

Tots To Tweens NOWAMOM Consignment Sale Seller's Guide

Hosted by Northwest Atlanta Moms Of Multiples (NOWAMOM)

SPRING/SUMMER

AUGUST 18/19, 2017

Thank you so much for registering for our consignment sale. This guide is meant to be a resource for preparation and selling of your items. Any further questions should be directed to sale@nowamom.org. Please note: **items in RED** are recent changes to our sale guide.

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SECTION 1 RULES AND REQUIREMENTS

- Current NOWAMOM membership. Dues are paid to the club treasurer annually. See www.nowamom.org for details. 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.
- Sign a waiver agreeing to terms explained in this guide, exempting the club from liability for any missing or damaged items.
- Non-refundable registration fee will need to be paid prior to having your shifts or registration approved. You can pay **online at** <http://www.nowamom.org/event-2555269>.
- NOWAMOM Member Registration will begin on Monday, June 19, 2017 at 6 AM via this website www.theccsolution.com/nowamom. Non-Member Sponsored Sellers Registration will open on Monday, July 3, 2017.
- Registration will close Saturday, August 12, 2017.
- 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 the drop off, pick up or working/shopping shifts.
- Sellers may bring up to one adult (2 if pregnant) to help them unload and place their sale items (including all clothing) during set-up.
- 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 for help with this.
- During member shopping, members are not allowed to bring additional shoppers to the Sale with the exception of pregnant members. In that case, 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. 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, August 17th

1:30pm-6:30pm DROPOFF & SET-UP (at scheduled appointment time)

Friday, August 18th

10:00am-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

Saturday, August 19th

8:00am FACEBOOK EARLY BIRD PASS HOLDERS SHOP
9:00pm-2:00pm PUBLIC SALE
2:00pm-4:00pm BREAKDOWN

WORK SHIFTS*

Thursday, August 17th

Truck 8:30am-12:00 pm (counts as 3 working shifts)
Racks/ Gym Set-up 9:00am-12:00pm (counts as 2 working shifts)
QC 1:30pm-4:30pm
QC 4:30pm - 7:30pm

Friday, August 18th

QC 9:30am-12:30pm
Signs 9:30am-12:30pm
QC 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, August 19th

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
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:

Job	Description
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.
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 3:00pm to collect all unsold items. All items must be removed by 3:30pm or they will be donated.
Signs	Prior to sale, place signs at previously selected street corners on Friday. 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 Friday and again at 12pm Saturday, will ride together to put out and pick up all of the signs. Map will be provided.
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. 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 or church, assist in loading truck, drive truck to church/storage unit, 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	Look over 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 SALE FEES AND PERCENTAGES

Everyone pays the non-refundable registration fee as follows BEFORE work shifts will be approved. Payment will be accepted <http://www.nowamom.org/event-2555269>.

NOWAMOM Members: \$15 to register (plus a small processing fee) beginning June 19 – August 12th.

Non-members/Sponsored Sellers: \$18 to register. Sponsored Sellers receive a 25% deduction, but may earn an additional 5% of sales for volunteering to work a shift, up to 3 shifts (earn up to 90%). Shifts are limited and approved at the discretion of the Sale Coordinators. Must mail in check to register or register online <http://www.nowamom.org/event-2555269> using Registration Code provided by Sale Coordinators. (small processing fee if paying online) Registration begins Monday, July 3rd.

Additional deductions are based on the number of shifts worked. There is no cap or limit to the deduction.

Work 4 shifts	0% DEDUCTION
Work 3 shifts	5% DEDUCTION
Work 2 shifts	10% DEDUCTION
Work 1 shifts	15% DEDUCTION
Drop Off Seller	20% DEDUCTION
Non-member Seller	25% DEDUCTION
Experienced Seller *	10% DEDUCTION

*******Other reasons for deductions include:**

- Being late for work shift (5%)
- Bringing children to any work shift (10%)
- Bringing children to club shopping Friday pm (10%)
- Pre-shopping during set up (up to 20%)

*Experienced Seller must be a current 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 earn 90% of their profits.

SECTION 4 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 5 PREPARATION OF ITEMS

Hangers	Only adult size wire hangers 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 UPPER RIGHT-HAND CORNER of items. For those items placed in plastic bags, tape or pin tag to OUTSIDE of bag. Do not tape over barcode! Do not place tag inside bag. HINT: if using a Mac, use Safari, NOT 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 1/3 – 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 ONE hanger. See image example in Section 6. Only onesies may be placed in baggies. All other items must be on a hanger. Button all buttons, snap all snaps, zip all zippers! 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, NOT 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 packing 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 RUBBER CEMENT to affix the tag to the BACK, OUTSIDE cover of the books. ****DO NOT USE TAPE to affix the tag as it will ruin the book!
Puzzles	Please wrap all puzzles in clear plastic wrap 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, www.cpsc.gov , and www.nhtsa.gov 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.

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.
- 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



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, 4th of July items
- Short sleeve/shorts pajamas
- Raincoats
- Light weight pajamas
- NO FLEECE
- NO TURTLENECKS
- NO SWEATERS or SWEATSHIRTS

POST-SALE

Those working/ volunteer 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 3:30pm 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.

Sale Co-Coordinator reserve the right to open the Sale to non-members after the members have been given **3 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 deductions to 10%.

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

<https://www.facebook.com/NOWAMOM-Kids-Consignment-Sale-29831242358212/>