

# NOWAMOM KIDS CONSIGNMENT SALE

## SELLER'S GUIDE

HOSTED BY NORTHWEST ATLANTA MOMS OF MULTIPLES (NOWAMOM)

SPRING/SUMMER

MARCH 9-10 2018

Thank you so much for registering as a seller in our consignment sale. This guide is meant to be a resource for preparing and selling your items. Any further questions should be directed to [sale@nowamom.org](mailto:sale@nowamom.org). Please note: **items in RED** are recent changes to our seller's guide.

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### SECTION 1: RULES AND REQUIREMENTS

- **Priority is given to** current NOWAMOM members **in good standing**. Dues are paid to the club treasurer annually via [www.nowamom.org](http://www.nowamom.org). Non-members who are sponsored by a member are allowed to sell if there are open seller positions and at the discretion of the Sale Committee.
- **Sellers must** sign a waiver agreeing to terms explained in this guide, exempting the club from liability for any missing or damaged items.
- A non-refundable registration fee will need to be paid prior to having your shifts or registration approved. Pay online at: <http://www.nowamom.org/event-2773910>.
- NOWAMOM Member Registration will begin on Monday, January 8<sup>th</sup>, 2018 at 6 AM via the website [www.theccsolution.com/nowamom](http://www.theccsolution.com/nowamom). Non-Member Sponsored Sellers Registration will open on Monday, January 22<sup>nd</sup>, 2018.
- Registration will close Saturday, March 3<sup>rd</sup> 2018 at midnight.
- No infants or children under the age of 15 may be brought to the Consignment Sale at any time during set-up, breakdown, member/seller shopping or during assigned shifts or risk 10% deduction in earnings. No children are allowed on the church's playground during sale hours, member/family shopping, drop off, pick up or work shifts.
- Sellers may bring up to one adult (2 if pregnant) to help them unload and place their sale items (including all clothing) during drop-off.
- Sellers - do not schedule to drop off items during your work shift. If you have special circumstances, please contact the sale committee for assistance.

- Sellers with over 500 clothing items will need to schedule 2 drop off times. Please contact us at [sale@nowamom.org](mailto:sale@nowamom.org) for help with this.
- Only Members are permitted to shop during Member Shopping, with the exception of pregnant members. Pregnant members are allowed to bring ONE shopping helper and this helper is to accompany the pregnant member at all times to assist in lifting and carrying items, etc. Spouses, children, friends and family are invited to shop starting at 7:00 pm.
- Workers must be on time for scheduled shifts to avoid a 5% deduction from sale profits.
- Quality Control reserves the right to pull any items that are not appropriate for a children's sale or do not meet our standards for quality.
- Those volunteers who work during our Quality Control shift are expected to screen items being brought to the Sale and pull items deemed unfit for Sale (torn, stained, etc). These volunteers are NOT to be pre-shopping and setting aside items for their personal purchase. If it is determined that a seller pre-shopped, it will result in a deduction of earnings up to 20% and possible suspension of Seller privileges for the next Sale.

## SECTION 2: SCHEDULE, SHIFTS, & JOB DESCRIPTIONS

### Thursday, March 8<sup>th</sup>

1:30pm - 7:00pm DROPOFF & SET-UP (at scheduled appointment time)

### Friday, March 9<sup>th</sup>

9:45am-1:00pm DROPOFF & SETUP (at scheduled appointment time)

1:00pm-4:00pm ORGANIZATION/QUALITY CONTROL

4:00pm-4:30pm Cashier and Worker MEETING/DINNER

4:30pm NOWAMOM BOARD MEMBERS SHOP

4:40pm NOWAMOM COMMITTEE MEMBERS SHOP

4:45pm NOWAMOM MEMBER SELLERS SHOP

6:00pm NOWAMOM MEMBERS SHOP

6:30pm NON-MEMBER SPONSORED SELLERS SHOP

7:00pm - 9 :00pm OTHER MULTIPLES CLUBS/FRIENDS & FAMILY SHOP

7:00pm – 9:00pm First Time Mother/Grandmother Preview Sale (pre-registration required)

