NOT earn a portion of these sales.

**As this event continues to grow, we need more and more volunteers to make our event run smoothly. As of Spring 2016, our starting consignment rate is 65%. Sellers who volunteer for one shift (two hours) will earn 70%, those who volunteer for two shifts (a total of four hours) will earn 75%. You may send a friend or family member to volunteer on your behalf, and the two shifts do not have to be worked on the same day.*

PRICING

You will choose your own price for your items. Ask yourself what you would pay for the item in its current condition. You can also browse Internet resale sites such as Craigslist to see what similar items are selling for. If you are selling a high-end item, it is helpful to attach information showing the original price to help buyers to see its value.

ACCEPTED ITEMS

Our shoppers expect to find quality items at reasonable prices, therefore we only accept items in clean, working condition. Clothing with rips, stains, holes or foul odors as well as any items that are broken, recalled, or missing pieces will not be accepted. Items that don't meet these standards may be rejected at drop-off or pulled off the sales floor.

Recalled items: it is up to you to make sure your items are up to current safety standards, and every Seller will sign a pledge that you are not selling recalled items. Please visit www.recalls.gov for information on safety recalls. We will also reject or pull any items that we recognize as recalled. Thank you for making our sale a safe place to shop!

All items (toys, swings, bouncy seats, etc.) that require batteries must have working batteries in them-
this lets buyers know that the item works.

If you have any questions as to whether an item is acceptable, e-mail sale@kidsfirstinc.org .

What to sell:

- Baby and kids' clothing (through size 12), accessories, and shoes in good condition
 - For our Fall sale, we welcome mid-weight and winter clothing including t-shirts. Rainboots and raincoats are welcome and sell well!
- Maternity and nursing clothes (in style, in season, and in excellent condition)
- Baby/kids furniture: cribs*, bassinets, dressers, changing tables, toddler beds, twin- and full-sized beds, bunkbeds, rockers, bookshelves, toy boxes, desks, etc.
 - *Cribs must have been manufactured after June 28, 2011 and meet all current safety requirements.*
- Baby and kids' bedding and room décor (rugs, pictures, lamps, curtains, etc.)
- Strollers, high chairs, booster seats, baby swings, bouncers, port-a-cribs, jumpers, etc.
- Baby monitors, diaper pails, diaper bags, baby bathtubs, cloth diapers & accessories
 - Disposable diapers in sealed packaging are welcome and are hot sellers!
- Books, toys, puzzles, games, and DVDs (rated G or PG- no VHS tapes please)
 - Books and DVDs on parenting-related subjects also welcome
- Video games and gaming systems (Games must have a rating of E10 or lower)
- Bikes, scooters, ride-on toys, helmets, bike seats, bike trailers, and wagons
- Outdoor play equipment (climbers, sandboxes, playhouses, slides, swings, picnic tables, water tables, basketball hoops, Powerwheels, etc.)
- Carseats (which were purchased new by you and have not been in an accident, meet all current safety standards, and are less than five years old)
- Children's sporting equipment (cleats, baseball gloves, protective pads, etc.)
- Storage items: large plastic bins, shelves, closet organizers, etc.
- Back-to-School and homeschool supplies, craft supplies
- PRETTY MUCH ANYTHING RELATED TO PREGNANCY, BABIES, AND KIDS.

UNACCEPTABLE ITEMS:

- For our Fall sale, please no shorts, capris, sleeveless shirts, bathing suits, sandal, flip-flops, or spring/summer holiday items/clothing (Easter, Fourth of July)
- "Freebie" or "memory" t-shirts or other items (i.e. your child's little league t-shirt, shirt from YMCA camp, a baseball cap that says Myrtle Beach, etc.)
- "Open-system" electric breast pumps not intended for multiple users
- Baby food and/or formula
- Junior, Misses' or adult clothing or shoes

ENTERING ITEMS INTO THE ONLINE INVENTORY SYSTEM

You will enter your items and print your tags through the ["Work With Consigned Inventory" link](#) provided to you when you registered as a consignor. We highly suggest that you bookmark this link!

