

MILTON MOMS CONSIGNOR

GUIDELINES THANK YOU SO MUCH FOR CONSIGNING WITH US!!!

1. REGISTER TO CONSIGN!

Step 1 - Please log onto our website at www.miltonmomsconsignment.com and follow the prompts to register:

You'll need:

- a 3-5 letter seller code name of your choice. (if you have consigned with us before, please use the same code)
- your phone number and your mailing address
- the estimated number of tags in each color that you think you will need (red – unsold items that we can donate after the sale, white – unsold items that you want back). Ex. 70 Red, 20 White

You can pick up your FREE tags at Birmingham UMC after we receive your information and payment. They will be in a bin outside of the church office entrance (you do not need to enter the church doors), labeled with your name. You can always arrange to pick up more tags at a later date if you need them.

****Your seller code will be yours for every sale moving forward and should ideally not be identifiable or recognizable to other sellers or shoppers (ex. Apple, Boys, Cake, Love, Pray, etc). If we receive duplicate seller names, we will contact you to request another code.**

Step 2 – Pay your \$10 registration fee via Venmo (kelly-masters-4) or PayPal via the “friends and family” option (joshualmasters@gmail.com@gmail.com).

***You will receive confirmation to pick up your tags once you are registered and they are ready.**

*****Sale proceeds will be split 70% to the seller and 30% to Milton Moms. Checks will be written and mailed within 3 weeks following the sale.***

*****No preview tickets will be given. All consignors will be on a list and allowed access to the preview sale on Thursday night. If you cannot make the preview sale, you can send someone (1 person) in your place.***

****We will allow babies in carriers for the Thursday night preview sale, however, no children or strollers are allowed.***

2. GATHER YOUR ITEMS!

Which Items are Accepted and Which Items are NOT Accepted:

Accepted Items: Gently-worn children's seasonally-appropriate clothing (sizes newborn to 12), like new shoes, accessories, maternity clothing, baby equipment, nursery decor, play sets, books, DVDs, leotards, clean and “excellent used condition” sports equipment (including cleats, baseball pants, balls, bats, etc) and toys. Spring/ Summer clothing is only accepted at the spring sale. Fall/ Winter clothing is only accepted at the fall sale.

****CLEAN Car Seats that still have at least one year of use from the date of the consignment sale are accepted. Please check your carseat expiration date and make sure it will not expire.***

Items NOT Accepted: No stained or damaged clothing, flip flops, underwear, tights, diaper genies, baby bottle and nipples, sippy cups, incomplete bedding sets, stuffed animals, cardboard boxed puzzles (unless NEW in a sealed box), violent games or toys, any recalled items, VCR machines, VHS tapes, any and all kids’ meal toys, curling irons, hot rollers, hair dryers (even if designed for children), cribs, and expired car seats.

*Foster Care Support Foundation will gladly accept cribs and car seats (770-641-9591 or www.fostercares.org).

- **VERIFY** that none of the items you wish to consign are included in the recall list (Please check your GRACO stroller models based upon the recall 1/20/2010.)

- . Go to www.cpsc.gov

- . Click on Recalls and Product Safety News

- . In the Search Box, search for those items you wish to sell

- . Review the results of your search to determine if an item has been recalled or if an item has been recalled, we will be unable to accept that item for sale.

REVIEW our list of “prohibited items”. These items have been included because they are high-risk items and have the potential to have lead paint. As we will be unable to determine the exact manufacturing date or model number of certain products, we will not be able to accept ANY item substantially similar to an item that has been recalled.

Example: *Baby Einstein Discover & Play Color Blocks

(Manufactured in June, 2007) have been recalled due to lead paint on the blue block so we will not accept any Baby Einstein Discover & Play Color Blocks, regardless of date of manufacturing.