### Saturday, March 10<sup>th</sup>

8:00am EARLY BIRD PASS HOLDERS SHOP

9:00pm-2:00pm SALE OPEN TO THE PUBLIC

2:00pm-4:00pm BREAKDOWN

## **WORK SHIFTS**

### **Sunday, March 4<sup>th</sup>**

**Banners & Flyers**                      **After 2:00 pm**

### **Thursday, March 8<sup>th</sup>**

Truck Driver                              8:30am-12:00 pm (counts as 3 working shifts)

Racks/ Gym Set-up                      9:00am-12:00pm (counts as 2 working shifts)

**Signs**    **9:30am – approximately 12:30 pm (until completed)**

Quality Control                              1:30pm--4:30pm

Quality Control                              4:30pm - 7:30pm

### **Friday, March 9<sup>th</sup>**

Quality Control                              9:30am-12:30pm

Quality Control                              1:00pm--4:00pm

(4:00pm-6:00pm Evening Worker and Cashier Meeting/Dinner, Board and Member Sellers Shop)

Cashiers    6:00pm-9:15pm

Monitors    6:00pm-9:15pm

Husband Shift                              6:00pm – 9:00pm

### **Saturday, March 10<sup>th</sup>**

Cashier, Helpers and Monitors              7:30am- 10:30am

Cashier, Helpers, and Monitors              10:30am-2:00pm (includes a 30 min. lunch break)

Signs    12:00pm-2:00pm (until completed)

Truck Driver    1:30pm-5:00pm (counts as 3 working shifts)

Racks/Gym Breakdown                              2:30pm-5:00pm (counts as 2 working shifts)

Husband Shift    7:30am – 10:30am

Husband Shift    10:30am – 2:00pm

\*\*\*Please note a lunch break is allowed when working 2 consecutive work shifts. It is important you are present for the entire 3 hour shift in order to earn back the full percentage due to you.

## **Job Descriptions:**

<b>Job</b>	<b>Description</b>
Floor Monitor	Work in assigned area, customer assistance, watch for shoplifters, keep area tidy, quality control. Help customer with items in equipment area.
Door Monitor	Monitor entrance and exit, keep people from entering or exiting wrong doors, keep count of those entering and collect friends and family passes at entrance and hand out fliers at the exit.
<b>Banners/Flyers</b>	<b>Install large banners &amp; flags at entrance to Church, place leftover flyers/postcards in nearby businesses.</b>
Cashier	Scan tags, print receipts and collect money from customers. Must be comfortable using a computer and printer. You may switch with your cashier helper when you need a break.
Cashier Helper	Work with cashier stacking, hanging, and counting items. You may switch with the cashier if they need a break.

Drop Off Seller	Arrive at your assigned time to drop off and place ALL items on the floor after they have been through quality control. Arrive on Saturday at 2:30 pm to collect all unsold items. All items must be removed by 3:00 pm or they will be donated.
Signs	Prior to sale, place signs at previously selected street corners <b>on Thursday</b> . Typically takes a few hours. Pick-up signs after sale on Saturday and return them to the sale. (Counts as 2 shifts). Both sign workers will meet at the church at 9:30am <b>Thursday</b> and again at 12pm Saturday, can ride together to put out and pick up all of the signs. Map will be provided. <b>Not ideal for pregnant members, labor intensive.</b>
Racks/ Gym Set-up and Breakdown	Meet at storage facility Thursday AM to assist in loading racks, then meet at church to unload and position the racks. Also set up tables, baskets, and signs so all sale equipment is ready for inventory. On Saturday after inventory has been sorted, dismantle racks and tables, load onto truck with baskets and other sale supplies and return to storage space to unload. <b>Involves heavy lifting and is labor intensive.</b> Men are welcome on this team. (Counts as 2 shifts)
Truck Driver	Pick up truck from UHAUL off 92 in Woodstock, drive truck to storage unit, assist in loading truck, drive truck to church, assist in unloading and setting up the gym on Thursday and on Saturday assist in gym breakdown, loading the truck and then unloading at the storage unit. Once truck is empty, fill truck with gas and return to UHAUL. Sale Committee will reserve the truck and inform you of the time to pick up (Thursday 8:30 AM & Saturday 1:30 PM). (Counts as 3 shifts.) ***Please note: you are expected to cover the payment for the rental truck & gas, and you will be reimbursed by the sale treasurer.
Quality Control	Inspect items as they are brought into the sale to ensure that they meet our quality standards, that items are hung and tagged appropriately, and pull stained, torn, or non-working items.
Husband Shift	Man Power for the Sale. Assist customers with large items to check out and to their car.

