

CFMOTC FALL CONSIGNMENT SALE Member Guidelines

FRIDAY/SATURDAY- SEPTEMBER 25 & 26, 2015 ELKS LODGE 5102 OLEANDER DRIVE



GENERAL RULES FOR ALL MEMBERS- INCLUDING LOCAL AFFILIATES:

1. Members must wear nametags and club T-shirts while working and shopping.

Note: spouses may shop with you at 6:00PM

**Late stage pregnant members may have <u>one</u> person stay with them to assist but no divide and conquer.

2. NO BROWSING OR SETTING ASIDE MERCHANDISE WHILE SETTING UP

**If you are suspected or seen hiding merchandise, setting aside, etc... You will be asked to leave and forfeit your Club shopping privileges for this and the next sale!! (NO EXCEPTIONS!) Please "discreetly" bring the situation to the Thrift Sale Chairperson or Club Presidents immediately!

- 3. Please pick up or prearrange a person to pick up your items by 11:30 am on Saturday.
- ***All items left after this time become property of the club and will be donated
- 4. ONLY club members may write checks
- **If your check is returned no future checks will be accepted
- 5. No merchandise may be held back for public shoppers. Everything brought to the sale must be put out on the selling floor to be seen by everyone. If you wish to do private buying or selling, you need to make other arrangements or run an ad in the newsletter.
- 6. The Club retains 5-25% of the selling price for working members
- 7. Member Percentages: Since we will have extended hours, we will need additional volunteer hours filled. Please see adjusted percentage changes below. You will not receive hours for putting your own items out but you can receive up to 2 hours if you can get your hubby to help out.

5% for Consignment sale committee (must attend 2 meetings and work 12+ hours)

10% for 9.25 - 12+ hours worked

15% for 6.25 - 9 hours worked

20% for 3.25 - 6 hours worked

25% for no 0 – 3 hours worked

Some other notes on work hours:

- Putting out your own items do not count towards your time worked.
- You MUST personally verify your worked hours by signing in/out on the time sheets (undocumented hours are not counted)
- Husband's hours count for only 2 of your total hours.
- Please sign up for work hours on the work schedule available at the meetings prior to the sale or contact the thrift sale chair at capefeartwins@gmail.com
- Cashiers and Outside Ticket Collectors must be past or present Board Members
- If items are listed and sold online within 30 days of the Sale, the seller should donate 15% of the sale to the club as a courtesy

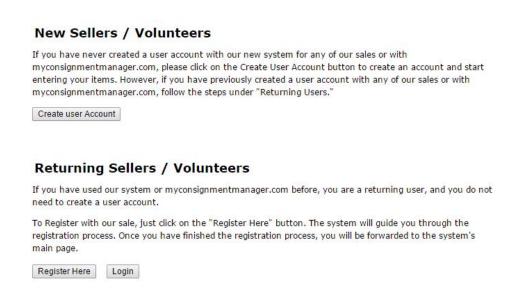
My Consignment Manager Registration Guidelines:

We use <u>myconsignmentmanager.com/capefearmotc</u> for our tagging and electronic needs for the consignment sale. In order to sell with us, you <u>MUST</u> use their site! Please follow these steps to sign up for the sale.

1. Go to <u>myconsignmentmanager.com/capefearmotc</u>.



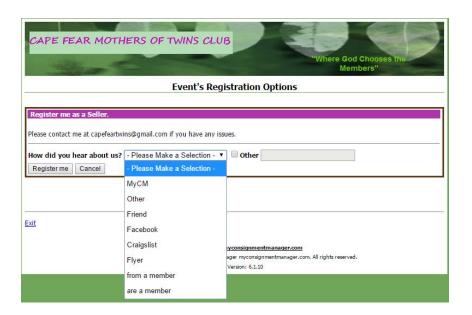
Welcome to our Registration and Tagging System



- 2. Create your Seller's account by clicking on the Create user Account. If you already have an account set up with MCM, click Login then continue to Step 5.
- 3. Fill in your information to create your account. This is a FREE account!

