

FSMOM Children's Resale - Seller Information

Key Dates /Times/Locations:

	<u>Date</u>	<u>Time</u>	<u>Location</u>
Seller Commitment*	Friday March 30th	5pm	Register via My Sale Manager
Resale Set-up, 1 st work shift (4-6pm & 8-10pm)	Friday, April 13 th , 2018	4:00pm – 10:00pm	Shue-Medill Middle School– Main Entrance
Consignors drop off and set up inventory	Friday, April 13 th , 2018	6:00pm-7:15pm	Shue-Medill Middle School- Main Entrance
Resale Committee & Board Member Shopping	Friday, April 13 th	7:30-7:45pm	Shue-Medill Middle School
Resale Seller Shopping	Friday, April 13 th	7:45pm	Shue-Medill Middle School
Resale Friday Shopping	Friday, April 13 th	8pm-10pm	Shue-Medill Middle School-Main Entrance
Resale Sellers 2 nd work shift	Saturday, April 14 th	7am-11am	Shue-Medill Middle School-Main Entrance
Resale	Saturday, April 14 th	8am-12:30pm	Shue-Medill Middle School
Resale Sellers 3 rd work shift	Saturday, April 14 th	10:30am-2:30pm	Shue-Medill Middle School-Main Entrance
Resale Breakdown & Consignor Pickup	Saturday, April 14 th	12:30pm-2:30pm	Shue-Medill Middle School-Main Entrance
Consignor Payment	2-3 Weeks Post Sale		By mail

Important Information:

- All sellers must use the My Sale Manager barcode tagging system.
- Sellers will work at least 1 (one) shift Friday or Saturday.
- A one-time, price markdown will be allowed on items \$10 and over only. Consignor must see committee member for sale specific mark down sticker. NO RED PENS.
- All items for sale must be entered into MSM by 12pm on April 13th, 2018.

Resale Timetable:

Friday: 4:00pm	Committee & 1 st work shift Arrives/ check-in	Saturday: 6:45am	Committee arrives
4:00-6:00pm	Unload PODs, Set up Racks/clothing room & Equipment Room	7:00am	2 nd work shift Sellers/volunteers check-in
6:00-7:30pm	Sellers unload and set up inventory	7:45 am	Raffle winners shop
7:30-8:00pm	Sellers/ Volunteers shop	8:00am-12:30pm	General Public shops
8:00pm	Members/Friends & Family Shop	10:30am	3 rd work shift Sellers/volunteers check-in
9:15pm	Auction Ends	12:30pm-2:30pm	Break down & clean up
9:30pm	Shopping Ends		

Remember: Check/Credit Cards on Friday, Cash/Credit Cards on Saturday.

Friday Night Checklist

- All items sorted into bins or shopping bags.
- Wear Red Shirt.
- Checkbook (purchases) or Credit Card
- Consider eating dinner/snack beforehand – food/beverage will not be available.
- Arrive at school 4:00 p.m. and check-in. (1st shift)
- Check the Lost/Found area for any of your items before you leave.

Saturday Checklist

- Wear Red Shirt
- Cash (purchases) or Credit Card
- Consider bringing a snack/beverage. (Pizza will be provided after the general public leaves.)
- Arrive by 7am and check-in. (2nd Shift)
- Arrive by 10:30am and check-in. (3rd shift)
- Check the Lost/Found area for any of your items throughout the day.
- You may leave after everything is cleaned up.

Seller Responsibilities:

- **Understand selling is at your own risk.** FSMOM, resale participants or the facility will not be held liable for any theft, damage, or loss of property, or personal injury from foreseen or unforeseen causes resulting from participation in the resale.
- **Know the earnings breakdown:**
Resale Sellers Consignment Proceeds:

ALL FSMOM SELLERS
50%- No Work Shifts- Limited Number of Spots Available
70%-Work One 4 Hour Shift
80%- Work Two 4 Hour Shifts