### SECTION 3: LOCATION

**Sandy Plains Baptist Church:** 2825 Sandy Plains Road

**Directions:** **I-75** Exit 267A. Turn right at the first traffic light onto Sandy Plains Rd. Sandy Plains Baptist Church is on the left approximately 3 miles, just past the intersection of Sandy Plains Rd. and Post Oak Tritt.

**I-575 South** Exit Barrett Pkwy. Turn left off the exit onto Barrett Pkwy., which becomes Piedmont Rd. Follow Piedmont Rd. to Sandy Plains Rd. Turn left on Sandy Plains Rd. (Sprayberry High School & Chick-Fil-A are on the corners of Sandy Plains & Piedmont Rd.) The church is about ¼ mile on the left just past the intersection of Sandy Plains Rd. and Post Oak Tritt.

## SECTION 4: SALE FEES AND PERCENTAGES

Everyone pays the non-refundable registration fee as follows BEFORE work shifts will be approved. Payment will be accepted at <http://www.nowamom.org/event-2773910>.

**NOWAMOM Members:** \$15 to register (plus a small processing fee) beginning January 8<sup>th</sup> – March 3<sup>rd</sup>.

NOWAMOM Members earn 80% of their total sales. Increase your earnings by working volunteer shifts:

- Drop Off Seller: Earns 80% of total sales
- Work 1 shift: Earns 85% of total sales
- Work 2 shifts: Earns 90% of total sales
- Work 3 shifts: Earns 95% of total sales
- Work 4 shifts: Earns 100% of your total sales!!

Experienced Seller\*: Earns 90% of total sales

\* Experienced Seller must be a current NOWAMOM member that has participated in at least two of our previous sales and have the majority of their clothing size 6 or higher. They will be considered drop off sellers only, not eligible to work for extra credits and will earn 90% of their profits. **\*Eligible to earn additional 5% through consignor referral, see last page for details.**

**Non-members/Sponsored Sellers:** \$18 to register (plus a small processing fee) beginning January 22<sup>nd</sup> – March 3<sup>rd</sup> 2018. Register and pay online at <http://www.nowamom.org/event-2773910> using Registration Code provided by Sale Coordinators. Email [Sale@nowamom.org](mailto:Sale@nowamom.org) for the code.

Sponsored Sellers earn 75% of their total sales. Earn an additional 5% of sales for each volunteer shift, with a maximum of 90%. Shifts are limited and approved at the discretion of the Sale Coordinators.

- Work 1 shift: Earn 80%
- Work 2 shifts: Earn 85%
- Work 3 shifts: Earn 90%

**Deductions:** Sellers will be subject to deductions from their total sales earnings due to failing to follow protocol:

- Being late for work shift (5%)
- Bringing children to any work shift (10%)
- Bringing children to member shopping Friday, any time before 7 pm (10%)
- Pre-shopping during set up (up to 20%)