Choose your language/country Choose your language/country: United States/Canada Choose a User Name and Password (Fields marked with an asterisk (*) are required)						
Enter Access I	nformation					
User ID:		*(if your email is janeDoe@myemail.com, you may use janeDoe as your user id)				
Password:		*(up to 8 characters)				
Re-type Password:		*(up to 8 characters)				
Enter Personal	Information					
First Name:		*				
Last Name		*				
Middle Name:						
Salutation:	None ▼					
Enter Contact I	nformation					
Mobile:		*(nnn-nnn-nnnn)				

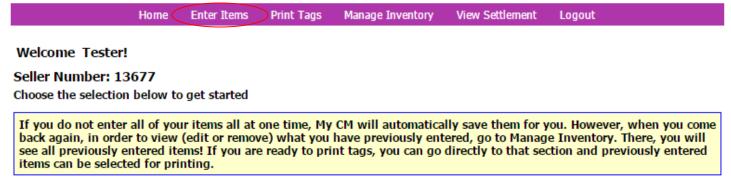
4. Once you have created your account, it will ask how you have heard about us. If you are a member, just select "are a member" then click "Register me"



5. By using our link, the system will automatically register you for our Fall 2015 Consignment Sale. You may now start entering items.

Fall Consignment Sale Tagging and Pricing Guidelines

Once you have registered, feel free to start entering your items and printing them out. To start, log into your account and on the header bar, click Enter items.



Please Make a Selection for your next step:

- Enter Items
- Manage Your Inventory
- Print Tags
- View Settlement Report

This will bring you to a new screen with several blank fields and drop down menus. Fill out the information for the item you are entering. We do not allow for discounts so leave that box empty. Just below the Category field, you will see: Power Tagger Option and a small drop down box. This option allows you to create multiple tags for the **duplicate items** without having to re-enter it for each one. For example, if you have 4 shirts, same size and style. You will be able to create 4 tags with this option.

Home	Enter Items Print Tag	s Manage Inventory	View Settlement	Logout			
Add / Remove / Edit Items							
We are only allowing you to enter a maximum number of 1500 items for this event. You have already entered 0 items.							
Please do not use too many capital letters in the item's Description fields. You may have to edit your description later if it overruns the tag's field.							
Consignment: Cape Fear N	MOTC Spring 201	Sell	er Number: 13677				
Price: 1.00	▼		Size: 0-3 Mo	onths •			
Discount: (check if yes)		Description/Brand Name: Carter's					
Donate: (check if yes)		Description:		and play			
			Category: Boy's	Accessories ▼			
Power Tagger I want to create 1 vitem(s) with the same information Add Item(s)							
Edit Item Remove Item(s)							
■ Item	Name \$ D	escription 🔷 Cat	egory 🌲 Size	Price Dis. Don.			
No data available in table							
Showing 0 to 0 of 0 entries							

General Pricing guidelines:

Children's clothing in good condition...... 25% of new cost

Good play clothes......15% of new cost

New or once worn clothing...... 35% of new cost

Toys and equipment......35% of new cost

Worn but usable toys.....25% or less of new cost

New or hardly used toys and equipment....50% or less of new cost

Shoes do not sell for much.....Price them low

Tags will display:

SIZE: Infant clothing (preemie thru children's size 14)

Maternity clothing (any size)

DESCRIPTION OF THE ITEM: This enables us to try to match a tag to an item if they become separated

CATEGORY: Where the item will be placed. (boys, girls, bedding, etc...)

PRICE: Price items with a price that you would be willing to pay.

ID #: This number identifies you as a seller and how we sort and calculate sales

BARCODE: Each tag will have a barcode printed on it. This will be scanned at check out.

Barcodes will be printed on each tag. This is one of the BEST parts of going electronic! You will be able to see which items have sold and which ones have not. You will be able to see what sold, what didn't, and an approximation of what your check will be within 48 hours AFTER the sale ends!

^{**}Please do not price anything under .50 and make all prices denominations of .25**

The sale will lock and you will not be able to enter new items as of September 23th at 11 PM!