ITEMS WE WILL NOT ACCEPT DUE TO POTENTIAL
LEAD HAZARD OR OTHER RECALLED ITEMS:

TOYS • Wooden painted Thomas the Tank Engine toys (table and plastic toys OK) • Sesame Street toys • Dora or Diego toys • Painted wooden or painted metal toys (except Melissa and Doug, Learning Journey, and Light, Camera, Action) • Journals or bookmarks of any kind • Happy gardening tools (Target) • Jewelry or key-chains of any kind • Flimsily made toys that are easily breakable (including happy meal or kids meal toys or books) • Toys with soft plastic made for infants

CLOTHES • Painted clothing • Clothes with stones that are set in a bracket with prongs securing stone

OTHER • Cribs • Pacifiers or teethingers not in original unopened packaging • Water bottle/baby bottles of any kind • Bath toys (unless new and in the package)

Our most important concern is for the safety and well being of the children. We regret any inconvenience this may cause to our consigners but hope that you will work with us to comply with the law for the protection of the children.

3. PREPARE YOUR ITEMS

Clothing:

- Items must be in good condition with no stains, excessive wear, holes, rips or buttons missing. To maintain the highest quality, stained, out of season or dirty items will be given back to the consignor or removed from the sales floor and donated.

Hang items on wire hangers (required!) with hook facing left like a question mark. Secure item to the hanger with safety pins if needed. **Pants should be pinned to the top wire of the hanger. NO straight pins or staples.** Please use numerical sizing only. For baby items, use the smallest number listed (ex. 3-6 month item would read “3 months”). Attach tag to the upper right corner of the garment (your right as you face the item, which is actually the item's left) with a safety pin. Any item not hung or pinned correctly will be returned to the consignor during check in or pulled from the floor.

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

- . Long sleeve shirts and dresses, pants, pajamas, sweaters, heavy coats, jackets and costumes. We will accept collared (polo type) short sleeve shirts, but no short sleeve t-shirts in the Fall sale unless there is an appropriate

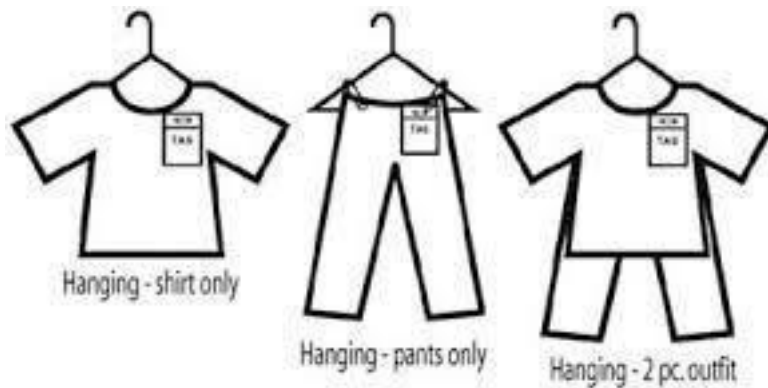
holiday theme on the shirt (Halloween, Thanksgiving, etc).
Any

style (current fashion) outfit in a heavier fabric such as velvet or corduroy is considered Fall/Winter.

- . Examples of clothing which will not be accepted for Fall/Winter: short sleeve or sleeveless t-shirts, sundresses, Capri pants, shorts, and light “spring” fabrics or patterns such as linen or eyelet.

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

. Short sleeve shirts and dresses, shorts, summer pajamas, collared polo-style short sleeved shirts (long sleeved accepted as long as it isn't a winter pattern/color), lightweight/summer fabrics like linen and eyelet. We will accept swimwear that is in excellent or like-new condition (no picks or fading) and floaties/life jackets that are in good used condition.



*We do not accept rubber flip flops unless they are brand new.

Preparing Items other than Clothing:

. Shoes should be held together using zip ties or in ziplock bags. Attach the tag using a safety pin or tape to the outside of the bag.

- All strollers should have the manual attached. If you do not have the manual, please download and print one from the manufacturer's website. It helps to sell the stroller!
- All electronic toys must have working batteries (and/or charger).

- Toys that do not work will not be accepted or removed from the floor and donated.
- All pieces must be included.
- Loose items such as toys with pieces and accessories should be packaged in ziplock bags

****The Milton Moms Consignment Sale is not responsible for pieces that come detached. If your item has multiple parts, please ensure that all parts are securely taped, pinned or zip tied together.*

4. PRICE AND TAG YOUR ITEMS

Our tagging system is done on paper tags (see below). Please follow these instructions carefully. Items tagged incorrectly will be returned or pulled from the floor.