## SECTION 5: PREPARATION OF ITEMS

Hangers	Only adult size <b>wire hangers</b> are allowed. Hook should be to the left, like a question mark. Hangers are not returned.
Tags	Print tags from website on plain white paper or light weight (65 lb) cardstock. Do not use slick or textured paper, but white cardstock is acceptable. Tags are to be pinned with a safety pin to the <b>UPPER RIGHT-HAND CORNER</b> of items. For those items placed in plastic bags, tape or pin tag to <b>OUTSIDE</b> of bag. Do not tape over barcode! Do not place tag inside bag. <b>HINT:</b> if using a Mac, use Safari, <b>NOT</b> Firefox, for tags to print correctly.
Pricing	Prices are to be in increments of \$0.50. As a general rule of thumb, price items higher than yard sale prices, less than consignment stores. Prices should be approximately $1/4 - 1/2$ of the retail cost, depending on condition.
Quality	All items will be reviewed upon drop-off. No stained or damaged items will be accepted. Please be sure that items are clean and presentable, no worn out shoes or broken toys. Any item over \$25 must be inspected by one of the QC workers upon drop-off. Only this sale's season's items will be accepted.
Clothing	Infant through juniors clothing is accepted. Maternity clothing and school uniforms are also accepted. When hanging multi-part outfits, use only <b>ONE</b> hanger. See image example in Section 6. <b>Only onesies may be placed in baggies.</b> All other items must be on a hanger. <b>Button all buttons, snap all snaps, zip all zippers!</b> Please refer to the images on the last page for detailed pinning and hanging details. There will be a boy/girl coordinating rack. Please note, if your items are hung incorrectly it will be your responsibility to rehang your items, workers will not be able to assist you and this cannot be done during your work shift.
Accessories	Shoes, stockings, socks may be grouped and placed in clear plastic bags. Use clear packing tape to seal, <b>NOT</b> masking or duct tape.
Shoes	Secure shoes tightly together. Use either plastic ties or place in plastic bags, no safety pins. Be sure to clean shoes well, otherwise it may affect the quality of other shoes in the bins and risk being pulled for quality.
DVDs/CDs/Game Cartridges	Please test all DVDs, CDs and game cartridges to ensure that they are in working order and tape them closed. It is the Seller's responsibility to ensure the item is in working order and not scratched. Pirated copies are not allowed. No VHS tapes!
Battery Operated Toys/Equipment	It is the seller's responsibility to include batteries in any equipment. Items will be pulled by quality control if they are not in working order. All ride-on toys must also have charged batteries to demonstrate to buyers that the equipment is working.
Sizes	Use the manufacturers' size on the tag. Sizes will be limited to those on the drop-down menu when creating the tags. Avoid mixing the sizes within an outfit as these will be pulled by quality control.
Toys	Toys with several pieces should be placed in Ziploc bags and sealed with clear <b>packing</b> tape. Tape all items together securely and tape the tag to the bag. Be aware that tape may ruin some toys. Please indicate if any pieces are missing on the tag. The item may still be sold as long as the toy still works appropriately without those missing items.
Books	Please use <b>RUBBER CEMENT</b> to affix the tag to the <b>BACK, OUTSIDE</b> cover of the books. <b>****DO NOT USE TAPE</b> to affix the tag as it will ruin the book!
Puzzles	Please wrap all puzzles in <b>clear plastic wrap</b> and then secure with packing tape to avoid damage to the puzzle. Then tape the tag to the plastic wrap.
Cribs	Cribs manufactured before June 28, 2011 will not be accepted for resale as per federal guidelines regarding crib standards.

