

# SELLER'S INSTRUCTIONS

## Calvary Road Baptist Church Children's Consignment Sale

### 1. What items are accepted for consignment?

- All items offered for sale **must** pertain to children and be in **clean, good condition**. Items accepted include children's clothing (infant to size 14/16 – no junior sizes), shoes, school uniforms, toys, books, DVDs, videos, board games, puzzles, videos, computer games, bikes, outdoor play & sports equipment, children's furniture, baby furniture, strollers, bedding, etc. Stuffed animals are not accepted for sale (exception – electronic items like *Tickle Me Elmo*, talking *Teletubbies* and hand puppets). **Clothing and shoes (boots for Fall/Winter sale; sandals for Spring/Summer sale) must be season-appropriate for the sale being held.** For example, corduroy, flannel, wool, velvet and other heavy-weight fabrics are considered Fall/Winter fabrics. Sleeveless dresses and shorts are considered Spring/Summer sale items. Please check all clothing for necessary repairs –i.e., sew on missing buttons, soak out stains. Please clean all items - washable toys, plastic toys, furniture, bikes and outdoor equipment, and remove and wash the cloth parts of any stroller offered for sale.
- Our sale has become known for the high-quality, gently-used items offered. Therefore, clothing that shows extreme wear, has rips, stains, broken zippers, missing buttons, etc., or smells of cigarette smoke **will be pulled** from the sale and returned to the Consignor if designated for return. Toys, furniture, baby and outdoor equipment not in working order **also will be pulled and returned** to the Consignor if designated for return. Please be conscientious with the items you offer for sale and only include items that you would buy for your own family.
- The sale does **NOT** accept car seats unless part of a stroller/car seat combination, Maternity/Nursing clothing, breast pumps or stuffed animals (unless it is an electronic one like *Tickle Me Elmo*, for example). In addition, any items found to be listed as a "recall" item will be pulled from the sale. Otherwise, if it is related to children, we will sell it.

### 2. How should I tag my items?

*To ensure you are properly credited for your items that sell, please follow these instructions carefully. **Consignors who do not follow the tagging instructions below MAY be assessed a \$50.00 fee. Improperly tagged items will not be accepted or will be pulled from the floor!***

- Tags should measure no less than 2" x 2" and no larger than 3" x 3", and be on **heavy, colored cardstock** (not plain white paper) or 3" x 5" index cards cut in half. No paper tags or sticky note tags please. Heavy cardstock tags are more durable and the chance of losing a tag from an item is minimized. ***The most important thing about tags is consistency. Once you choose a tag style and color, stick with it! Please do not have multiple tag types.***
- **Altered Tags** -- Items with altered tags will not be accepted. If you offered an item at a previous sale at one price and now want to offer it at a different price, please make a new tag. The use of White-Out, the practice of scratching out old prices or a red "X", placing a sticker over a red "X", for example, leaves doubt as to what are the seller's intentions for that item. Items with altered tags will be pulled from the sales floor. ***Please do not recycle old tags by flipping them over and using the other side. This may lead to confusion during the check-out process and for our tag sorters and counters.***
- **Attaching Tags** – Attach tags to clothing and soft items using **only safety pins** (absolutely **NO** straight pins, staples, tape, string or adhesive tags). Please **do not punch a hole anywhere on the tag** to facilitate pushing the safety pin through the cardstock. This practice increases the chance of the tag falling off the item. Bag all comforters and bedding items in clear plastic bags and use clear tape to attach tag to the outside of the bag.. Use clear packing tape to attach tags to toys, equipment, furniture, etc. (Please do not use excessive tape or cover vital consignor information). ***Adhesive tags /labels (those with sticky backs should not be used unless they are attached to***

**a piece of card stock and then attached to the item).** If a tag falls off an item, this may result in either the item not being sold or not being properly credited to the seller.

- **Placement of Tags** – When using hangers, place the item face up on a table. Insert the hanger so that the hook of the hanger looks like a question mark [?]. (See picture *under How Should I prepare my Clothing Items for Display*) Place tags on the left side or shoulder of the item so it can be seen easily. Please do not place tags on the inside of clothing items. Small items should be placed in zipper-type bags with the tag secured with tape to the outside of the bag. **Please be sure to tape all bags closed to minimize the chance of pieces getting lost. For large items, please place the item tag in a small zipper-type bag and tape the bag to the item. This facilitates easy removal of the tag.**
- **Lost Tags** – at check-out, we will attempt to match up lost tags with items missing tags. A good description of an item facilitates matching the tag with the item – for example *Gymboree Pink Flowered Dress Size 4T* conveys more information than *Dress Size 4T*. If the item's tag cannot be found, the item **WILL NOT BE OFFERED FOR SALE**. Items without tags will be displayed during return item pick-up hours on Saturday evening. Unclaimed items will be donated.
- **Red “X” Designation** - You have the opportunity to sell your items at 50% off your originally stated price during the ½-price portion of the sale (starting at 12:15 on Saturday). If you **DO NOT** want your items to sell at ½-price, you **must** indicate this by placing a **RED “X”** in the **upper right-hand** corner of the tag. Items with a red “X” indicate that they are to be sold at the full asking price during ½-price sale time. **Please do not use any other location on the tag for the red “X” designation and make sure the “X” is in red ink. Please do not write “no ½ price” on the tag as written instructions of this type will not be recognized. The purpose of requiring the “X” to be in red is to make it stand out. This facilitates proper crediting of an item’s selling price to the consignor.**
- **“R” Designation** - If you want unsold items returned to you, indicate this by placing an “R” in the **lower right-hand** corner of each tag. **Please do not use any other location on the tag for the “R” designation. Please do not write “return” on the tag as written instructions of this type will not be recognized.**
- All tags **must** contain the consignor code, size of item, gender for which the clothing is intended, detailed description of the item (make, color, distinguishing feature, etc.), selling price, an **“R” in the lower right-hand corner** if the unsold item **is to be returned** after the sale, and a red **“X” in the upper right-hand corner** if the item **is NOT to be offered** at ½-price sale.

