

Johns Creek United Methodist Church Children's Consignment Sale

Fall 2018 Seller Information Sheets

"Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these." Mark 10:14

Welcome to Johns Creek United Methodist Church's Children's Consignment Sale, sponsored by the United Methodist Women. Sellers receive 70% of their total sales and the UMW receives 30%, which is donated to local, regional, and international mission and outreach projects. This sale is not for profit, and **100% volunteer run**!! We welcome anyone willing to volunteer and offer many 3 hour shifts for workers, however we DO NOT require sellers to volunteer.

How to Register (Never sold with us before or have a question?! See page 4 for step-by-step instructions on how to consign with us!)

Our personal registration website is www.myconsignmentmanager.com/johnscreekumc. You can register to sell, manage your inventory, sign-up to volunteer, and choose a check-in time through this site. Any questions should be directed to johnscreekumcsale@gmail.com. We would love to help in any way! You can also check out our most frequently asked questions (FAQ's) on our website [here](#).

Registration Fees and Info

The registration fee is \$10.00. This is MUST be paid via PayPal, WE NO LONGER ACCEPT PERSONAL CHECKS (there is an option to pay with a credit card if you do not have a paypal account). If you have more than 300 items, an additional \$10.00 fee will be charged, and we will deduct that additional \$10.00 from your profits check. Each seller needs at least 25 items to participate, and we have a limit of 350 items permitted per seller. Because we have such a long wait list for people who want to sell, if you register and do not have at least 25 items to sell you will be placed on a list not to participate in the next sale and not allowed to shop pre-sale.

Registration Close Date: MONDAY, SEPT 3rd @ 11:59PM However, we run out of seller numbers shortly after registration opens. We are run on a first come-first serve basis. We highly suggest you do not wait and register as quickly as you can.

Tag Entering cut-off date: ALL items must be entered into the system by **MONDAY, SEPT 3rd @ 11:59PM** The sale will be locked after this date/time. When it is locked, sellers and volunteers can no longer add inventory, sign up for volunteer shifts, select a check-in time, etc. You WILL be able to print your tags after sale lock. Sellers: you MUST have a check-in time. Check-in times come on a FIRST SERVE BASIS so the earlier you pick the better the selection. IF YOU HAVE NOT SELECTED A CHECK-IN SLOT BY **AUGUST 26TH**, SADLY WE WILL NEED TO REMOVE YOU FROM THE SELLERS LIST AND OPEN UP YOUR SPOT. We cannot risk having your spot vacant. Thank you for understanding.

Reissuing of Checks

Please note that a \$40.00 cancellation fee will be assessed for any re-issuing of a check.

Childcare

We provide professional, licensed, first aid, and CPR trained childcare volunteers. Childcare will be provided for volunteers Wednesday from 4-8 PM, Thursday from 8AM-12PM and 2 PM-8PM, Friday from 8:30AM-1:30PM and Saturday from 8AM-4PM. Children must be registered for childcare. Email johnscreekumcsale@gmail.com for childcare needs. This WILL be enforced-if you do not register, your child will not be allowed to attend childcare.

Pre-Sale

The more you volunteer, the earlier you shop. Pre-Sale hours are listed on the next page. Only you, the volunteer or seller, and your children will be permitted in the pre-sale. There will be a very strict "no friends" policy. The only exception is if you are unable to come, you may send one person in your place. Childcare IS available during pre-sale, 2PM-8PM. You must register for childcare.

Important Dates for Sellers and Volunteers

Wednesday, Sept 5th 3:45 PM-8:00 PM Drop off by appt. every 15 minutes

Thursday, Sept 6th

8-11:00 AM Drop off by appointment every 15 minutes

2:00 PM Pre-sale for 9 HOUR VOLUNTEERS!

3:00 PM Pre-sale for 6 HOUR VOLUNTEERS!

4:00 PM Pre-sale for 3 HOUR VOLUNTEERS!

5:00 PM Pre-sale for ALL SELLERS!