- **Commit to work shifts Friday and Saturday.** Significant others may work on your behalf either day. Please see the “Resale Set-Up and Breakdown Process” section for expectations both days. *Note: Significant others with strong legs, arms and backs are welcome additions/replacements both days, especially Saturday to help customers take large purchases to their cars.*
- **Secure childcare arrangements for both days.** On Friday night, children under 15 may enter the school during member shopping time only (after 8:00pm).
- **Register for the sale at My Sales Manager and sign up for workshift(s).** If you are a new seller, please send an email to resale@fsmom.org with subject line: “New Seller” to request your seller number.
- **Consider asking friends and family to volunteer.** The more help we have, the more time we have to shop on Friday night and the faster we can break down on Saturday. When you RSVP, please provide the names of your volunteer(s). Volunteers must be at least 15 years old (send an email to resale@fsmom.org subject line: Resale Volunteer). Only sellers and volunteers may be at Shue-Medill before 8 pm. Spouses or significant others who are not available to volunteer, but would like to join you for shopping on Friday night, may do so after 8pm.
- **Allow yourself ample time to prepare your items for resale.** Included in this document are the Merchandise Policies, Tagging Guidelines, Sorting Instructions, Best Practices and Pricing Guidelines to help you prepare for the resale. Please read them carefully and feel free to contact a committee member with any questions. All items for sale may only be brought in on Friday night. Sorry, no exceptions.
- **Label your bins with your last name and seller number:** Leave at least 2 large boxes/bins with your last name and seller number on it (more if you are selling a lot of stuff). Leave the lids at home or in your car, they get lost easily. These boxes are used to return your unsold items and will be stored in the back room until the end of the resale on Saturday.
- **Checks will be mailed to your home address.**
 1. Double check the address in MSM. If check has to be stopped and reprinted the stop payment fee will be deducted from your proceeds.
 2. Please allow approximately 2 weeks from the date of the resale to receive your check. If you have not received it after 3 weeks, please email resale@fsmom.org subject line: Resale Treasurer, and provide your name and seller number.
- **Wear a red shirt both Friday and Saturday.** This will provide better service and security. FYI: The resale committee wears white on Friday and teal security shirts on Saturday.
- **Check-in each shift to get your job assignment.** Job tasks are pre-assigned for Friday and Saturday. Should you have any questions/concerns about your job assignment, please consult a committee member. In addition to job assignments, all sellers are responsible for unloading and setting up their own inventory Friday.

- **Check the lost and found for your items both on Friday night and Saturday.**
- **Inspect your new purchases thoroughly on Friday night (Members only).** Refunds will be given on defective merchandise to members only. Defective items can ONLY be returned on SATURDAY MORNING prior to the sale. This policy *does not include* clothes that do not fit.
- **Consider yourself part of Security.** If you notice questionable activity, please let a committee member know. We reserve the right to inspect all incoming and outgoing packages - general public and membership. Thefts will be brought to the attention of authorities and are prosecutable.
- **Be prepared for unsold items.** Please remember to bring extra bins to take home your unsold items. All unsold items are returned to the seller immediately following the sale. Additionally, if you have large equipment items for sale, remember to drive the appropriate car/truck to the sale on Saturday, in the event these items don't sell. A collection area or truck will be available for donations on Saturday, should you decide to donate your unsold items.

Merchandise Policies:

- Only children and maternity items may be sold.
- All maternity clothes must be on hangers.
- All children clothes must be on hangers, with the exception of accessories.
- All merchandise must be clean with NO stains, holes, or other damage and in good working condition.
- Seasonal items sell the best. Clothing sizes 2T and under must be in-season only.
- No glass or breakable items. (Ex. Glass picture frames, ceramics, etc.)
- No stuffed animals will be accepted for sale, unless they are battery operated.
- No VHS tapes.
- No liquids (lotions, formula, etc.) unless in a new sealed container.
- We take pride in our reputation for selling clean merchandise; therefore,
 - **Merchandise not meeting these standards will be removed from the sale floor.**
 - The item will be marked with an "X" across the tag and cannot be returned to the sales floor.
 - If more than 10 of your items are found to have stains or damage, you may have your selling privileges terminated.
 - Any items in the stain pile at the end of the resale will be donated.

Tagging Guidelines:

- Must use 65 lb. WHITE cover or 110 lb. card stock ONLY. FYI – Wal-Mart sells 110 lb card stock for \$6/150 sheets. **No labels or stickers.**
- Be as descriptive as you wish on your tags.
 - Use the brand name when possible
 - Use "New" to describe items that have never been used or in their original packaging
- Pricing
 - Items < \$20: Price in increments of 50 cents (no item less than .50)
 - Items > \$20: Price in increments of \$1
- Tags must be adhered to clothing using safety pins (no straight pins) and/or a tag gun. If using a tagging gun, attach the tag in a discreet location so as not to leave a visible hole (armpit of shirt, side seam or pants, shirt or pant tag).
- **Do not tape over the bar code.**
- Markdowns:
 - A one-time, markdowns is applicable to items \$10 and over only.
 - See a committee member and they will go with you to assign a markdown sticker and reduced price.
- Items without a tag:
 - Small \$ value untagged items (less than \$5) will be sold for club profit if a customer brings them to a register.
 - Larger value items or items found on the sales floor without tags will go to Lost and Found.

Sorting Instructions:

1. Sort ALL clothing by sex and size and place in bins. This pre-sort helps streamline Friday night set-up. If an item doesn't match our size categories exactly, err to the smaller category (i.e. put 9M items in 6-9M, 6-12M items in 6-9M).

