

Seller Guidelines

Sellers earn 70% of sales!

1. Register by going to [SELLER REGISTRATION \(click here\)](#).
2. Volunteer to work at least three hours before, during or after the sale. The more hours you volunteer the earlier you shop. You may sign up to volunteer when you register to sell. Click [here](#) to view details for volunteering. ("The Preview Sale is awesome! It's not very crowded, you know that you are getting the first look at the goods...")
3. Mark your calendar with your Seller Check-In date and time, your Volunteer dates and times, and your date and time for Preview Sale shopping. (You should also schedule a sitter; children are not allowed at the Preview Sale.)
4. Begin collecting your items to sell. Plan to bring more than the minimum number of items to ensure you receive a ticket to the Preview Sale. (Some items may be deemed unacceptable. Buyers and Sellers appreciate our strict high standards.)
5. See the chart below for a list of acceptable items to sell:

WHAT SHOULD I SELL?

Basically, everything but your CHILDREN and STUFFED ANIMALS!

Seasonal Children's/Teen Clothing (no more than five years old)	Newborn (50 item limit for girls birth to 24 months) through Teen sizes (larger sizes, 6 through teen are in demand!), shoes (10-shoe limit for sizes 1 and under), boots, slippers, belts, ties, hats, purses, uniforms, jackets, pajamas, costumes, dress-up outfits, accessories...and more! We will not accept undergarments or socks.
Parenting Aids and Books	We will not accept maternity clothes, however we will accept nursing aids, pregnancy books, parenting books, etc.
Children's and Baby Toys	Games (board - <u>must be in original box</u> , computer and video), puzzles, dolls, electronic toys, pull toys, trucks, action figures, Lego tables, rattles, activity blankets...and more! We will not accept Stuffed Animals of any kind (including ones that make noise) or cloth teethers.
Children's/Teen Equipment	Yard toys, big plastic toys, sports equipment, slides, sandboxes, wagons, riding toys, bicycles, scooters, keyboards, ping pong tables, air hockey... and more!
Nursery/Baby Items	Cribs, changing tables, bassinets, cradles, gliders, rockers, ottomans, baby monitors, baby bottles (Avent & Dr. Browns only, no nipples), diaper bags, lunchboxes, <u>New</u> sippy cups, other feeding accessories, humidifiers, bathtubs, potty seats, diaper pails, etc.
Baby Equipment	Exersaucers, walkers, strollers, bouncers, swings, car seats and booster seats (no more than five years old), high chairs, backpacks, Snugglies, baby backpacks, etc.
Infant and Children's Linens and Bedding	We only accept Pottery Barn Kids linens, bedding and comforters. We will not accept baby and receiving blankets unless they are new in the original packaging. We will also accept "like new" sheets for bassinets, cradles, cribs, youth beds and twin beds; sets, changing pads, head supports, etc. All must be hung on hanger.
Children's Furniture/Decor	Child-themed pictures, lamps, desks, frames, mobiles, wall hangings, children's furniture, dressers, youth beds, bunk beds, toy boxes, night lights ... and more!
Books, DVD's, Music, Games and Equipment	Children's books, VHS and DVD's (must be original box), CDs and cassette tapes for all ages and topics, Xbox and Nintendo games, PlayStation Equipment and Cartridges, etc.
Seasonal Items	Fall/Winter Sale: Halloween costumes, Holiday dresses, coats, jackets, ski clothing, hats & mittens, etc.! Spring/Summer Sale: Swimsuits, sandals, pool/water toys, swim gear/floats, Easter dresses/suits, sun dresses, light jackets, blue jeans, khaki pants, shorts, halter tops... and more!

6. **ITEM SCREENING:** In order to continue our reputation of offering only the highest quality goods, we depend on **YOU**, the seller, to screen your items appropriately. As you critique your goods for sale, consider the following:
- a. Items must be in **excellent** condition free of stains, holes or missing buttons or snaps;
 - b. Items must be clean, odor free, and in style for the current selling season;
 - c. Toys and equipment **must be clean, must work and have batteries that show they work.** If the batteries are dead, please replace batteries to show the toy works. We suggest using an older set of batteries or buying cheap batteries at the \$1 Store (4 AA batteries cost \$1).
 - d. Car seats or Booster seats must be a **2007** model or newer;
 - e. Fad items must still be popular, i.e., Webkinz, Pokemon, Beanie Babies etc.
 - f. LEARN TO LET GO. We all have those outfits and toys that take us down memory lane. Keep a few of these items and consign the rest! Give someone else the opportunity to make a memory from it. Cleaning out closets, season by season, is the way to de-clutter and be better organized!