6 PM -8:00 PM Sale OPEN TO PUBLIC

Friday, Sept 7th

8:30 AM-1:30 PM Sale OPEN TO PUBLIC

Saturday, Sept 8th

8:00 AM-1:00 PM Sale OPEN TO PUBLIC

3:30 PM-4:15 PM Sellers pick-up items not being donated

Seller Information

- **CLOTHING:** NO Maternity clothing will be accepted. NO underwear will be accepted. NO jewelry will be accepted. Very gently worn, no stains, current styles for sale and correct season. For example, NO 80's or 90's style clothing or out of date fashion trends, nothing over 5 years old and no shorts in the winter and heavy boots in the summer. Girls up to size 16, Boys up to size 18. NO junior's sizes accepted. All clothing must be hung (onesies, bibs, socks can be bagged in sets). Hangers must face left (looks like a question mark when looking at the front of the piece of clothing). Please pin tag at the top

right of your clothing items. At drop-off your items must be in size order. We prefer WIRE HANGERS, as they take up the least amount of space, and please do not add decoration or “flair” to hangers.

- **SHOES:** Limit 20 pairs. Very gently worn, **MUST** be clean. **Current seasons only please.** Secure shoes together with a twist tie or put in plastic bags. NO boxed shoes.
- **TOYS:** NO stuffed animals accepted. Baby dolls and electronic animals will still be accepted. Small toys/game pieces **MUST** be in a Ziploc bag and taped shut. Place batteries in toys. Toys must work to be accepted. NO toy guns or weapons accepted. We do accept DS, DSi and Leapsters and games. NO other gaming systems/games accepted. NO VHS tapes accepted.
- **BABY EQUIPMENT, FURNITURE, ACCESSORIES:** NO pacifiers, bottle nipples or teethingers accepted. No bedding accepted, unless it is in exceptional condition and is a SET with matching accessories (lamps, rugs, etc.). Individual quilts, blankets, sheets do NOT sell, and they take up floor space. We do not accept them. Diaper disposal units and potties must be free of any odor. Breast pumps ARE accepted, but you must remove all tubing/horns from bag/box.

Seller Check-In

Sellers must have a copy of their inventory sheet and bring a self-addressed, stamped envelope to drop off sale items. Please show up at the time you selected to avoid crowding the sale space. You will be responsible for setting out all your items upon completion of quality control review.

Tagging Your Items

If you are a returning seller, please remove all SOLD and DONATED items. Transfer only items into the sale that are going to be sold. Do not transfer items that are not season appropriate. Please make sure your previous seller number digits match our sale. This can cause cashier errors and could cause you to not receive your proceeds.

For all sellers, **WHITE CARD STOCK** at least #60 is mandatory for printing tags. Use SAFETY PINS when tagging clothing, do NOT use straight pins. If possible, pin ABOVE the dotted line on the tag to ensure smooth check-out. Use “Normal” mode when printing tags and make sure your printer has sufficient ink. The bar code must be crisp and clear. If items are in a Ziploc bag, tape tag to outside of bag, do not seal it in the bag. To adhere tags to plastic toys, furniture, etc., use clear packing tape across the top half of the tag. NO masking tape. Try not to tape over something that will tear or damage an item (like the cover of some books).

We allow you to transfer your items from another MyCM sale. However, your seller number must be identical to the number in our sale in order to do so. If it is not, your items will not upload and we will not be able to sell them. You will then be asked to come pick up your items. For example, if your number at another sale is 28, but at ours it is 0028, you will not be allowed to sell using this number. It must have the exact same 4 digit code. Your other option is to re-tag all your items for our sale.

Picking up unsold items Instructions

You can choose to donate your unsold items. The donated items from this sale will be given to Hope House. All items not picked up between 3:30- 4:15PM on Saturday **WILL BE DONATED**, regardless of

what the tag says. A friend or family-member may pick up your items for you if you are not able to make it.

Miscellaneous

We do our best to ensure that your items are protected during the sale and all unsold items are returned to you if you are not donating them. Please understand Johns Creek United Methodist Church and the United Methodist Women cannot be held responsible for missing, damaged, or mis-tagged items.

If you have questions not answered here, please contact the Sale Committee at johnscreekumcsale@gmail.com.

