

SELLER HANDBOOK



General Information

September 12-14, 2019 at The Ranch

[Contact us](#) with any questions.

Please make note of schedule times!

Thursday, September 12, 2019

7:00am-4:00pm	Set up and load in all items.** Please reserve a load-in appointment. No Children Allowed During Load in.
5:00pm-9:00pm	Sellers & Club Members Shopping Hours
7:00pm-9:00pm	Seller Buddy Pass Shopping Hours (you must have a buddy pass or give your buddy's consignor number at the door to be admitted)

Friday, September 13, 2019

9:00am-10:00am	Early Bird Shopping Pass Bonus Hours
10:00am-7:00pm	Open to the public

Saturday, September 14, 2019

8:00am-2:00pm	Half price sale (only items you designate will be 50% off, the rest will be full price).
2:00pm-6:00pm	Sort unsold items and tear down racks.
6:00pm-8:00pm	Load out all items and empty the sales floor. Last names A-L (or 500+ inventory) 6:00, last names M-Z 7:00. All items present at 8:00pm will be donated to charity.

** All sellers must attend load in and appropriately place their items on the sales floor. If this is a problem due to work conflicts, consider utilizing our [Drop & Go](#) — a paid service where we'll load your items for you!

BENEFITS



Grow With Me Benefits

We are excited to be the largest children's consignment sale in Northern Colorado. There are many benefits to selling with us. To list just a few:

- Highest percentage paid to consignors compared to other sales!
- Lowest Seller Fees!
- Great location!
- Clean out your closets, basements and garage & make money on your baby & kids items that still have lots of life!
- Make more money than garage sales and any consignment store option!
- More secure than Craigslist!
- Organized and fun way to make money!
- Consignors get to shop early!
- Free admission!
- Half Price Sale! Any items you wish to mark down to 50% off will go fast during the Half Price Sale on Saturday. Only items you select will be discounted.
- Longer selling hours!
- Friendly volunteer committee!

Maximize your sales profits!

- Work a 4 hour volunteer shift!
- Work the sort shift at the end of the sale to earn 3% more of your sales!
- Join the Kids Sale committee! Members receive a reduced sales commission.
- Sale committee members must have sold at a prior sale and/or be a member of the Parents of Multiples Club. Committee members are required to be at the sale 10+ hours during sale week. Members of the committee are required to attend 2-6 planning meetings which are held monthly. There are also other at-home jobs that are assigned on a needs basis.
- New committee members are subject to the approval by the committee.
- Since committee members are required to attend meetings, new members will not be admitted in the two months prior to the sale. Fall Sale members must join before July. Spring Sale members must join before January.

CONSIGNMENT BASICS



Thank you for your interest in consigning with us. We are excited to welcome all new and returning consignors. Please sign up for a volunteer shift. You are welcome to work more than one shift if you are able! Consignors who work the “sort” shift at the end of the sale (in addition to their regular shift) earn 3% more of their sales.

Consignor Fees

- Fort Collins Parents of Multiples Club Members earn 80% if you work one shift 4 hour shift or two 2 hour shifts.
- Non-club members (outside sellers) earn 75% if you work one shift 4 hour shift or two 2 hour shifts (If you choose not work a shift you will earn 55%).
- Every seller has a \$15 fee to participate in the sale. This is to help cover the cost of facility rental, advertising, checkout systems, clothing racks, etc.
- A fee of \$10 for every 100 items over 400 will be charged. It is required to work the sort shift if you have 500 items or more in your inventory.

First 400 items	included with \$15 consignor fee
401-500 items	+\$10**
501-600 items	+\$20**
601 items and above	+\$10 additional per every hundred items**

**Paid via paypal prior to first shopping day or deducted from your check at the end of the sale.

- Because we are a nonprofit, all consignor fees are tax deductible. You will receive a letter to submit to your tax preparer along with your earnings check.
- We are not able accept tags from JBF or other sales. All tags must be entered into our system.

Are You Ready to Consign?

Visit [How to Become a Consignor](#) for more details and links to sign up.

HOW TO CONSIGN



Items We Accept

- Children's clothing, shoes, and accessories, sizes preemie to 16, (gently-used and freshly-laundered).
- Maternity clothes and nursing tops. NO HOLES OR STAINS OR ODORS.
- Children's equipment: strollers, car seats less than 5 years old (check the label on the car seat!), highchairs, booster seats, excersaucers, bouncy seats, etc.
- Children's toys, books, puzzles, videos, CDs and DVDs in working order. All battery-operated toys must have working batteries. We also accept teen books, books and videos about pregnancy, labor, breastfeeding & or parenting.
- Children's accessories: diaper bags, slings and carriers, feeding items, breastfeeding and pumping supplies, unexpired and unopened formula, baby-proofing and safety items.
- Children's décor: bedding, picture frames, mobiles, rugs, lamps, etc.
- Children's furniture: cribs WITHOUT a drop down side, pack-n-plays, toy boxes, shelves, tables, play houses, beds, etc.
- Hot sellers are: Popular brand-name toys, all baby gear, outside toys, bikes and good quality toddler boy clothing.
- Items we accept but cannot be marked "donate" include:
 - mattresses
 - strollers
 - baby swings
 - playpens
 - walkers
 - hangers
 - bean bag chairs
- car seats – If recalled must have proof (documentation attached) that the recall part was replaced.

Items We Do Not Accept

- Items that have been recalled by the Consumer Product Safety Commission. Review the recall list to ensure all items you consign are safe for children. www.cpsc.gov
- Stained clothing, or clothing with holes, missing buttons, broken zippers, or unpleasant odors including cigarette smoke.
- Broken or dirty items. Clean all toys before bringing to the sale. Booster seats, strollers and high chairs don't sell well with the previous owners' snacks included!
- Adult clothing, other than nursing tops or maternity.
- Adult-content books or movies (i.e. R-rated movies, romance novels).
- Items not properly packaged, hung up or tagged.
- Due to the overwhelming volume of items we receive and our interest in maintaining a high-quality event for our shoppers, we reserve the right to refuse any item.

