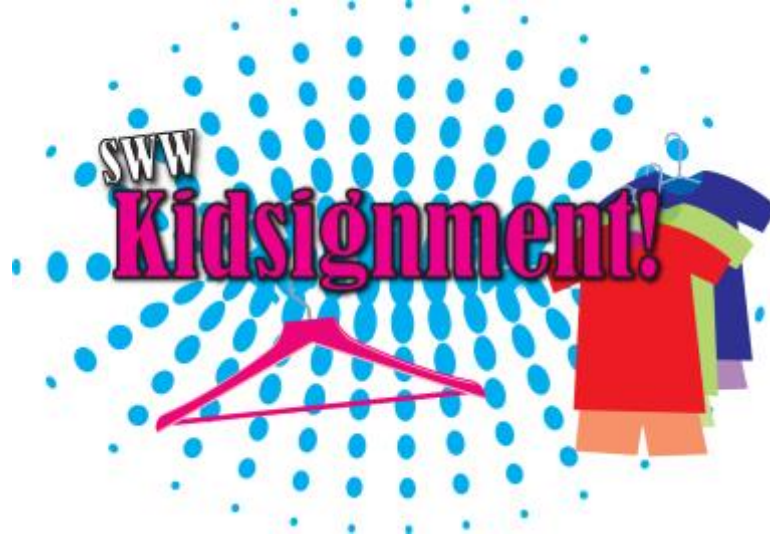


# Sale Participation Agreement



## Want to take part in this sale? Follow these steps:

### Step 1 – Register

Go to [www.swwkidsignment.org](http://www.swwkidsignment.org) and to sign up as a consignor. Public registration for the Fall/Winter SWW Kidsignment Sale has begun and will continue until Wednesday, Oct. 4, 2017. An \$8 registration fee will be deducted out of the seller's proceeds and will be due to SWW Kidsignment regardless of the proceeds amount. Consignor will earn up to 70% of their sales (less sales tax). Consignors who volunteer for at least one (4 hour) shift will earn 70% of their sales (less sales tax). Consignors who do not volunteer will earn 60% of their sales (less sales tax). Sellers who register online and do not sell or check-in will still owe the \$8 fee, unless the consignor unregisters from the sale by Tuesday Oct. 3, 2017. Each consignor may not exceed 350 items.\*

\*Consignors wishing to consign more than 350 items will be charged an additional \$8 fee and will need to schedule two consecutive drop off appointments. They will also need to work two (4 hour) shifts in order to receive 70% of their sales.

### Step 2 – Enter, prepare, and tag your items

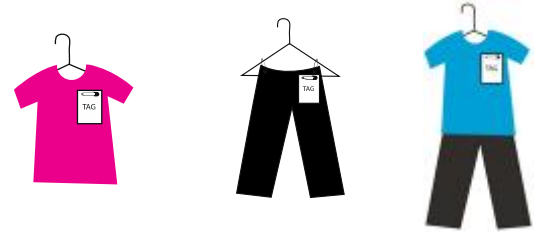
Begin preparing, washing, and tagging your items. All items must be laundered and free of odor. **Stained items will not be placed on the sales floor** (consignors failure to check items prior to drop-off may jeopardize participation in future sales). We recommend organizing your items by size and gender before beginning the entry process. This will make your tagging process fast and easy. Keep items in order until you print and attach tags. Barcoded tags will print out in the order of item entry (unless printed manually, one at a time).