Step by step instructions on how to consign at our sale

1. Consignor code and registration

All consignors must register. Online registration dates are posted on our website [here](#). Please note we reserve the right to close registration early if the maximum number of sellers has been reached. (We have been known to sell out in 2 weeks-be sure not to procrastinate!) Click [here](#) a direct link to registration.

Sign up to Volunteer - Volunteering is not mandatory in order to sell, but the more you volunteer the earlier you shop! Only sellers and volunteers can shop our Presale. We can't have a sale without the volunteers. We also offer FREE professional childcare while you work! You register to volunteer on the same website as you register to sell. For more info click [here](#).

2. Understand the screening guidelines

Please help us keep the quality of items high and the rack space less crowded by following the guidelines below. Remember, all items must be clean and in good condition. Items will be inspected as they are brought in. Clothing in poor condition, worn shoes or items missing pieces (i.e. games or puzzles) will not be accepted for sale. It will be a better shopping and selling experience for all!

General Screening Guidelines

Items for Sale

- Season appropriate clothing (Newborn to size 16)
- Children's shoes (all types of gently used shoes up to Youth size 5, only specialty shoes - dress, soccer - in sizes over 5)
- Toys & Dolls (no war games, shooting toys, or weapons, please)
- Children's furniture (such as toddler beds, changing tables, nursing gliders, toy boxes, train tables, small table and chair sets for a playroom). ***Due to recent CPSC recalls, we will NOT be accepting any drop side cribs. Toddler beds and fixed side cribs are still acceptable for sale.***

- Books (infant, toddler, preschool, early reader, chapter books, teen books, parenting and pregnancy books)
- CDs, DVDs (no VHS), We do accept DS, DSi and Leapsters and games. NO other gaming systems/games accepted.
- Games and Puzzles (all pieces included)
- Baby and Nursery Equipment (high chairs, pack n plays, exersaucers, breast pumps, monitors)
- Nursery decor (**crib bedding-MUST be a complete set, NO comforters, pillows, and window treatments that are not part of a set**)
- Outdoor toys (bikes, disassembled playhouses, wagons).
- Strollers and car seats (manufacture date 5 years or less).
- Maternity Clothes are NOT accepted
- NO "grab bags" filled with miscellaneous dollar store or fast food toys

Due to health and sanitation reasons, we do not accept: stuffed animals, underwear, drop side cribs, crib bedding, comforters, pillows, window treatments, maternity clothes, used bottles, sippy cups, teethers, food items, pacifier or feeding utensils. If a stuffed item has batteries (such as Tickle me Elmo), it is considered a toy and will be accepted if in good condition.

Appropriate seasonal girls' and boys' clothing for Spring/Summer Sale:

- All things short sleeve in spring fabrics - dresses, blouses, t-shirts, shorts, pajamas, etc. Also, we will accept gently used bathing suits, girls' capri pants or boys sunsuits/john johns. Coordinated top/bottom sets sell great!
- Clothing accepted for Newborn to child's size 16.
- The only full-length pants which will be accepted must be a lighter fabric and of lighter color. Specifically cotton or linen in khaki, white or pastel. The only sweaters we will accept are light weight/pastel color that are meant for Spring.
- Examples of clothing which will NOT be accepted for the Spring/Summer: Anything made of a fall/winter fabric (such as velvet, wool, corduroy or flannel), long sleeve shirts or pajamas, coats, or thick sweaters. Clothes with a "fall" picture/theme.
- Costumes, blue jeans and collared, short sleeve polo style shirts are accepted year-round although we recommend you bring these items to the more seasonal appropriate sale for a better chance of selling (jeans for fall and short sleeve polo style for spring).
- Maternity clothes are NOT part of our sale.

Appropriate seasonal girls' and boys' clothing for Fall/Winter Sale:

- Fall and winter: long sleeve shirts and dresses, pants, pajamas, sweaters, heavy coats, jackets and costumes. We do accept collared (polo type) short sleeve shirts year-round, but no short sleeve t-shirts in the Fall sale unless there is an appropriate holiday theme on the shirt (Halloween, Thanksgiving, etc.). Any style (current fashion) outfit in a heavier fabric such as velvet or corduroy is considered Fall/Winter.
- Clothing accepted for Newborn to child's size 16.