Make sure to change your sizes and categories as you go along (they are listed in alphabetical order- there is a “Leave Blank” option for sizes). You might find it easier to group your items together by item size and/or category before entering them into inventory. Please use the “Miscellaneous” category as little as possible.

Use as much as the “Description” field as you can- a good description will help us match lost tags to their items and can help your item sell better. Examples: “Only worn once!” or “My son’s favorite toy!” Also, if your item loses its tag, we can match a “Red striped GAP long-sleeve button-down” to a lost tag easier than an item just called “shirt.”

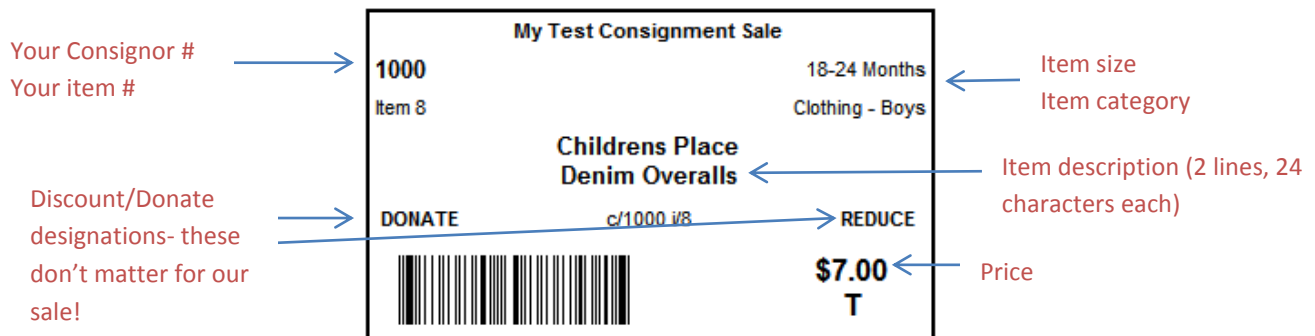
Note: the “Discount” and “Donate” checkboxes are built in to the software system but don’t exactly match up to how our sale works. **If you want to be able to print a donation receipt for tax purposes, please select “Donate” on all your items;** however note that *all* items left at the event after Seller Pick-up on Saturday will be considered donations and sold at our Charity Discount Day on Sunday.

Returning Sellers: if you have tagged items from our previous sales that you would like to bring back, you can find these items in your “Inactive Inventory” online. Select *only* the items that you plan to bring to this sale (leave spring/summer items in inactive inventory). Please be careful not to reactivate items you do not actually plan to bring to this sale (make sure you can still find the item before reactivating it!). If you want to change the price of an item from the previous sale, you will need to print a new tag for it. *We are no longer accepting handwritten tags.*

PRINTING TAGS FROM YOUR COMPUTER OR SMARTPHONE

To print tags, click on “Work with My Consigned Items,” then select “Print Tags.” You can print all tags at once or choose “Print Selected Tags” if you would like to print as you go.

Tags must be printed on cardstock in order for the barcodes to scan correctly!! If you decide to change any of the information on your tag, especially price, you must print a new tag for that item. This is what your tags will look like. They should print 10 to a page. Please do not change the size of the tags.



Prices are set from the moment you print your tag, you can’t change your prices from your computer during the sale. Price to sell!

PREPARING ITEMS FOR SALE

Make your items look their best to fetch top-dollar for them and make them sell quickly! Package your items neatly and label them clearly. Include owners' manuals for high-ticket items (if you have misplaced yours they can usually be found online). Include/ attach original packaging if you still have it. Anything that appears "new in box" will sell quickly!

TAGGING: Tags must be able to be separated from their items by our staff, but should be affixed firmly enough that they do not fall off accidentally. If items get separated from their tags, they cannot be sold or returned to their sellers. It is the seller's responsibility to make sure their items are tagged in a secure manner. *Please do not place pricetags inside sealed packaging.*

CLOTHING: *All clothing must be on hangers.* Hangers will be sold with the clothes.

Inspect in good light for rips, holes, or stains. Tags should be attached with a safety pin, tagging gun, or zip-tie (loop the zip-tie through the clothing tag or a buttonhole). If using a tagging gun, please tag through a seam so as not to damage the clothing. *The hanger opening should face to the left (like a question mark. Put the pin or zip-tie through the upper-left corner of the tag, and put the tag on the upper right-hand side of the clothing (or in the center/on the tag if using zipties).* Button all buttons and snap all snaps.