Infant/Toddler Equipment	Safety pin the tag when possible, otherwise use clear packing tape to affix tag. Check for any recalls on manufacturers' websites, <a href="http://www.cpsc.gov">www.cpsc.gov</a> , and <a href="http://www.nhtsa.gov">www.nhtsa.gov</a> for car seats.
Car Seats	Manufacturer's expiration date must be noted on the tag in the description portion. Seats cannot be sold if they are less than 12 months from expiration. This information can be found somewhere on the car seat and must be documented. All seats expire 6 years from manufacture date.
Bedding/Linens/Layette	Hang these items when possible as they display better. Keep in mind that single items don't sell well, i.e. washcloths, burp-cloths, towels and sheets. Try to group like items together. Clearly label any bagged items. Bag items, such as bottles and utensils, and tape labels to the outside of bags.
Matching outfits	Each outfit should be on its own hanger with its own tag and price. Place boy/girl matching outfits together with rubber bands and they will be placed on a special rack at the front of the sale, near the seasonal items. At the end of the sale Friday evening, these items will be disbursed to the appropriate size and gender section.
Stuffed animals	Only LICENSED/TRADEMARKED items will be accepted. (i.e. Disney, Nickelodeon) NO BEANIE BABIES, as they do not sell well.
Infant Bath Tubs	New Federal law requires that infant bath tubs manufactured on or after October 2, 2017 must have an attached warning label indicating drowning/fall hazards in order to be sold/resold. Tubs manufactured before Oct 2, 2017 do not require a warning label to be sold/resold. Check tub for manufacture date.

Once you have tagged all your items, it will be helpful to group them similar to the way the floor plan of the sale is laid out for a quicker drop off. Large plastic tubs can be used for all table items. Below are the groupings of the tables.

Table 1: shoes, layette, hats, belts, underwear, etc.

Table 2: baby care, booster seats, bath tubs, monitors, breast pumps, baby carriers

Table 3: infant toys, girl/boy toys, stuffed animals, sporting equipment

Table 4: puzzles, games, crafts, electronic games, books by age group, DVDs, CDs

Large items will go in the center or along the sides of the gym

Your clothing should be grouped by gender then size. When hanging the clothing on the racks, we ask that shirts, dresses, and whole outfits go on the top rack. On the bottom rack will be pants and skirts, then pajamas will be at the back of each size. Some sellers cover their clothing groups with dry cleaner bags for transportation to the sale.



## SECTION 6: DOS & DON'TS

- Be sure that all items are clean, **i.e. odor-free and free of pet hair**. Items look best pressed or steamed.
- Don't tag anything stained or damaged – it will be pulled by quality control.
- Use only clear packing tape – NO duct tape, masking tape, double sided tape, etc.
- Print pages showing retail cost of large items for buyers to compare.
- Consider bringing a large white sheet and plastic tubs with your seller number on them to place items on after the sale during breakdown.
- Don't wait too late to print tags. They must be printed the day before the sale begins.
- There is an opportunity to donate any unsold or unwanted items, even those that are not items in the sale. Bring them Saturday at the end of the sale and they will be picked up.
- Clothing must be seasonally appropriate and is subject to coordinators approval.

### Front and back images of layered items



Run safety pin through pants, shirt, and top of wire hanger



2 Onesies pinned together





**Examples of Acceptable Items for Fall/Winter**

- Coats, raincoats, light jackets
- Pants, jeans, snowsuits
- Snow boots
- Winter themes items & clothing
- Halloween/Thanksgiving/ Christmas, Valentines items
- Long sleeve/pants pajamas
- Fleece pajamas
- NO SHORTS
- NO SUMMER THEMED CLOTHING
- NO SANDALS or OPEN TOED SHOES

**Examples of Acceptable Items for Spring/Summer**

- Sleeveless clothing
- Shorts, swimsuits, jeans, light weight pants
- Crocs, sandals, flip flops
- Summer/spring themed clothing
- Easter, 4<sup>th</sup> of July items
- Short sleeve/shorts pajamas
- Raincoats
- Light weight pajamas
- NO FLEECE
- NO TURTLENECKS
- NO SWEATERS or SWEATSHIRTS

**POST-SALE**

**All sellers, except Drop-off sellers, are expected to return at 2:00pm to help sort remaining inventory before you are dismissed by 2:30 pm. Drop-off seller will return at 2:30 pm to retrieve unsold items.**

**All unclaimed items will be donated at 3:00pm to the local charity.**

Inventory reports will be emailed within 48 hours. Checks will be mailed within two weeks at the latest and need to be deposited within 60 days of the sale. Please contact [sale@nowamom.org](mailto:sale@nowamom.org) to inquire if check is not received within four weeks of the sale.