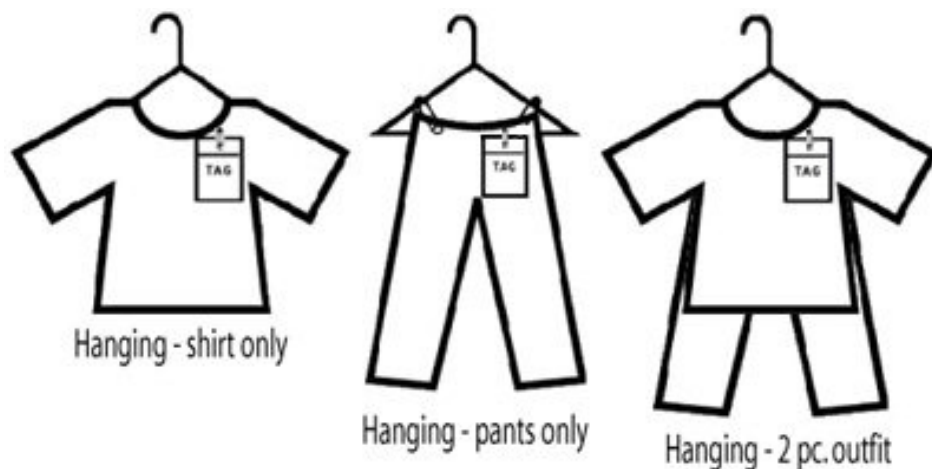
- Examples of clothing which will not be accepted for Fall/Winter is short sleeve or sleeveless t-shirts, sundresses, Capri pants, shorts, and light “spring” fabrics such as linen.
- Blue jeans and collared, short sleeve polo style shirts are accepted year-round although we recommend you bring these items to the more seasonal appropriate sale for a better chance of selling (jeans for fall and short sleeve polo style for spring).
- Maternity clothes are NOT part of our sale.

Clothing / Shoes

- Clothing must be clean, spot free, no holes, and a "current" fashion (recommended less than 5 years). Items which are pulled, torn, pilled (i.e. "fuzzy"), heavily wrinkled, unfresh, buttons missing, torn seams, odorous, worn out knees, or broken zippers will not be accepted. Our strict screening standards are in everyone's best interest as these items do not sell and take valuable rack space.
- All hangers must face left (think like a question mark. Use safety pins to ensure CARD STOCK tags stay attached to garments and that garments stay attached to hanger. You must hang pants at the TOP of the sloping part of the hanger-think to hang it on each side of the hook on the slants vs hanging it on the bottom flat part of the hanger. This ensures that your items don't slide around and fall off.
- **Tags go on the right/top side of clothing *see picture below***
- Leggings, bloomers and other accessories can be pinned to the same hanger. We encourage you to tag these items as well and mark 1 of 2 or 2 of 2; etc. (The additional items do not need a bar coded price tag - the "2 of 2" can be a handwritten note if you are just trying to label a set which sells together).
- Loose accessories and items must be in zip-lock bags or secured clear plastic bags with tags taped to inside of bag (but do NOT tape over the bar code please). Clear packing tape works best.
- Shoes are great sellers at our sale! Secure shoes using plastic cable ties (available at hardware stores). Safety pin the tag through the cable tie. **SHOES MUST BE DIRT-FREE. ABSOLUTELY NO SHOE BOXES ALLOWED.**
- **Pants must be securely fastened to the sloping wire of the hanger. *See picture below***
- A correct size on the tag of your clothing is essential to successful consigning. Always use the lowest of the range listed on the garment's tag. For example, if the tag says 12-18mo, label your clothing size '12mo' on your tag.
- All baby clothes must be hung (i.e. no onesies in bags). We suggest putting multiple onesies together as a package deal. Again, simply put them on top of each other, pin them altogether, then attach them to the slopes of the hangers using that same pin.
- Clothing stops at children's size 16 - we DO NOT accept ladies/men's clothing. For example, the Loft, Ann Taylor, etc. will NOT be accepted.