#999
Gymboree Girls' Pink Flowered Dress Size 4T
\$4.50 <b>R</b>

**Sample Tag for Clothing**

*(Item will be returned to Consignor if not sold – note “R” in lower right corner. Item will be offered at ½-price during the ½-price sale (lack of red of red “X” in the upper right corner)*

#999	<b>X</b>
Mr Potato Head	
(9 pieces)	
\$3.00	

**Sample Tag for Toy**

*(Item will **not** be sold at ½-price during the ½-price sale as noted by the red “X” in the upper right corner. Item to be donated if not sold (lack of R in the lower right corner).*

- It is helpful if you pre-sort items by category and size ranges when boxing or bagging. Wherever possible, please label your clothing items according to the following size brackets:

<b>0-3 months</b>	<b>4T</b>
<b>3-6 months</b>	<b>5</b>
<b>6-9 months</b>	<b>6/6x</b>
<b>9- 12 months</b>	<b>7/8 or (S)</b>
<b>12 months</b>	<b>9/10 or (M)</b>
<b>18 months</b>	<b>12/14 or (L)</b>
<b>24months/2T</b>	<b>14/16 or (XL)</b>
<b>3T</b>	<b>NO JUNIOR SIZES PLEASE</b>

- School Uniform Clothing** -School uniform clothing items must be on hangers and will be hung on a specially designated rack. The item tag must indicate that it is a uniform item, i.e. Girls' Uniform Shirt. Please separate out uniform items from your other clothing to facilitate your placing these items in the appropriate area of the gym.
- Coats, Jackets, Sweaters and Outerwear** - Outerwear should be on hangers and will be hung on a specially designated rack in the gym. Please separate out these items from your other clothing to facilitate your placing these items in the appropriate area of the gym.
- Baby items** (except clothing and shoes) – Baby items will be displayed in the trailer closest to the church building. Please separate out these items from baby clothing and shoes to facilitate your placing these items in the appropriate trailer.

### 3. How should I price my items?

The **minimum selling price** for any item or group of items is **50 CENTS**. Please price your items in 50-cent increments only (i.e., \$3.00, not \$3.25 or \$3.49). Suggested pricing appears below:

#### **Sizes Infant to 4T**

Shirts - \$.50 - \$1.50  
 Shorts - \$.50 - \$1.50  
 Pants - \$.50 - \$3.00  
 Dresses - \$1.00 - \$6.00  
 Jackets/Coats - \$2.00 - \$8.00

#### **Sizes 5T – 14/16**

Shirts - \$1.00 - \$4.00  
 Shorts - \$1.00 - \$3.00  
 Pants - \$1.00 - \$5.00  
 Dresses - \$2.00 - \$8.00  
 Jackets/Coats - \$2.00 - \$12.00

#### **General Items**

Socks/Tights - \$.50 - \$1.00/pair  
 Shoes - \$1.00 - \$4.00/pair  
 Crib Sheets/Blankets - \$.50 - \$3.00  
 Baby Baths - \$2.00 - \$4.00  
 High Chairs - \$5.00 - \$20.00  
 Infant Swings - \$5.00 - \$25.00  
 Strollers (umbrella) - \$3.00 - \$8.00  
 Strollers (regular/full-size) - \$10.00 - \$25.00  
 Stroller/Car Seat combo - \$15.00 - \$35.00  
 Books (consider bundling) - \$.50 - \$2.00  
 Puzzles & Games - \$.50 - \$4.00

## 4. How should I prepare my clothing items for display?

- Clothing items will be accepted for sale either on hangers (supplied by consignor) or neatly folded. When using hangers, place the item face up on a table. Items on hangers should be rubber-banded together by gender & size. Folded items should be boxed or bagged together by gender & size. Items should be ready to display at drop-off. **Please separate out school uniforms; coats, jackets, sweaters and outerwear; and swimsuits (Spring/Summer sale only) as these items will be displayed separate from other clothing items on specially designated racks in the gym.**
- Insert the hanger so that the hook of the hanger looks like a question mark [?]. Clothing submitted on hangers must be facing left (i.e., as you look at the item, the left shoulder or side of garment, faces out or away from rack – see diagram below), with tag placed on the left side or shoulder of the item so it can be seen easily. Please do not place tags on the inside of clothing items. Please note hangers will not be returned after the sale unless the unsold item is already on one. (Example is on following page.)