**If you use sales/inventory reports to assist you with tax planning, please be sure to print those reports within 3 weeks of the close of the sale. Once the current sale's information is removed from CSA, it is no longer possible to retrieve a previous sale's data.**

Sale Co-Coordinator reserve the right to open the Sale to non-members after the members have been given **2 weeks** to register. Those non-members will be allowed to volunteer for shifts if any are available with a maximum of three shifts to bring their total earnings to 90%.

Please "like" and follow our Sale Facebook page: NOWAMOM KIDS CONSIGNMENT SALE

<https://www.facebook.com/NOWAMOM-Kids-Consignment-Sale-298312423558212/>

## NEW FOR SPRING/SUMMER 2018

**Consignor Facebook Group:** Join the private facebook group “NOWAMOM CONSIGNORS” to stay in the loop with announcements and directions regarding the sale. New consignors will have a platform to ask questions and receive answers from our experienced consignors and sale coordinators. General information/directions will continue to be emailed to all consignors. Open to non-member sellers!

**Consignor Referral Program:** NOWAMOM members only may refer 1 friend to be a new “Sponsored Seller” (non-member consignor) to earn an additional 5% of total sales. All NOWAMOM member sellers qualify to refer 1 friend, including Drop-Off sellers and Experienced Sellers. Referred friend must complete payment of consignor fee in order for 5% incentive to be applied. Members sellers' earnings will not exceed 100% of their sales.

**First Time Mom/Grandmother Preview Sale:** In order to generate new repeat customers and increase sales of infant items, we are inviting First-Time Moms/Moms-to-be and First-Time Grandmothers/Grandmothers-to-be *from the public* to shop the sale on Friday night from 7 pm – 9 pm, alongside our friends and family. These shoppers will have needed to pre-register online. A limited number of passes are available.

**V.I.P. Tagging:** Lots to sell, no time to tag? Let a V.I.P. tagger help you!

We will introduce a trial of V.I.P. Tagging service for Spring 2018 for NOWAMOM members only. Here's how it works:

V.I.P. Consignor will gather her clean, quality checked items to sell, and her assigned Tagger will pick up items. Tagger will hang, enter inventory and prices, and print and attach tags. Then Tagger will drop off items at the sale. Unsold items can either be picked up by the V.I.P. Consignor or left to donate.

The V.I.P. Consignor splits their earnings with their V.I.P. Tagger. For example:

Total Sales of V.I.P. Consignor = \$400

Nowamom Sale earns 20%	=	\$80
V.I.P. Consignor earns 40%	=	\$160
V. I.P. Tagger earns 40%	=	\$160

\*\*\***We need Taggers!** If interested, please email [sale@nowamom.org](mailto:sale@nowamom.org) You must have either sold in at least 2 previous NOWAMOM sales or be a current Board member. \*\*\*

### Guidelines:

- V.I.P. Consignor pays a \$15 supply fee to the Tagger to cover gas/mileage/tagging supplies.
- V.I.P. Consignor still pays \$15 registration fee upon being matched with a Tagger.
- Tagger sets all prices. Taggers must have sold in 2 previous Nowamom Sales or be a current board member.
- V.I.P. Consignor is considered a “Drop Off Seller”. However, the Consignor may volunteer for work shifts (up to 4 shifts) to increase earnings. Tagger will earn the equivalent of 1 work shift for each mom she tags for, applied to her own items sold.
- Minimum number of items to consign is 50. Tagger may set a maximum number.
- V.I.P. Consignors are matched with Taggers on a first-come, first-serve basis.
- V.I.P. Consignors and Tagger will sign a contract outlining expectations.
- V.I.P. Consignors must have items ready for pick-up at least 4 weeks prior to the start of the sale, February 9<sup>th</sup> 2018.

**PLEASE EMAIL [SALE@NOWAMOM.ORG](mailto:SALE@NOWAMOM.ORG) WITH ANY QUESTIONS!**