Guidelines for tagging items:

- ONLY WHITE CARDSTOCK is allowed. The scanners CANNOT read the barcode on any other color! If we can't scan it, we can't sell it!
- Do not alter the size of the card stock tag. Again, if we can't scan it, we can't sell it!
- When inputting your description for the tags, Please be honest if there is a defect with the item!
- Do NOT cover the bar code with anything, Highlighter, etc. You can decorate our tags so you can find your items later. Be sure that you do NOT cover any of the information on the tag so that it cannot be read or scanned.
- Do not sell electronic equipment that does not work
- If the clothing is badly stained or in very poor condition (torn or not fixable), do not send them...we will not put them out on the sales floor.
- Please try to make sure the tips of the pins are not sticking out (push the tip into the material so it is not exposed)
- Group small items (socks, bows, small toys, etc.) in Zip-loc bags and tape the tag to the outside of the bag using clear packing tape.

**Unacceptable items will be given back to you at inspection / drop-off. For the integrity of the sale, we will <u>not</u> accept clothing or equipment that have the following: *Any item with holes, missing buttons, missing pieces, stains, dirty smells (including smoke), pet hair, showing wear (worn), broken parts, no batteries, etc.* Items in this condition will be returned to you at our check-in inspection. Please don't waste your time pricing and tagging unacceptable items.

All toys and equipment tags should be taped with clear packing tape to the item

Make sure the tag is secure, but also removable, we want you to get credit for the sale and we do not

want to destroy the tag in the removal process.

Guidelines for hanging items:

- If using a tagging gun to tag clothing, please place seller tag into label of clothing or armpit/pants pocket of clothing
- Use a straight pin to attach tag to clothing if not using tagging gun (please do <u>not</u> use safety pins as that makes it difficult at checkout)
- Please put <u>ALL</u> clothing on hangers and group them by size/gender
- Safety pin items with multiple pieces together
- Hang items with the hanger hook to the left like this:



Tag goes on the right shoulder of the garment when facing the item

We do our absolute best to watch for tag switching and theft.

It is not a perfect system and this does still happen.

If you are pricing a high priced item, please help us by describing it well & securing it properly

We cannot be responsible for lost or stolen items.

These guidelines are the result of past experience.

Over many years of hosting the consignment sale we have compiled these guidelines to ensure that you receive credit for all of your items that are sold.

<u>DON'T FORGET YOUR SELF ADDRESSED STAMPED ENVELOPE TO RECEIVE YOUR CHECK!</u> One can be purchased at check in on Friday

FALL 2015 Consignment Sale Itinerary

Rack Set-Up (Thursday 8:00 am - 10:00 am)

Uhaul will be there by 8:00 am on Thursday so volunteers will be needed Wednesday Evening to load up. (SecurCare Self Storage 426 South College Rd Wilmington, North Carolina 28403) 8:00am-10:00am--rack setup and sign hanginging.

Drop-off (Thursday 10am-3pm)

This will be open to members and non-members to drop off items. Please note that members are responsible for getting their own things out but non-members are not to set out their items.

Shopping (Thursday)

Member and non-member sellers shopping will now be Thursday, September 24th. Shopping times will mirror what we have previously done for Friday.

4:30PM- Member Meeting and possible set up completion

5:00PM- worked 8.25 + hours at previous sale

5:20PM- worked 3.25 – 8 hours at previous sale

5:40PM- worked .25 – 3 hours at previous sale and new members***

6:00PM- Open to ALL remaining members and spouses can join

6:45PM-Member shopping ends; be in line to check out

7:00PM- Non-member sellers begin shopping

All Shopping must be completed by 8:30PM. If someone would like to shop some more, they must come during our regular shopping hours.

Shopping (Friday)

11am – 8pm - Doors open for the public with \$3 preview sale fee

Saturday

7:30AM- Doors open for members

8:00AM- 1:00PM- Free Entry-- Public Shopping

1:00-1:30- Member pick-up; Please be guick and take your items to your car when you are finished.

1:30-2:00PM- Non-member seller pick-up

2:00-2:30- separate and divide items between donation sites

2:30-3:00- Donation pick-ups/rack break down and load for storage/take racks to storage unit