

Kingdom Kids Seller/Contributor Guidelines

Please read carefully. 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. Additional information can be found by reading "FAQs and Helpful Hints", "Summary Guide" and "MSM Instructions" provided under the Forms and Information section of our website.

WE WILL ONLY ACCEPT KINGDOM KIDS BARCODED TAGS CREATED VIA 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**.

ONLY QUALITY ITEMS WILL BE ACCEPTED, nothing outdated, no rips, tears, holes, stains, piling, zippers must work, no missing buttons, etc. Toys/Baby Gear must have all parts and be in working order.

Items must be SMOKE-FREE.

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 18 (only appropriate season accepted)
- shoe sizes newborn to big kid 6.5
- baby equipment: high chairs, pack n plays, strollers, bouncy, jumpers, swings, activity centers, puddle jumpers, life jackets
- outside toys: bikes, push toys

Items NOT accepted include the following, no exceptions:

- furniture
- VHS tapes
- Diaper Genies or anything similar

- stuffed animals, beanie babies, etc.
- bicycle helmets
- underwear, training pants, panties - We will accept diaper covers/bloomers for girls.
- potty and/or potty seats
- car seats older than 5 years (including boosters & infant carriers)
- maternity sizes
- men's, women's and junior sizes
- 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, vacation destinations, local business, etc. will NOT be accepted. We will accept college and local high school sports team shirts (i.e. Rockets, Blue Devils, etc.).

Please refer to our Items Specifics List as a helpful guideline.

Sellers earn 70% of the selling price less a \$7 seller fee. The remaining 30% will go to 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. Otherwise, all unsold items will be donated to charity and your check (if any due) will be mailed to the address provided. Please do not miss pick-up if you do not want your items donated.

BARCODE INSTRUCTIONS SHOULD BE REVIEWED FOR DETAILED INFORMATION AND INSTRUCTIONS. TAGGING YOUR ITEMS INCORRECTLY MAY RESULT IN YOU NOT BEING PAID WHEN AN ITEM SELLS.

Please use WHITE CARDSTOCK for all tags. Please do not use 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 and you will not be out any money.

Only items with tags attached will be sold so please attach tags securely. This includes tags in Ziploc bags. You may wish to place a piece of packing tape over the opening of the Ziploc bag so tags do not fall out.

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 on the sales floor, 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 items with the copied tags.

Instructions on how to hang and label clothing (see our How-To Videos for details):

- Tags must be pinned to the front, upper right corner of each item.
- Items must be safety-pinned on the hanger with the hanger opening facing the left (like a question mark).
- 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!
- For larger-sized pants, zip ties may be used. Dollar Tree sells these.
- For sets of clothing/outfits, hang the shirt on the hanger and the pants outside the shirt on the back. Do not hang the bottoms under the shirt where customers cannot see them.



Please package shoes in Ziploc bags (the bag must be big enough to close easily) and place 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 and tags cannot be removed easily. Boots may be attached together by zip ties and/or large safety pins but tags **MUST** be taped 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 will not be 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 are 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 and will not sale.

As a Contributor, you will be allowed to shop before the general public on the designated Contributor Sale Date. You must provide your Seller ID upon entering the Contributor 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 during the worker or contributor sale-no exceptions). Do not share your seller ID with others.