Tags will be provided for you for FREE at BUMC in a bag with your name on it.

RED TAGS = DONATE – Items consignors wish to donate after the sale
WHITE TAGS = RETURN – Items to be returned to the consignor

1. Write out selling information on both the bottom AND the top of the tag. Please mark clearly. The bottom portion of the tag will be removed at the time of purchase so make sure it is accessible for check out. **PLEASE DO NOT TAPE THE BOTTOM PORTION OF YOUR TAGS TO YOUR ITEMS!**

- . No. – Your chosen consignor name
- . Style – any important words that will describe or help sell your item (brand name, style, etc.). Remember to note if it has tags or is “like new”. Sometimes those descriptions can help sell an item.
- . Size (if necessary) – for infant clothing items use the smallest size (ex. 3-6 months is 3 months)

No. _____

STYLE _____

SIZE _____

PRICE _____

No. _____

STYLE _____

SIZE _____

PRICE _____

NEW ...Price – must be in increments of \$1.00. No \$.75, \$.50 or \$.25 price endings!

- SATURDAY IS HALF PRICE DAY! Include a large black dot on the top right corner on both the top and bottom part of the tag on all white tagged items you wish to be sold for half price

on Saturday (see details below). All red tagged items will automatically go half price. We prefer that you use a Sharpie and include it on the right corner of the top and bottom part of the tag so it can be seen easily at check out.

Example of how to tag a child's clothing item:

No. Glory

Style: Bailey Boys shorts Size: 2T

Price: \$8

For a maternity item:

No. Glory

Style: Maternity shirt

Size: M Price: \$10

For a child's book....Use the "style" space and "size" space to describe the book by author, title or type (however you feel might best sell the book).

No. Glory

Style: Board Book

Size: lift the flap Price: \$1.00

For a "small toy", "large toy" or "large equipment", use the style space to identify the item or the brand name if you feel that might help sell it. Large toys are things like bikes,

sandboxes, play structures, etc. Large equipment are things like high chairs, strollers, pack and plays, etc.

No. Glory

Style: Remote Controlled Car Size: Like New! Price: \$4

For Baby Gear... Use the style space to identify the item as "Baby" or the brand name if you feel it will help sell the item. Use the Size Space to identify the brand or type of item.

No. Glory

Style: Graco

Size:

Highchair Price: \$20

Pin or tape the tag to item so it is visible and secure. For clothing or soft items the tags should be safety pinned and located as shown in the picture above. Secure the tag with tape for plastic or hard surface items. **Please do not tape the bottom portion of the tag to your items!** We need that part easily accessible for check out and to pay you, the consignor.

Items without tags will be property of the sale and will be donated. Additionally, the sale reserves the right to price an item without a price.

Items marked with a **RED** tag will automatically go 1/2 price on Saturday and be donated after the sale.

Unsold items with WHITE tags will be available for pick up at the conclusion of the sale. **All items not picked up by the communicated time will be donated!! No exceptions.**

PRICING HELPFUL HINTS

- When sorting items to sell, ask yourself, "Would I pass this onto a family member, friend, childcare provider or neighbor"? These are the people shopping the sale!

- Items tend to sell for approximately 20-25% of retail for gently used. You may be able to get more for “never worn” clothes, toys still in boxes and specialty items (playhouses, bikes, battery- operated vehicles). Ask yourself if you would pay that price for the item if you were buying it at a consignment sale.
- Outfits do sell, so if you have the perfect shirt to go with the plaid shorts, pin them on a hanger as a set! Just remember to secure them together with safety pins and notate that it’s a set.
- Clean, new looking shoes do sell. We do not accept overly worn sneakers or shoes. Only new rubber flip flops will be accepted.
- Outdated clothes do not sell well.
- Baby blankets and onesies are not big sellers and must be in pristine condition. The baby section may get very crowded. If you have several onesies, you can save yourself some hangers and tags by placing 2 or 3 together on a hanger and selling “2 for \$1”. Or, package two blankets in a zip lock bag.

5. DROP OFF/CHECK IN

- Drop off times are listed in the email you receive when registering. A link will be provided to sign up for a 30 minute time slot. Please be on time and switch with someone on the link if you can not make the time you have signed up for. We can only allow for a few drops offs per 30 minutes.
- We estimate that drop off will take approximately 30-45 minutes. All items will be inspected and plan to bring your own

items into the building. We may or may not have the man-power on staff to assist with items that are heavy or bulky.