PANTS should be placed on pants hangers or affixed to the *top* of a "regular" hanger such that they will not slide around or fall off. [Here is a great article](#) about hanging pants.

OUTFITS often sell better than individual pieces. For two-piece sets, hang both pieces so they can be easily seen (i.e. back to back or top to bottom, do not hang pants "inside" a shirt). If an outfit has accessories (such as a hat, hairbow, or socks), attach with safety pins or place the accessories in a clear Ziploc bag (sealed with packing tape) and securely attach the bag to the clothing. *Make sure both items of clothing in your outfit are the same size!*

For infant sizes 12months and under, up to 3 "onesies" OR pants of the same size may be put on the same hanger via safety pins IF care is taken not to damage the garments with the pins.

SHOES must be attached to one another with zip-ties or STURDY string. If there is no other way to keep a pair together, you may place shoes inside a Ziploc bag (please seal with tape). *Please only bring shoes that are in excellent condition.* Most sneakers are machine washable and come out looking great!

LOTS (for groups of small items such as socks, bibs, toys, or books): Lots must be sealed and easily visible to buyers. Depending on the size of your item, you may use Ziploc bags or clear plastic storage totes (the Dollar Store carries lots of plastic containers- these also make items such as books or blocks more desirable to buyers). Seal your bags or containers with clear packing tape. ***CLOTHING MAY NOT BE SOLD IN LOTS!***

BEDDING may be hung on a hanger or placed within a see-through bag (you can purchase “Giant” Ziploc bags at many retailers that will fit bedding). Affixing pictures of the bedding set-up will help it to sell.

Attach loose toy pieces with clear packing tape or tape a Ziploc-style bag to the toy which contains its pieces. Board-style puzzles may be wrapped in clear plastic wrap.

We recommend that all furniture be assembled (this will help it to sell faster), but at the minimum we will require that you attach a photo of what the piece looks like when fully assembled. Please bring any tools required for the assembly of your items.

DROPPING OFF YOUR ITEMS (see schedule on front page)

Please bring your signed Seller’s Agreement with you to Drop-Off. We will have a limited number of trolley carts available for loading, as well as limited volunteer manpower to help move heavy or oversized items. If you are consigning heavy furniture, please try to bring another person along to help you unload. During Drop-Off and Pick-Up hours only, you can access the sale space via the “fire door” between the previous JC Penney store and Burke’s Outlet, facing Ehringhaus Street. *Please do not park in the fire lane!*

Please bring clothing in first (sorted by size and gender) so it can be inspected by our Quality Control volunteers before being placed on the sales floor. Please allow ample time for drop-off in order to place items out on the sales floor. You can come to drop-off as many times as needed, and can send friends with your items if you have submitted a Seller’s Agreement.

ONLINE REPORTS

You will be able to log in to your account and view which of your items have sold. This will not happen in exact “real time:” you might not see all of your items that sell on Thursday evening accounted for until mid-day Friday. We do aim to be completely up-to-date (you will be able to see ALL sold items) by noon on Saturday. If you choose to leave your unsold items for donation, you will be able to print a donation receipt for tax purposes from your online account.

PICKING UP YOUR UNSOLD ITEMS

You can print a list of your unsold items prior to pickup to help you remember the items you are looking for (this is especially important if you are sending someone else to pick-up on your behalf). It is each seller’s responsibility to find their items on the sales floor. Items may be rearranged after drop-off depending on inventory; it is the seller’s responsibility to check *all* areas of the sales floor including the Lost & Found and the Quality Control area.

Items will NOT be held after designated pick-up times, NO EXCEPTIONS. *If you want a particular item back, you must come to pick-up!!!*

If you are unable to come to pick-up, you may use the Proxy Pick-up Form (distributed at Drop-Off) to designate a friend or family member to pick-up on your behalf. Make sure they have your item inventory list to know what to look for.

