

Kids First Children's Consignment Sale Event

Spring 2017 Seller's Manual

SELLER DROP-OFF:	Tuesday, March 28 th	2-6pm
	Wednesday, March 29 th	8am-1pm, 4-7pm
	Thursday, March 30 th	8am-2pm
	<i>Contact us if none of these drop-off times work for you.</i>	
CHARITY PRE-SALE EVENT:	Thursday, March 30 th	Volunteer Power Hour 4-5pm Public 5-8pm (<i>\$10 donation tonight only</i>)
PUBLIC SALE:	Friday, March 31 st	10am-8pm
	Saturday, April 1 st	9am-1pm
SELLER PICK-UP:	Saturday, April 1 st	2-6pm
DISCOUNT SALE:	Sunday, April 2 nd	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 can no longer be accepted. Your account password is the last four digits of the phone # you registered with.

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 Charity Pre-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 during the sale (but we hope you'll come shop).

Sellers earn up to 75%* of your total sales, less a consignment fee to cover overhead costs**, which will be deducted from your check (read our newsletters and watch our Facebook page to learn ways to have your fee reduced or waived).

*The starting consignment rate is 65%. Sellers who volunteer for one shift (2 hours) will earn 70%, those who volunteer for two shifts (4 hours total) will earn 75%. You may send a friend or family member to volunteer on your behalf, and shifts don't need to be on the same day.

***New for Spring 2017: There is a \$10 consignment fee for the first 300 items consigned, consignors may sell 200 additional items for an extra \$5 fee (500 items for \$15). There will now be a 500 item limit for all consignors unless you have a demonstrated sell-through rate of 50% or higher. Exceptions may be made on a case-by-case basis based on the quality, pricing, and demand for the items to be sold. Please contact us with any questions- we're happy to discuss!*

Checks for your sales, minus the fees outlined above, are mailed within two weeks of the end of the sale. (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.

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 Spring sale, we welcome summer and mid-weight clothing including jeans and other long pants (please no snow pants), long-sleeve shirts, sweatshirts, light sweaters and cardigans, rainjackets, rainboots, etc.
- 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 Spring sale, please no winter clothing items such as heavy sweaters or coats, mittens/gloves, snowboots, or fall/winter holiday items/clothing (Halloween, Thanksgiving, Christmas, New Year's, or St. Patrick's Day).
- "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

New policy for Spring 2017: if an item has not sold after two sales, you MUST reprice it before bringing it to a third sale. For Spring 2017, we will not accept items with tags from Fall 2015 or earlier.

PRICING

You will choose your own price for your items. Ask yourself what you would pay for the item in its current condition, and remember that our shoppers are looking for bargains! For larger items, you can browse Internet resale sites such as Craigslist to see what similar items are selling for. If you are selling a high-end item, it's helpful to attach information showing the original price to help buyers see its value.

The biggest mistake we see new consignors make is *overpricing* their clothing and *underpricing* their "big" items such as furniture and outdoor toys. We recommend not to price clothing above 30% of the retail price unless it is new-with-tags or a designer brand in excellent condition. Larger items such as furniture can be priced up to 50% of retail, depending on the condition. Clothing is our most competitive category- don't get so caught up in tagging clothing that you forget about other high-ticket items like outdoor toys.

Here are some *suggested* pricing guidelines- make your best judgments based on the condition of the clothing, and when in doubt, price to sell!

Suggested Clothing Price Guide

Bargain Brands: *Remember these are common!*

Cherokee, Carter's, Garanimals, Arizona, Circo

Shirts \$1-3, Shorts \$1-3, Pants \$2-4, Spring Jackets \$3-\$6, Dresses \$4+

Better Brands:

Old Navy, Gymboree, Children's Place, OshKosh, GAP

Shirts \$2-4, Shorts \$2-4, Pants \$3-6, Spring Jackets \$5-\$8, Dresses \$6+

Best Brands:

High-End Department Store brands, Designer, Boutique

Shirts \$3-6, Shorts \$2-5, Pants \$5-8, Spring Jackets \$8-10, Dresses \$8+

Pro Tip: Don't go above 30% of retail price unless it's a boutique item or new with tags

**Price it low, it'll be first to go!
Price too high, no one will buy!**

Charge less for: infant clothing, maternity, clothing that is hard to match, holiday-themed clothing

Charge more for: bigger kids' sizes, clothing with popular characters, matching sets/outfits, anything new with tags, excellent condition basics like jeans and sweaters.