Check In Instructions:

1. Park your car anywhere in the church parking lot (you may want to bring a wagon or laundry basket to transport items into church)
2. Stop at the check in table to sign in. We will confirm that we have all the necessary items for registration.
3. Have your items checked by a volunteer. Any stained, heavily worn, unseasonable, broken, or recalled items will be returned to you. We will be extra selective and additionally we will be checking all non-clothing items for this sale.
4. Hang your clothing items on racks by gender and size and then check in your toys, books, and other items at the front of the fellowship hall (look for the signs).

****You are only responsible for hanging your clothes/shoes/accessories. All other items will be displayed for you.**

6. SHOP THE SALE!

The sale always opens to our consignors the Thursday night – 6pm-7pm, PRESALE!!! (this time is for consignors and sale volunteers only). If you cannot attend the presale, you can

assign your spot to someone else. This will need to be arranged and communicated prior to opening night.

****NO CHILDREN are allowed into the Thursday night sale unless they are in a carrier.**

Thursday Night 7pm-9pm – open to public (no children)

Friday Morning/Afternoon – 9:00am – 1:00pm open to public

Saturday Morning – 9:00am-11:00am **(HALF PRICE DAY!)**

****We accept cash, all credit cards and checks with in state ID**

7. PICK UP YOUR UNSOLD THINGS (WHITE TAGGED ITEMS)

After the conclusion of the sale- Pick up only takes about 30 minutes!

• Pick Up Procedure:

1. Check in at the fellowship hall.
2. Bring bags and boxes to collect all of your unsold items. Anything not collected, but left with your code will be donated.

Any questions, comments or concerns you have about the items you sold or purchased must be reported by the Monday after the conclusion of the sale.

Checks will be mailed to consignors within 3 weeks of the sale.

There will be no tax receipts issued for this sale for items that are donated.

FOR ADDITIONAL INFORMATION, PLEASE EMAIL US AT
info@miltonmomsconsignment.com

QUICK REFERENCE SHEET PROVIDED BELOW. Thanks Again!
Milton Moms Consignment Committee

QUICK REFERENCE TAGGING TIPS AND INSTRUCTIONS:

Recommended Tagging Supplies:

****Tags** are provided for you for FREE at Birmingham UMC under your name (box outside of the church office by the door). Please stop by the church once you receive your confirmation email. Only the tags we provide will be accepted.

- Wire Hangers – we require wire hangers to preserve rack space. Ask dry cleaners, retail stores and neighbors asap for their wire hangers!
- Various sized safety pins – to secure items (pants, clothing sets, etc) to the hangers and to pin each tag onto each item
- Zip Ties – these are great to keep shoes together and other things that can't be held together with a safety pin
- Various sized Zip Lock bags – perfect to package multiple onesies together, accessories, blanket sets, and toys that have multiple pieces

- Tape – packing tape and scotch tape to adhere the tags to toys, books and other non-clothing items and to reinforce the top of ziplock bags. Remember not to tape the bottom of your tag to the item!
- Rubber bands – to group things together like puzzles, DVD/Book sets, etc.

Tagging/Organizing Tips:

- Collect and sort items early and keep like items and sizes together - Inspect each item for damage – get stains out and fix any issues
- Make sure clothing is clean and well presented. Would you buy it?
- Package like items together in small groups in ziplock bags to increase selling potential (Ex. Hot Wheels, socks, swaddling blankets, book series, etc.).
- Make sure the tag is easily accessible but secure. It should be able to withstand vigorous shopping. The bottom portion of the tag will be removed at check out. If a tag gets removed from its item, it cannot be sold!
- Electronic toys should have working batteries
- RED tags for unsold items that you would like to be donated after the sale.
- WHITE tags for unsold items you want back and will pick up

- Half price day is Saturday! Any WHITE tagged items that you would like to sell for half price, please mark with a large black dot in the top right corner of the top and bottom part of the tag so the shoppers are aware of the mark down. RED tagged items will automatically be sold 1/2 off on Saturday.