How to properly hang items in picture below. Pants are to be hung on top/sloping part of hanger. If selling as a set, pants and shirt to be still pinned to top/sloping part of hanger

(one behind the other). Tag MUST be pinned on the TOP/RIGHT side of garment (for easier shopping).



Games/Books/Large Equipment

- Please package games and toys securely -- rubber-band boxes closed if necessary. Place parts in secured plastic bag.
- No car seats or bases with a **manufacture** date older than 5 years (usually found on the back). NOTE: this is very important as purchase date is NOT the same as manufacture date.
- If your toys or large equipment have several pieces that would be easily separated, label each piece with your CODE, a brief description and number (e.g. 1 of 2, 2 of 2).

3. Double check your items

- Important Note - The Consumer Product Safety Commission (CPSC) recently clarified its regulation of the sale of children's products recommended for children age 12 and under. Under these new guidelines, "Sellers of used children's products, such as thrift stores and consignment stores, are not required to certify that those products meet the new lead limits, phthalates standard or new toy standards." However, please be advised it will be your (the consignor's) responsibility to ensure that all items tagged for sale in the OGYCS consignment sale comply with the CPSC regulations regarding lead content and recalled items. All consignors should check the CPSC Web site (www.cpsc.gov) for information before submitting items for sale to ensure that items offered for sale comply with the new law. Items not in compliance may be turned away at check-in or pulled from the sale at the discretion of the OGYCS volunteers.
- Please check the Recall Information to make sure that your item has not been recalled (especially car seats, which for our sale must be manufactured within the last 5 years). Call to check on your car seat with the manufacturer. You would be surprised by how many items get recalled and you may be able to correct the problem if the manufacture will send you a repair kit.
- We only accept furniture that adheres to current safety standards from the CPSC which for pack'n'plays, no tears in the mesh walls. Due to recent CPSC recalls, we will not be

accepting any drop side cribs. Toddler beds and fixed side cribs are still acceptable for sale.

4. Tag your items - your tags need to be secured to withstand vigorous shopping!

Using our website at www.myconsignmentmanager.com/johnscreekumc you will enter all your items in the system. All tags have to be created online and printed on your home computer (ink jet printers are preferable). You must use cardstock paper available at Walmart, Target, Michaels, or office supply stores. The online system ensures the correct format we use for our sale and will add a bar code.

TAGS MUST GO ON THE TOP RIGHT OF A CLOTHING ITEM *SEE PICTURE ON PG 6*

As a reminder, tags must NOT:

1. Have pins or other attachments obscuring the code or price
2. Have scratch-outs of code or price
3. Be made of paper lighter weight than card stock
4. Be made of white card stock with a light green sticker or colored with light green highlighter.
5. Have a sticker with the code name placed over another sale's code or number. If you participate in more than one sale, you must re-tag your items using our online service.
6. Be pinned on with a straight pin
7. Have tape over the bar code

Please follow the above guidelines - information from your tag will be scanned into the computer system, which tracks your sales. Tags will not be pulled from merchandise to return to consignor.

5. Price your items

- General pricing guideline is 25% of the retail/new value. Just like eBay, like new, new with tags, matching sets, etc. items sell for more. For example, if your child only wore the outfit once for a portrait, then say so on the tag and price it better than the 25% rule if it is truly in "like new" condition. *If you get the majority of your items back at the end of the sale the number one reason is priced too high! The second reason is out of date and the third is the condition.
- Please price in 50 cent increments. Minimum of \$1.00 (.50 when at half price).
- When you create your price tags, the discount question refers to whether you want your items sold for half price on Saturday. If you are going to sell them for half price, answer Yes. If you do not, answer NO.
- Even if you are not willing to sell the item for half price, it will still be available for sale on Saturday

6. Sort your items prior to check-in clothing

All clothing should be presorted by gender and size before coming to your consignor check-in appointment. Please group all toys together and all books together to help with setup. Also separate seasonal items.

You will need to hang your clothes in the proper size order when checking in. Presorting expedites the check-in process for you. Due to the hectic nature of consignor check-in, it is recommended that you NOT bring small children with you. If you must, please have babies / toddlers in a sling or stroller for everyone's safety.