Size Groupings:

0-3M, 3-6M, 6-9M

9-12M, 12-18M, 18-24M

2T, 3T, 4T
5-6, 7-8, 9-10, 11 & up.

2. Each bag/bin must be clearly marked with sex and size.
3. Shoes need to be separated by sex - Boys in one bag/container and Girls in another.
4. All bags/containers should include only one of the sorting category names below:

Clothing: Boys, Girls, and Maternity

Shoes: Boys, Girls (socks are displayed in baskets on the tables);

Books & DVDs

Puzzles

Toys

Bedding

Miscellaneous (i.e. Baby care items, Boppies, baby monitors, etc)

Best Practices:

Toys/Books/DVDs:

- All electronic toys should be checked to make sure they work properly and have batteries installed (cheap ones work just fine) so customers can confirm the item works.
- Books and DVDs should be for children or related to raising children. Use only scotch tape to attach tags to paperback books.
- Puzzles and games should be counted to ensure all pieces are included. Puzzles can be wrapped in clear plastic wrap and taped.
- Securely tape your items so parts will stay together.
- Should you have a large quantity of books, package them in boxes (computer paper boxes are ideal) to be displayed.

Equipment:

- Child restraint items must be 5 years or younger (from the manufacture's date).
 - This includes infant carrier bases, infant carriers, booster seats and car seats.
 - The manufacture date is stamped on your item or is printed on the label. If an item is more than 5 years old, it will be pulled from the floor and returned to the seller.
- **Drop-side cribs are not permitted for resale.**
- Larger items like cribs that you are bringing unassembled:
 - Take a picture in its assembled form and tape it to the item.
 - List your phone number on any large item you are bringing unassembled (crib, high chair) so the buyer may contact you with questions.
 - Large multi-piece items (i.e. bassinet, toddler beds): Tag every piece. Only 1 piece will have a barcode and the price. Subsequent tags can be handwritten and should include your seller number and pieces ____ of ____.
- Ensure you have all parts and bring the instructions and/or owner's manuals if you have them.

Clothing/Bedding:

- Use good light to check all clothing for stains, discoloring, holes, missing buttons, working zippers, excessive wear, etc.
- Check clothing that has been in storage since the last sale, especially infant clothing and bedding.
- Attach tags through buttonholes, belt loops, shirt tags, zippers, or use tiny gold safety pins.
- **If using a tagging gun, attach the tag in a discreet location so as not to leave a visible hole (armpit of shirt, side seam or pants, shirt or pant tag).**
- Do not pin clothing to the hanger. Do not rubber band your hangers together unless the items are being sold as a set.
- Tops and bottoms for sets can be pinned together to ensure they do not get separated.
- For multi-pieced sets (i.e. socks, tights, underwear, onesies), state on the tag how many pieces the set includes.

Shoes:

- Make sure shoes are clean.
- Shoes should be tied together securely; zip ties work great.
- Do not box shoes.

Organization:

- Categorize sale items by type (pants, shirts, shoes, books, etc.) to simplify bar code tagging process.
- Use zip ties for connecting items together (shoes). Zip ties can be purchased at Best Buy, Lowes/Home Depot, and Staples.
- **Tape only a portion of the tag to an item.** Do not tape over the barcode.
- Bag any item that comes with a lot of pieces/parts.
 - Quart, 1 and 2 Gallon Ziploc bags work great.

- Tape your tag on the outside of the bag.
- Bags should be taped shut to ensure pieces stay securely inside.
- Make multi-item bags – socks, small toys, bedding, bathroom décor, etc. Ex. 3 rattles for \$1
- Use Saran Wrap for packaging puzzles
- Use bins/boxes with handles for easy carrying. No need to purchase bins - diaper boxes work great. Consider collecting extra boxes when shopping at Costco/BJs.
- Save hangers from retail purchases/dry cleaning and use for your resale items.

Supplies:

- 65 lb. WHITE cover or 110 lb. card stock (tags print 10 per page)
- Safety pins or tagging gun (use one inch fasteners)
- Printer

Resale Set-up and Breakdown Process:

Friday Night

Set-Up: The sooner we set-up, the sooner everyone can shop!!

