

Kingdom Kids Seller Guidelines

As mothers and consignors, we know the time it takes to prepare for a consignment sale, so we hate to turn people away for not adhering to our guidelines. Please ready all very carefully.

Additional information can be found by reading "**FAQs and Helpful Hints**", "**MSM Barcode Instructions**", and "**Summary Guide**", all under the seller tab on our website.

WE WILL ONLY ACCEPT KINGDOM KIDS BARCODED TAGS CREATED THROUGH OUR WEBSITE. HANDWRITTEN TAGS OR TAGS FROM OTHER CONSIGNMENT SALES (SUCH AS KIDS MARKET) WILL NOT BE ACCEPTED, NO EXCEPTIONS. IF YOU BRING ITEMS THAT ARE NOT TAGGED WITH OUR TAGS, THEY WILL NOT BE ACCEPTED FOR SALE.

Due to space constraints, there is a maximum of 250 items per seller. A minimum of 25 items is required to shop early.

Items will only be accepted during the designated receiving days/times. NO EXCEPTIONS.

Please allow at least 30 minutes for check-in. If you are donating all of your unsold items, you may take advantage of our **Express Drop-Off**. See Seller tab for more information.

ONLY QUALITY ITEMS WILL BE ACCEPTED, nothing outdated, no rips, tears, holes, stains, piling, zippers must work, no missing buttons, etc. Items must be SMOKE-FREE.

Toys/Baby Gear must have all parts and be in working order. If electronic, please be sure item has batteries so a potential buyer can see that it works.

All items will be fully inspected by a Kingdom Kids representative before being accepted. If you are unsure about an item, leave it out. Chances are if you wouldn't buy it, no one else will either! Kingdom Kids reserves the right to refuse any item that it feels does not meet the qualifications above.

Our sale is run completely by volunteers. Although we do our absolute best to be thorough and consistent when inspecting and checking items, we do make mistakes!

Items accepted for this sale include:

- children's clothing sizes newborn to big kid 18 (only appropriate season accepted)
- shoe sizes newborn to big kid/adult 9
- costumes & dancewear
- baby equipment: high chairs, pack n plays, strollers, bouncy, jumpers, swings, activity centers, NO BEDDING
- sports equipment
- all toys, NO BOOKS

Items NOT accepted include the following, no exceptions:

- maternity sizes
- men's, women's and junior sizes

- furniture
- VHS tapes
- Diaper Genies or anything similar
- stuffed animals, beanie babies, etc.
- bicycle helmets
- underwear, training pants, panties - We do accept diaper covers/bloomers for girls.
- potty and/or potty seats
- car seats older than 5 years (including boosters & infant carriers)
- socks
- bottles (including breast milk storage bottles), feeding supplies (bowls, spoons, sippy cups, etc.), pacifiers, teething rings, or anything that comes in contact with a baby's mouth
- comforter sets, bedspreads, crib bedding, sleeping bags, or nap mats
- T-Shirts from schools, fundraisers, vacations, local businesses, etc. will NOT be accepted. We do accept college and local school sports team shirts (i.e. Rockets, Blue Devils, etc.).

Sellers earn 70% of the selling price less a \$7 seller fee. The remaining 30% goes to the GMVUMC Missions Team. If you have more than one seller ID, a seller fee will be charged for each ID.

You must pick up your remaining items at the designated pick-up time on Saturday. Any unsold items not picked up on Saturday will be donated to charity and your check (if any money is due to you) will be mailed to the address provided at online registration. Please do not miss pick-up if you do not want your items donated.

The "MSM BARCODE INSTRUCTIONS" (see sellers tab) should be reviewed for detailed information and instructions. Tagging your items incorrectly may result in not being paid when an item sells.

Please use WHITE CARDSTOCK for all tags. Do not use regular or colored paper, or labels.

Do not alter the size of the tags. The tags print 6 per page. We will not accept smaller tags because they do not scan correctly and we will not be able to pay you.

For your protection, you may also place a label or piece of masking tape with your seller ID on the inside of each garment. This will help us identify who the item belongs to if the tag is accidentally removed.

Only items with tags attached can be sold, so please attach tags securely. Please use packing tape to adhere tags to Ziploc bags. Do not place loose inside the bag.

Do not change the price or the discount option on a tag once it has been printed. You must print a new tag. If a price has been altered, we can't tell if it was done by you or someone being dishonest while shopping, therefore we will not sell the item.

Do not copy barcode tags. Each item must be entered separately into the system and have its own item number. If you copy tags, only the original tag will scan correctly and you will not be paid for the items with the copied tags.

Instructions on how to hang and label clothing:

- Tags must be pinned to the front, upper right corner of each item.
- Only wire hangers can be used.
- Only safety pins may be used (no clothes pins, straight pins, etc.). The larger the safety pin, the better!
- Items must be safety-pinned to the hanger with the hanger opening facing the left.
- For outfits, do not hang an item under another item. For example, if selling pants with a shirt, put the shirt over the hanger and pin the pants on the back, outside the shirt and to the hanger. This way both are viewable and secure.
- For larger-sized pants, zip ties may be used. Dollar Tree sells these.



Please package shoes in Ziploc bags (the bag must be big enough to close easily) and tape the tag inside the bag where it can be seen.

You may also wish to place a piece of masking tape with your seller ID on the inside or bottom of each shoe. We also suggest placing packing tape over the opening of the Ziploc bag so that shoes cannot be removed easily. Boots may be attached together by zip ties and/or large safety pins but tags **MUST** be secured very well. There is A LOT of shuffling of shoes during the week and tags come off very easily.

Please place tags on large toys, baby items, etc. with clear packaging tape. Again, you may also wish to place a label or piece of masking tape with your seller ID somewhere else on the item, possibly the bottom.

When entering information into the barcode system, please pay attention to the **DISCOUNT** option. If you would like your items sold for half price on Saturday, please mark YES, otherwise mark NO. We highly recommend discounting your items, especially those that will be donated at the end of the sale. It is better to get something for an item, than nothing at all.

When entering information into the barcode system, please also pay attention to the **DONATE** option. If you wish to have unsold items donated to charity at the end of the sale, please mark YES, otherwise mark NO.

If you are selling large baby items, such as cribs, swings, pack n plays, etc., the items must be fully-assembled (by you) so that customers can see what they are purchasing. Kingdom Kids is not responsible for misplaced pieces/parts for items not fully-assembled.

Items must be priced in \$1.00 increments (use whole dollar amounts with \$1.00 being the minimum).

Please be mindful when pricing your items for sale. A good rule of thumb is 1/3 of the original price. If items are new with tags, or in excellent condition, a slightly higher price may be appropriate. But remember, overpriced items will not sale! Kingdom Kids reserves the right to refuse any item we feel is overpriced.

As a seller, you will be allowed to shop before the general public on the designated seller shop day. You must provide your seller ID upon entering the seller sale (you may only enter once as your seller ID will be marked off the list once you enter). Only one person per seller ID will be allowed (no children, including babies in carriers/slings, strollers, or spouses allowed during the worker or seller sale, no exceptions). Do not share your seller ID with others.

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