7. **GARMENT PREPARATION**

- a. Hang all garments on **WIRE HANGERS ONLY** (children's or adult's size) with the hook facing left, like the shape of a question mark. (See pictures on page 3.) Hanger sources include dry cleaners (as a customer, some will give you a few for free or for a nominal charge), friends and neighbors and Wal-Mart/Target/Dollar Store (children's size color-coated wire hangers are acceptable). If an adult size hanger is too big, bend the sides down so that the clothes are not unnecessarily stretched. Please **DO NOT** place any clothing in ziploc baggies, it **MUST** be placed on a hanger.
- b. Button all buttons, snap all snaps, tie all bows and zip all zippers. This decreases time spent at check-in and increases shopping ease because one can easily see that garment is intact. Use **regular size** safety pins to tag each item and to attach items to hangers. Tiny gold safety pins are not acceptable.
- c. **Matching accessories:** Safety pin these items to the outfit.
- d. **Shirts:** If necessary, place on hanger and safety pin shirt to hanger at shoulders (to keep the shirt from falling off the hanger).
- e. **Pants/skirts:** Safety pin the waistband to the top of the hanger. **Hang them as you would wear them.**
- f. **Two-piece outfits:** Place the shirt on the hanger first. Pin pants/skirt waistband to the shoulders of the shirt (hang them as you would wear them) with garments pinned back-to-back. Pants/skirt must be behind the shirt.
- g. **Linens:** Hang on hangers for optimal viewing and selling.
- h. **Shoes:** **ATTACH TOGETHER WITH NYLON ZIP TIES** (available at Home Depot or Wal-Mart)-- no Safety Pins or Ziploc baggies. All shoes must be gently worn. Heavily worn, soiled or smelly shoes, especially athletic shoes, are not acceptable.

8. **TOY/GAME PREPARATION**

- a. Clean, clean, clean!

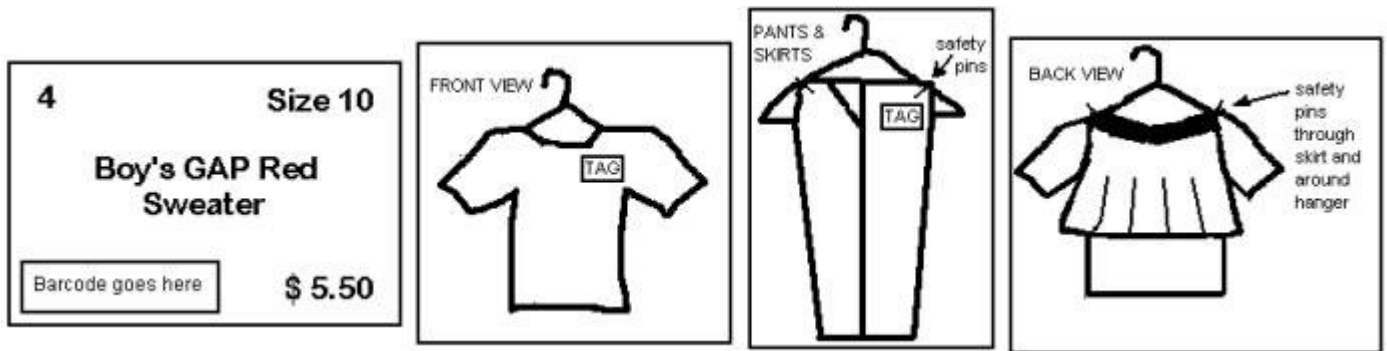
- b. Package small pieces, directions, and puzzle pieces in a clear, sealed bag. Tape the bag to the toy with clear packing tape or inside a compartment if available. FOR BOOK AND PUZZLES - Use only masking or scotch tape to adhere the tag or baggie (only tape top ½ of tag to book or puzzle). **DO NOT use packing tape on any part of wooden puzzles, puzzle boxes or books.**

9. **TAGGING ITEMS**



[Click me to get a Sales Tag Template](#)

Tags **MUST** be made using the **Tag Template** printed on the appropriate color of #65 **cardstock**. See page 4 to determine what color you should use. Masking tape, sticker labels, or regular paper tags are unacceptable. Use blue or black ink. Circle the price in red if you don't want the item to sell at 50% off on Sunday.



- a. **SIZE:** For Children's clothing, use number sizes only, no weight or S/M/L.
- b. **ITEM DESCRIPTION:** Details here help sell an item or reunite item with a lost tag. Start with the gender. Mention the brand name, color, the number of times worn (new, worn once, barely worn), etc. When an item has more than one piece, include "2 PC" at the beginning of the description. If a non-clothing item has more than one piece, include a tag for each piece, place the price only on the first tag and label each item accordingly (1 of 3, 2 of 3, 3 of 3). This helps discourage theft and tag switching. We can also match lost items with loose tags. (IF A TAG DOES NOT INCLUDE A DESCRIPTION, THE ITEM WILL BE REJECTED AT CHECK-IN.)
- c. **BARCODE:** Seller-item barcodes provide each seller with a listing of the price of goods sold at the end of the sale. It also speeds check-out and reduces human error. Barcodes will be provided to each Seller during the check-in appointment.
- d. **COLOR OF CARDSTOCK:**

SELLERS WHO DONATE unsold items to charity will use white card stock to tag all items. If, after the sale, you come by the store to pick up your check the Wednesday of pickup you **WILL** be allowed to pick up any of your unsold items, although you must realize that they will not be sorted. Not sorting them saves us considerable time, as it allows us the ability to pull out all items being donated and put them directly in the charity area versus sorting them by

seller number and placing them in the charity area after sorting. If, for example, you would like to donate most of your items to charity, BUT you have two large items that should they not sell, you would like to pick up, you have two choices: 1) You may tag all your items with white tags and scan the charity area for your bigger items at pick up, OR 2) You may tag all your items for donation in white and then use the color coded system below to tag items that you want to pick up. (The second option may be unnecessary; usually those big nicer things do sell!)

