



2017 Fall Kids Consignment Sale Guidelines

Seller Sign-Up & Buy In:

- Sellers must sign up by October 4th with Kids Sale Committee Chair, Alissa Pope
Email: bbmomazsale@gmail.com Phone: (480) 266-4115 or www.bbmomaz.com/sale-guidelines.html
- \$20 Buy-In for members/\$30 non-members
 1. In person cash, check or credit card (\$1.00 fee)
 2. Mail check payment: BBMOM/P.O. Box 22/Gilbert, AZ 85299-0022
 3. PayPal bbmomazsale@gmail.com (as friend)
- Review terms and sign agreement online at www.bbmomaz.com/sale-guidelines.html

Location: ICAN 650 E. Morelos St. Chandler, AZ 85225

Hours:

Friday, November 3rd: Setup Only	Saturday, November 4th: Sale Day
Structure 2:00pm - 4:00pm	7:00am - 7:30 am Presale - Sellers
Sellers 4:00pm - 6:30pm	7:30am - 8:00 am Presale - Members
(sellers must arrive by 6:00 to setup)	8:00am - 2:00pm General Public Sale \$1.00/person
	1:00pm - 2:00pm 50% Off (designated items)
	2:00pm - 4:00pm Tear Down

Sellers:

BBMOM will keep a portion of all sales. The schedule is as follows:

- Club member seller → 85% member/15% BBMOM
- Non-club member seller → 80% member/20% BBMOM
- Current and parliamentary president (1 year past) → 100% member/0% BBMOM
- If you plan to drop off your items Friday and cannot stay to set them up, there is a \$20 setup fee. Items must be organized for a volunteer to set up.
- If you're unable to work a shift during the sale, there is a \$30 fee.
- Recommended to attend seller meeting and attend software video meeting.

Tagging:

- Each seller will be required to generate tags using the website www.myconsignmentmanager.com and will be given login info upon submittal of your registration fee and signed agreement.
- Tags should be printed on 60-67 lb white cardstock paper using a laser or inkjet printer. Faded or poorly printed tags will not be accepted.
- Do not place tape over barcodes.
- Use a tagging gun to attach the tag or a safety pin (tagging guns available on amazon for under \$10)
- Tagging must be completed by 10/30/2017.
- Tag should be affixed to the tag, button, zipper, or seam of an item NOT directly through the fabric as it leaves a hole in the clothing.

Tagging (cont.):

- When entering tags ensure you fill out each field to have a complete tag.
- Tag only in increments of \$.50 (\$.50/\$1.00/\$1.50 etc.)
- We reserve the right to decline any items that are improperly tagged, torn, stained, unclean or questionable.
- If you want an item marked down to 50% during the last hour select this when you create the tag you can also mark it as an item for donation if you wish to donate.
- No tagging at set-up.

Hanging items:

- All clothing must be on plastic hangers. No wire hangers.
- Clothing sets should be pinned together, and described on tag as a set.
- Hanger hooks to the left (place hanger like a ? and that's where you see the front of the item)
- If you want your hangers returned to you, you must label your hangers with your name and provide a labeled bin to sort them.
- It is preferred that sellers use pant hangers, clothes pins or zipties for pants/shorts etc.
- Hang blankets on pant hangers (insider tip: get hangers from Kohl's)
- If selling bedding, it is recommended to provide photo of bedding set-up in sign holder.

Shifts:

- All sellers MUST be at sale to tear down structure and clean-up location.
- All sellers are responsible for setting up their own items once the structure is set up.
- Sale day will be split into 3 shifts and all sellers must work at least one of them. (shifts are: 6:30am-9:30am, 9:00am-12:00pm or 11:30am-2:30pm)
- NO KIDS under age 15 are allowed during set-up/tear down of structure and sale items OR shifts.
- If you are not present during tear down or miss your shift the club will keep 50% of your profit.
- Please consider offering your time with as many shifts as possible! We would ideally have 6 members working per shift, including 3 cashiers.
- Food will be provided for those who are working a shift ONLY.
- Check in/out with Volunteer Coordinator day of sale.

Drop Off & Pick Up:

- Infrastructure must be dropped off by 2:00pm on Friday. Clearly label tables with your name.
- All sellers must drop off and set up their own items between 4:00-6:30pm on set-up day.
- Sellers must arrive by 2:00pm on day of sale to pick-up unsold items and sort donations.
- Please have your bins and lids clearly marked with your name.
- BBMOM is NOT responsible for lost, misplaced, stolen items.

Club Member Shopping:

- Shop before/after your shift, not during.
- There will be no holding of items during setup.
- If you put something aside to purchase later, you MUST purchase.

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Let's have a great sale!