All sellers and proxies must show ID at pick-up and have their items checked by a volunteer before exiting. Please don't park in the fire lane. **At the end of Pick-up Hours, unsold items become the property of the Sale to sell on Discount Day or to disburse to charitable causes/organizations at its discretion.** *Unsold items may not be picked up during the Discount Day sale.*

COMMUNICATION

Please check your e-mail frequently and read our e-mails thoroughly. (CHECK YOUR JUNK FOLDER!) Not only will you receive tips about increasing your profits, but we will also use e-mail to send out last-minute instructions and/or notify you of any event changes. We also encourage all sellers to [follow our Facebook page](#) (click on the "Like" button and use the drop-down menu to select "Get notifications" to never miss an update). Please invite your friends to "Like" our page, too: the more shoppers we have at this event, the more money you make, so SPREAD THE WORD! ☺

VOLUNTEERING

The Children's Consignment Sale relies heavily on volunteers to operate successfully. As a thank-you to our volunteers, those contributing two hours or more of their time will shop first at our Volunteer Power Hour prior to the Preview Sale (or may send a proxy on their behalf).

As an incentive to our sellers, you can also earn a higher consignment percentage by volunteering! One two-hour shift earns you an extra 5% (total of 70%), two shifts earns you 10% (total of 75%!). You may send a friend or family member to volunteer in your place.

For our consignors only, we offer some "barter" volunteer shifts. You can hang fliers in the community, bring needed supplies such as trash bags and volunteer snacks, and more. If you cannot volunteer during our sale hours but still want the benefits of working a shift, please e-mail us for other options.

[Sign up for your volunteer shifts online.](#)

ADVERTISING WITH OUR SALE

We offer goody bags to the first 250 shoppers who make a donation to Kids First, and will include business' promotional materials in those goody bags for a cost of \$25. Printed materials and payment for this promotional opportunity are due by close of business October 4th. We will only accept family-friendly businesses, and only one representative from any one business. E-mail us to reserve your space.

REMEMBER: THE MORE YOU TELL, THE MORE YOU SELL!

Kids First Children’s Consignment Sale Seller Agreement

I, _____, agree to be a seller at the Fall 2016 Kids First Children’s Consignment Sale, to be held on October 6th – 9th, 2016. By my initials below, I acknowledge that:

- _____ I have read the Seller’s Manual in its entirety and agree to all of its outlined conditions.
- _____ I understand a \$10 consignment fee will be deducted from my check to cover overhead costs of the event.
- _____ I understand that checks will not be issued for amounts of less than \$10.
- _____ I have confirmed my information as I would like it to appear on my check. No replacement checks will be issued unless they are printed differently than the information I approved.
- _____ I realize that items must be tagged according to the Seller’s Manual instructions, and it is my responsibility to ensure that tags are affixed securely to my items. Items with lost tags cannot be sold or returned to me.
- _____ It is my responsibility not to sell recalled items. To the best of my ability, I have confirmed that the items I am selling have not been recalled. Recalled items will be pulled from the sales floor .
- _____ All items must be in clean, working order or they may be removed from the sales floor.
- _____ My consigned items will remain the property of the sale until the designated pick-up times. I understand that I cannot pick up my unsold items except at these times. If I cannot be present during pick-up times, I may use the Pick-up Proxy Permission Form to authorize a a third party to pick up my items on my behalf. All persons (sellers or proxies) picking up unsold items will be required to present identification.
- _____ All items not picked up during designated pickup times will become the property of the Sale to sell and/or disburse to other charitable causes/organizations at its discretion. I understand that I will not be notified if I have unsold items remaining after the Sale. I understand that unsold items will NOT be sorted, it will be my responsibility to locate my items on the sales floor.
- _____ I understand that loss or damage of my items may occur, and I accept this possibility and that I will not be reimbursed for items that are damaged or lost during the sale.
- _____ I understand that the base consignment rate for the Fall 2016 sale is 65%, and higher percentages (up to 75%) can only be earned through volunteering.
- _____ I am shopping, selling, and/or volunteering at this sale at my own risk and will not hold Kids First, its staff or directors, or Southgate Mall responsible for any incident that may occur while involved.

By submitting this form, I am agreeing to all terms outlined above.

(Printed Name)

(Date)

(Signature)