1. Arrive no later than 4pm at the school's main entrance, if you are working the Friday night shift.
2. Park and **leave your sale items in your car.**
3. Check-in, get your nametag and job assignment.
4. Unload the equipment trailer (clothing racks, tables, etc.) and help assemble the clothing racks and tables.
5. Unloading Vehicles:
 - a. At 6pm we will begin unloading vehicles. You will back in to the loading area and unload your inventory. There will be people to help tell you where items go.
 - b. You are responsible for setting up your own inventory. As sellers are done with their inventory, they can help others as needed.
 - c. Please inspect the items for stains (clothes/bedding), broken pieces (toys), missing tags. Take these items to the designated stained/lost & found area.
 - d. Pay attention to the overall setup of merchandise. We need to work together to create cohesive sale display.
6. **Once everything has been unloaded and displayed, it is time to SHOP!** Everyone will assemble at the front entrance for announcements/Q&A. The committee will begin shopping while announcements are made. Another announcement will be made once it is time for sellers & volunteers to shop.

Saturday

Breakdown: The sooner we breakdown, the sooner everyone can leave!

1. Arrive no later than 7am at the school's back entrance (back of the school), if you are first shift.
2. Arrive no later than 10:30am at the school's main entrance if you are second shift.
3. Check-in and get your job assignment. Be in place at your job by 7:15am. Shoppers begin entering at 7:30am.
4. Work with your job assignment "team" to straighten your area before the sale begins and periodically throughout the sale.
5. Second work shift with breakdown after the sale ends (Sellers must stay until everything is completely broken down, cleaned up, and loaded into the storage unit):
 - Pre-sort (begins around 12pm). While items are still on the sales floor, begin grouping them by seller #.
 - Organize the bins by seller number in numerical order around the perimeter of the room.
 - Sort unsold items into the corresponding bin.
 - Once all items are in their respective bins, break down the racks and tables.
 - Load all resale equipment back into the storage unit.
6. Place items you'd like to donate in the donation bin/truck.
7. After everything is cleaned up and the packrat is packed, you can load your cars and leave.
8. An email will be sent out regarding our Resale within the week.

Pricing Guidelines

A general pricing guideline should be 25-35% of original retail price. Name brands & new items can be priced slightly higher. If your objective is not to take any items back home, price them to move! These are only guidelines and each seller can price their items as they wish.

Clothing	Sugg. Price		Toys	Sugg. Price
Baby booties	0.50 - 1.00		Board games	1.00 - 5.00
Baby romper (one piece outfit)	0.50 - 2.00		Books	0.50 - 2.00
Belts	1.00 - 3.00		DVDs	1.00 - 4.00
Costumes - Halloween	5.00 - 15.00		Exersaucer	10.00 - 25.00
Dance outfits/bodysuit	1.00 - 5.00		Johnny Jump Up	5.00 - 10.00
Dress - Long sleeve/Fancy	2.00 - 10.00		Outdoor toys	5.00 - 50.00
Dress - Short sleeve	2.00 - 6.00		Puzzles	0.50 - 2.00
Hats/Mittens/Scarves	0.50 - 2.00		Soft baby play gyms	5.00 - 10.00
Jacket - Fall/Spring	2.00 - 10.00			
Jacket - Winter	5.00 - 15.00			
Leggings	1.00 - 5.00		Equipment	Sugg. Price
Overalls	2.00 - 6.00		Baby bathtub	2.00 - 5.00
Pajamas	1.00 - 4.00		Baby gate	5.00 - 15.00
Pants	2.00 - 7.00		Bassinet	15.00 - 35.00
Pants Outfit	2.00 - 8.00		Bedding sets	20.00 - 40.00
Purses	0.50 - 4.00		Booster seat	10.00 - 25.00
Shirt - Long sleeve	1.00 - 3.00		Changing table	15.00 - 35.00
Shirt - Short sleeve	0.50 - 2.00		Crib	25.00 - 50.00
Shoes - Sneakers/Dress	1.00 - 6.00		Diaper genie	6.00 - 8.00
Shoes - Boots	2.00 - 6.00		Dresser	15.00 - 35.00
Shoes - Dance	3.00 - 10.00		Highchair	10.00 - 30.00
Shoes - Sandals/Slippers	1.00 - 4.00		Infant bouncing seat	5.00 - 12.00
Shorts	0.50 - 4.00		Infant carrier - backpack	10.00 - 30.00
Shorts outfit	2.00 - 5.00		Infant carrier - front (snuggli style)	5.00 - 15.00
Snowsuit	5.00 - 20.00		Infant swing	15.00 - 35.00
Sweats outfit	2.00 - 7.00		Portacrib (pack-n-play)	15.00 - 40.00
Sweatshirt or sweatpants	0.50 - 3.00		Rocking chair w/ or w/o ottoman	25.00 - 50.00
Tank top	0.50 - 2.00		Stroller - double	30.00 - 75.00
Turtleneck	0.50 - 2.00		Stroller - single	15.00 - 40.00
Socks (4-6/bag)	1.00 - 2.00		Stroller - umbrella	6.00 - 8.00