### ***What you will need to prepare, enter, and tag items:***

- Internet connection and printer
  - Heavy paper (white only) for printing barcoded tags. Barcodes on colored/light weight paper do not scan well.
  - Hangers (all clothing must be on hangers BEFORE check-in)
  - Need hangers? Contact us before you buy. We may have some.
  - Ziplock bags (to secure loose items)
  - Safety pins (to attach tags to clothing). Tagging guns may be used, but BE SURE to attach tags in correct place.
  - Scotch tape/zip ties and hole punch in order to make hole in tag, string tag around dolls, stuffed animals, etc.)
- Go to [www.swwkidsignment.org](http://www.swwkidsignment.org), click on Active Consignors and login with your consignor ID (given upon registration) to enter items for sale and create barcoded tags. If you would like some sample prices please see the pricing guide on our site. These are just samples – please feel free to price your items to sell! Ebay and other online sites may be used to determine pricing of items as well. During item entry you will be able to choose to discount each item (50% off on Sunday) or donate the item to a local charity at the end of the sale. We will provide receipts for tax purposes.
- Print tags on white stock paper at your highest quality printer setting. (Heavy stock paper is recommended to lessen the chance of tags ripping.) Please calibrate your printer before printing tags. Printing barcodes is a sensitive process. When cutting tags, be sure you are cutting where indicated and that the barcode is intact at the bottom of each tag. When a customer buys your items, the barcodes are scanned so we can see the seller information on tags. This keeps track of the items you have sold and ensures you are paid accurately at the end of the sale. Items not tagged correctly will not be accepted at check-in.

- All items must be priced at a minimum of \$1.00 and must be in half dollar increments (i.e. \$1.00, \$1.50, \$2.00, etc. NOT \$2.25, \$2.75, etc.). We recommend selling at least 15 items or a \$25 minimum, as the \$8 seller participation fee will be due regardless of dollar amount sold.

- All clothing must be on a hanger, hook facing to the right leg/arm of the clothing, with safety pinned tag to the upper left side of the clothing, (left arm/leg side). Use only one tag for sets and label "2 piece set" (for example) on the tag.



- Clothing quality: Clothing must be new or like-new quality. No odor, no rips, no tears, no stains, no missing buttons, no broken zippers. If you bring items to the sale and upon inspection at any time, they do not meet our quality criteria, they will not be sold. Compliance with these terms allows us to have quality items and a successful sale. We reserve the right to not accept any item not meeting this criteria. Also, iron clothes if needed – the better they look the faster they will sell!

- Secure loose items (shoes, socks, toys) in a zip lock bag and tape the barcoded tag to the bag. **Remember to only tape the top of the tag so that it may be removed during checkout.** We remove and keep all tags at checkout.

- Toys and items running on batteries must have working batteries to ensure they are in working condition. Many local dollar stores have low cost batteries. If batteries are not working at anytime during the sale, the item will be set aside and not sold.

- All items must be children related. Items may not be perishable. Items must be in new/gently used condition.

- All sellers must read the safety agreement. Sellers are required to check the Consumer Product Safety Commission (CPSC) website at <http://www.cpsc.gov/en/business-manufacturing/business-education/resale/> and view the Reseller's Guide and FAQs to ensure that items being sold meet current standards and laws. No car seats will be accepted.

### Step 3 – Schedule your drop-off time and volunteer shifts

- Schedule your drop-off time and your volunteer shifts (optional, but allows you access to the pre-sale and an additional 10% of your sales!) through our online system. Set your appointment times early so you get your preferred slots!

### Step 4 – Drop off and Check-In

- Bring your items to the sale separated by gender and size.
- Items that are found offensive, inappropriate or lacking quality will not be accepted.
- During check-in your items will be inspected and added to the sales floor.
- Please remember, drop-off times are scheduled for 60 minutes, but this is an estimate and will fluctuate depending on the number of items, etc. **Consignor participation is required at drop-off. No children please.**

### Step 5 – Shop!!!

- Consign & volunteer to shop the pre-sale!
- Shop all weekend long and purchase everything you need for your children! Bring a friend!

### Step 6 – Stay up-to-date with your sales progress

- Check online after each sales day to see the status of your items.

### Step 7 – Pick up any unsold items that were not donated

- Pick up will be Sunday, Oct. 8, 2017 between 5:00-6:30pm.
- All items not picked up at this time will be donated.
- Printed, itemized sales documents will be provided at pick-up.
- Checks will be mailed no later than 4 weeks upon the close of the sale.
- Tax donation letters will be mailed with checks and sales report.

Donations from previous sales have benefited the following organizations:

Possibilities

Visiting Nurses

Gospel Mission

Goodwill

Pe Ell Methodist Church

East Lewis Co. Clothing Bank