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 tag (they are listed in alphabetical order- there is also a “Leave Blank” option). You might find it easier to group your items together by item size and/or category before entering them into inventory. Please try to avoid using the “Miscellaneous” category.

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.”

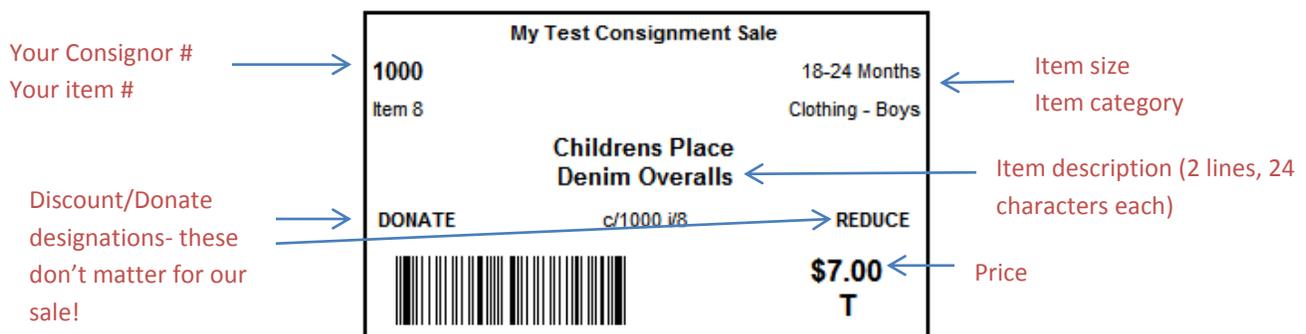
Note: the “Discount” and “Donate” checkboxes are built into the software system but don’t exactly match up to how our sale works. **If you want to be able to print a donation receipt for tax purposes, please select “Donate” on all your items;** however note that *all* items left at the event after Seller 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 fall/winter 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. Please be reminded that you can only bring items to two sales before you will need to reprice them.**

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 & TAGGING YOUR ITEMS FOR THE SALE

Make your items look their best to fetch top-dollar for them and make them sell quickly! Package your items neatly so shoppers can see contents easily. 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.*

New for Spring 2017: for LARGE items such as furniture, baby walkers, etc. print your tags but do NOT attach them to the item. Bring them separately, and at drop-off we will assist in placing these tags onto larger claim tickets.

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. Button all buttons and snap all snaps.

How to Hang and Tag Clothing



Shirts, sweaters, jackets:
Hanger opens to the left like a question mark, pin tag to upper right

Pants/ shorts / skirts: Use pants' hangers with clips OR hanger opens to the left, pin to the TOP of the hanger close enough together so the pants don't slide off, pin tag to upper right



[Here is a great article](#) about other possible ways to hang pants. It is SO worth the extra time it takes to hang them right- we can tell you from experience that the pants that are dangling off the hanger will be the last ones to sell, if they sell at all.

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: attach pairs 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 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). You can attach a picture of the whole bed set-up to help it sell.

Attach loose toy pieces with clear packing tape, zipties, or tape or ziptie 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 (make sure you selected the "Donate" button on your tags to utilize this option!).

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

This event relies 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, AND earn a higher consignor percentage. [Sign up for your volunteer shifts online.](#)

Kids First Children’s Consignment Sale Seller Agreement

I, _____, as a seller at the Spring 2017 Kids First Children’s Consignment Sale agree that:

_____ I have read the Seller’s Manual in its entirety and agree to all of its outlined conditions.

_____ I understand a consignment fee will be deducted from my check: \$10 for the first 300 items and \$5 for an additional 200 items.

_____ 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 agree to alert Kids First Children’s Consignment Sale if I have not received my check, or if information on my check is incorrect.

_____ 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.

_____ I understand that I can only pick up my unsold items during designated pick-up times. If I cannot be present during at those 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 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)