7.What and where is check-in?

When you registered to be a consignor, along with your seller code, you must select a specific check-in appointment time to drop off on the myconsignment manager website (same place you enter your items in) for either Wednesday night or Thursday morning before the sale. Follow signs that will be around church to guide you to check-in. At this time, your items will be screened by our volunteers (see guidelines above) and you will be asked to hang your clothing items on rolling racks (which we provide and you will be able to roll them out to your car to aid in bringing them into check-in). The following is all you need to know for check-in:

- Check-in times and screening guidelines will be strictly adhered to in fairness to all consignors. If your items are not correctly tagged at check-in time you will be asked to leave the check-in line and re-work your items.
- When you first arrive bring 2 small items ONLY (to be scanned so that we insure your items are put in the system as arriving), your envelope with your address and stamp on it (for your check to be mailed), and your inventory sheet.
- Please be on time and we will try our best to check in your items quickly.
- You will stand with your clothes and the screener during the check-in process and you will be given back any items which do not meet the seasonal guidelines or quality standards. Don't worry, it's not a big deal to have items returned - the lighting in our screening room is really good and we are only trying to keep the quality of items high and the rack space less crowded. You will appreciate this when you are shopping the sale.
- If you have large equipment or large toy (play kitchen, bike, etc.), leave it in the car initially.
- We strongly suggest you presort your items by size and gender as you will hang your own clothing items in check-in for the screening process.
- Because of the hectic nature of check-in (especially Wed night) and needing to hang your own clothing items, it is recommended that you NOT bring small children. If you must, please have babies/toddlers in a sling or stroller for everyone's safety.
- **We reserve the right to turn sellers away for showing up past their check-in time. We have had to do this in the past and it is so sad. Please don't let this be you and arrive on-time.*
- **Sellers will NOT be permitted to stand with their items during our quality control review. Sellers must unload their items in each bay and wait in the gym while**

volunteers check their items. While in the gym you can familiarize yourself with our layout until a volunteer notifies you that your items are ready to be put out on the sales floor. If you need help determining where an item should go on the sales floor, volunteers will be in the room to guide you.

- **Unaccepted items can be picked up on your way out to your car after you have put out all items on the sales floor. Due to the short window to set up our sale and time constraints, volunteers are not permitted to discuss the reasons behind any unaccepted items.**

Where is check-in?

Johns Creek Consignment sale is located at Johns Creek United Methodist Church. 11180 Medlock Bridge Rd. Johns Creek, GA 30097. Follow directional signs for drop-off and shopping.

8. Spread the word and SHOP!

Tell your friends to come shop! Don't forget, if you consign, you get to shop on Preview night! Don't forget to come back on Saturday for half price items - it is amazing to see how many great items are still for sale. Try to take your time. Don't forget to bring something to put your goodies in when you shop. Strollers and wagons are permitted throughout the entirety of our sale. Laundry baskets are commonly seen here. This is a great way to buy ahead for the holidays, birthday and other special gift giving times; you may even find brand new items! We accept cash, credit card, or check with a picture ID.

9. Pick up of unsold merchandise

The Saturday afternoon following the sale (same weekend), from 3:30-4:15 pm in the GYM.

If you are unable to pick up your remaining items at this time, you may designate at check-in registration someone else who will pick up items on your behalf. All unsold items not picked up, will be donated to charity.

10. Get paid

Checks will be mailed to self-addressed envelope you provided during consignor registration within 2-3 weeks following the sale.

While we will use care in dealing with your merchandise, Johns Creek UMC cannot be responsible for items that are damaged, lost or stolen. We reserve the right to remove items from the sales floor which do not meet our guidelines as outlined above, but were missed during screening. We also reserve the right to exclude or remove sellers and shoppers from our sale that do not show 'shopping and selling ethics' necessary to make this a fair and fun sale.

Don't forget to CASH YOUR CHECK!!! Checks will be void after 60 days from the date it was issued. \$40 will be taken from your profits for any check needed to be re-issued to pay for bank fees.

Thank you for supporting our sale and our ministries! Happy Consigning!