SELLERS WHO PICK UP unsold items will use the below cardstock color that corresponds to your seller number to tag your items. **They are all bright colors in 65 lb paper.**

SELLER NUMBER	CARDSTOCK COLOR
001-099	Yellow
100-199	Blue
200-299	Lime Green
300-399	Orange
400-499	Red
500-599	Dark Green (like hulk)
600-699	Light Pink
700-799	Gold
800-899	Fuchsia
900-999	Purple

White and colored card stock is available at most office supply stores. The best way to purchase cardstock is to go to the Copy Center of Office Max, Office Depot or Staples where the sheets are sold individually for about 5 to 9 cents per sheet. You can also purchase reams of paper from Mac Papers, Amazon.com, etc. Call your local store's copy center before making a trip, as some copy centers stock more colors than others.

10. **PRICE:** We have devoted a section entirely to this topic as it is one of the most important aspects of the sale. **The only way for you to make money is to get your items from the rack to the register.** The sale sells 75-90% of all merchandise. Please use the following guidelines:

- Price in **50 cent increments** (i.e. \$3.50, \$6.00, \$8.50).
- Price items as if YOU were going to buy the item; what would you pay for this item?
- Price items to sell before the 50% discount because most purchases are made prior to the discount day.
- Items should be priced at 20-40% of retail, not to exceed 50% of retail, and less if you are more eager to sell. **Exception:** Little Tikes, double strollers, and other large items sell for up to 2/3 of retail price.
- Place the price only on the first tag of a multiple-tag item.
- Sources of retail pricing information include catalogs, flyers, and the following websites:

Little Tikes - www.littletikes.com

Fisher Price - www.fisher-price.com

Toys R Us - www.toysrus.com

11. **WHERE DO I PUT THE TAG?** In clear view so the purchaser can see it! Safety pin tags to the front, right side of the garment as you look at the garment. Use clear packing tape to attach to items

tags that can't be attached with safety pins (be sure to only use masking or scotch tape on books and puzzles). Be sure the tag is secure enough to withstand rigorous shopping. If a tag falls off, we cannot sell your item.

12. **SORT AND COUNT YOUR ITEMS:** Sort all clothes by gender and size and count all of your items before you arrive at your check-in appointment. You **WILL NOT** have time to sort clothes at check-in. The receptionist must know your total number of items **before** you sign in. Thank you in advance for counting all your sale items before your check-in appointment.
13. **SELLER CHECK-IN:** Allow at least 45 minutes for appointment.
 - a. Have all clothes sorted by gender and size.
 - b. Have a count of the total number of items.
 - c. Bring items to the sale location according to your scheduled time. Arrive no more than 10 minutes prior to your scheduled check-in appointment.
 - d. Sign in at registration desk.
 - e. Pre-register for the next sale. The \$8 registration fee for the next sale will be deducted from your check.
 - f. Barcode items when instructed to do so and only **after** your items have been approved.
 - g. Check out with receptionist and receive Preview Sale ticket.
 - h. Take unacceptable items home.
 - i. Take a handful of sale flyers.
14. **PASS OUT FLYERS TO HELP ADVERTISE THE SALE:** The best marketing is seller referrals and word of mouth. Tell your family and friends! If you would like receive flyers before the check-in dates please send us an email and we can mail them to you.
15. **SHOP THE PREVIEW SALE:** Remember, children are not allowed at the Preview Sale. Each person entering the store must have their own preview ticket.
16. **UNSOLD ITEMS PICK UP:** Wednesday, **March 7th**, from 10-12 PM and 6-8 PM ONLY.
 - a. Allow 30 minutes for this; we go through items at check-out inspection to ensure you have only your items and not other sellers' items.
 - b. Check the Lost & Found area for any of your items.
 - c. **DON'T WANT TO PICK UP UNSOLD ITEMS?** If you donate all unsold items to charity, your payment and listing of items sold will be mailed to you. Donations will be given to several local charities (i.e. Beacon of Hope Women's Center and Norcross Co-Op). Items not picked up by **8:00 p.m. Wednesday, March 7th** will be donated to charity or become the property of Second Childhood Consignment Sale.
17. **COLLECT YOUR PAYMENT** and listing of items sold at seller pickup or in the mail. Payments and listings will be sent immediately following pickup day. Enjoy your extra cash and purchases!!