Pin tag to  
left  
shoulder or  
side of  
garment.

## 5. How should I package items with small or multiple pieces?

Place small pieces of games, puzzles, toys or any item with multiple components in a clear zipper-type bag and attach it to the larger unit with clear packaging tape. On the sale tag, note the number of bags that are included with the item. For example, the description might say “a toy barn with 1 plastic bag of barn animals”. All games and toys should be complete. Please clearly indicate on the sale tag if pieces or instructions are missing. **Please tape the bag closed to minimize the possibility of losing pieces.**

## 6. How, when & where do I drop-off my items?

- **Drop Off ends promptly at 12 noon on Friday!** Please park in the back of the Church/School buildings and enter through the rear doors. Follow the signs to the Consignment Sale check-in area. **Items will be accepted only during the following times:**

**6:00pm – 9:00pm on Thursday**

**AND**

**8:00am – 12:00 noon on Friday**

- When you drop off your items, you will receive a name tag that allows you onto the floor to help place your items. **Please do not put any items out for sale without checking in at the registration desk and obtaining a name tag.** Also, please provide your completed, signed consignor agreement and a sample of your item tag. All tags for any one consignor must be identical in color, size and style – see below:



Please be prepared to help assist us in the proper placement of your items on the selling floor.

*Please note all items offered for sale will be evaluated for cleanliness, quality, proper tagging procedure, season appropriateness, etc. as outlined in the SELLER'S INSTRUCTIONS. Items found unsuitable for sale will be pulled from the selling floor.*

## 7. How, when & where do I pick-up my unsold items?

- Any unsold items tagged with an “R” for return must be picked up between 4:30pm and 5:00pm on the day of the sale. While care is taken to gather all items marked for return into one area for your convenience, as the Consignor, you are still responsible for ensuring all of your “R” tagged items are picked up during collection time. Be sure to check in other areas of the room and the courtyard for items that may not fit into a shopping bag or cardboard box.
- If a Consignor chooses not to pick up items tagged “R” for return by 5:00pm, a **\$25.00** disposal fee will be deducted from the proceeds check. All items remaining after 5:00pm on the day of the sale will be donated immediately to The Alexandria Pregnancy Help Center and other local coat closets. Calvary Road Baptist Church will not be responsible for items left after 5:00pm, nor will a Consignment Sale team member call a Consignor to remind them of the pick-up time.

## 8. Will there be Pre-Sale shopping for volunteers and consignors?

- Yes, in exchange for donating your time, volunteers are allowed to shop early - prior to the time set aside for consignors. This means that those who volunteer will have first choice on all the great deals. Please note the following:

**SHOPPING DURING PRE-SALE HOURS IS FOR VOLUNTEERS & CONSIGNORS ONLY. No other family members (except infants in front carriers or backpacks), children or friends will be admitted at any time to the pre-sale shopping floor. Absolutely NO strollers will be allowed on the shopping floor at any time.**

- **Volunteer Pre-Sale Shopping** – start times are based on the number of shifts worked. Those working one shift may start to shop at 5:00pm and those working two or more shifts may start to shop at 4:00pm. (There are major advantages to shopping early as a volunteer. We need your help so sign up quickly to ensure you get the shift(s) of your choice.)
- **Consignor Pre-Sale Shopping** - consignors who **do not** volunteer will be eligible to shop at 6:00pm.

## 9. What do I need to know about my proceeds check?

- As a consignor, you will receive 70% of the proceeds of your sales minus the \$10.00 consignor fee. The remaining 30% will be donated to The Alexandria Pregnancy Help Center (APHC), a non-profit organization that supports women in crisis pregnancies. For more information about APHC, please see their webpage at <http://www.slmpregnancy.org>.

- Your proceeds check will be mailed within three weeks to the address designated on the envelope you addressed during the item drop-off period. The consignor is responsible for any costs associated with the proceeds check being sent to an incorrect address.
- No checks will be issued for amounts less than \$10.00.
- Consignors will not receive an accounting of individual items sold during the sale. The tags from items sold during the Consignment Sale will not be returned to the Consignor.

## **10. How do I get answers to my questions?**

- For questions about any aspect of the sale, please send an e-mail to [crbcconsignment@hotmail.com](mailto:crbcconsignment@hotmail.com). Someone will respond promptly.

## **11. Is there a role for me in helping to “advertise” the sale?**

- All consignors are asked to help with advertising efforts by posting a minimum of 3 Consignment Sale flyers. Please download the flyer from the [www.crbc.org](http://www.crbc.org), Calvary Road website under the Children’s Consignment Sale link. Be creative and place signs on “Community Events” boards at local markets and restaurants, in nail salons, schools, etc. (with owner’s permission). If you are able to post more than 3 flyers, please do – we appreciate your efforts!!!
- If your preschool or daycare center would be willing to distribute flyer copies in student backpacks and you would like to provide printed copies, please send an email request to [crbcconsignment@hotmail.com](mailto:crbcconsignment@hotmail.com).

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