**Drop down cribs are banned in the U.S. We will not sell any crib with a drop down side!
Be sure to check for any recalled items! www.cpsc.gov**



SPECIALTY ITEMS



Car Seats

If you are selling a car seat, it must adhere to the following guidelines (seats not meeting these guidelines will be removed)

- A car seat cannot have been in a accident or be on a recall list-if recalled document showing proof of correction attached to sell
- The car seat must have all its parts and has not been broken in any way
- To the best of your knowledge it has all the harness straps, clips, seat cover, padding, bolts and the locking mechanism locks securely.
- It should contain the identification label and not be more that 5 years old (check the label on the seat).
- Car seats cannot be donated at the end of the sale.

Non Kids Items

- The only non-kid items that may be sold are maternity and electronics.
- Please bring only your high quality electronic items: DVD players, computers, etc.
- Household items not related to children will be removed from the sales floor.
- There will be areas for nursery items such as bedding, wall hangings, nursery décor, etc.

SUPPLIES YOU'LL NEED



Tagging Supplies

- Tagging gun
- Tagging barbs
- White or light colored cardstock
- Cable (zip) ties
- Sandwich, quart & gallon sized resalable plastic bags
- Quality packing tape
- Sharpie markers
- Plastic hangers
- Access to a quality printer

Cardstock is IMPORTANT!

- Do not use regular weight paper
- Only use white or light colored cardstock. No dark or neon colors.
- 65-67lb cardstock is recommended
- Failure to use white or light colored cardstock will result in a 10% deduction of your sale profits.

Tagging guns and barbs may be purchased online or at an office supply store. We have a limited supply of tagging supplies and are happy to help with any you might need for the sale. Please visit the supplies page for items available and pricing, or simply contact us to purchase supplies.

Looking For Hangers?

We have a number of hangers available following each sale. Feel free to take some when you come to pick up your unsold items. Some businesses in the area may give out hangers if you ask. You may be able to find packs of hangers inexpensively at local thrift shops or online.

Setting Up Your Printer

Poor print jobs mean your items will not scan. **Failure to properly print your tags may result in a 10% sales commission increase.** Please remember the following items when printing your tags:

- Print on white or light colored card stock.
- Ensure the print heads on your ink jet printer are clean and aligned.
- Be sure your paper is loaded in the printer correctly & snugly so that it doesn't slide around. If your tag has a shadow behind the text, you will need to reprint.
- Laser printers produce the best quality.

ORGANIZING YOUR INVENTORY



Clothing Related Categories

- Boys, group together by size.
- Girls, group together by size
- Pajamas, both genders, grouped by size
- Outerwear, both genders, grouped by size
- Swimwear (Spring Sale Only)
- Maternity, group by size
- Onesies
- Socks
- Hats/Mittens/Gloves
- Dancewear
- Dress Up & Costumes
- Shoes, both genders, grouped together by size

Sizing

Baby clothes should always be sorted by the smallest size on the tag. For example, clothing labeled 3-6 months would go in the 3 month section of the clothing racks. Please sort your inventory accordingly.

Odd Sizes?

For clothing with range sizing (6-12 mo, for example), or unusual sizing (European sizing or "medium") use your experience with the garment and good mama judgment to assign a SINGLE size value. If an item is size 5 but fits like a 4T, enter it as a 4T and include "fits like 4T" in the description and place it in the area where 4T shoppers can find it! Likewise, mark items that are "slim" or "husky."

1. Develop your game plan.

Don't want to wait until a couple days before the sale to get everything done. Pace yourself.

2. Start cleaning out closets, storage containers, the attic, the car, grandma's house, etc.

3. The great divide:

- Worthy of consigning? – Ask yourself would you want to buy this item.
- Worthy of donating? – A shirt from Vacation Bible School 2016 may still have plenty of life but is not what customers are looking for.
- Worthy of the dump? – If it has holes, stains, or is broken.

4. For items worthy of consigning

- Take all items out in the light of day or under fluorescent light.
- Any stains?
- Excessive pilling on fabric?
- Check each item for
- Any tears?
- Are the colors faded?

5. If items are made out of cloth; we recommend you wash the items to make sure they have a fresh smell; especially items that have been in storage or around smoke. Items that smell too intensely of smoke may not be accepted.

- Snap every snap, button every button, zip every zipper, tie every bow, etc.
- Freshly pressed and starched items will certainly catch the eye of the shoppers. Don't forget about the appliqués and ribbons.
- A needle & thread works wonders...tighten loose buttons, secure hems and appliqués.

6. Shoes: only shoes in very good/excellent condition will be accepted. Please, no holes, worn laces or scuffs.

- Polish, wipe, wash.... do whatever it takes to make them look as good as new!
- Tie shoelaces neatly, buckle the buckles and clean out the Velcro to make the shoes look their best.

ORGANIZING YOUR INVENTORY



7. Toys, Toys, Toys are hot sellers!

- Wipe down, clean and sterilize.
- Include working batteries if required (batteries must be in the items to put on the floor)
- Check games, puzzles; anything with accessories to guarantee they are complete.
- Package accessories in a clear plastic bag and fold packing tape across the top of the bag to prevent anyone (especially children) from opening and scattering the pieces. Using a sharpie, write your consignor on the bag.

8. Bag it

- Place all loose items together into a ziploc bag. Things like bottles, socks, outlet plugs, hair bows, hats, feeding supplies, toy accessories/parts, assembly hardware, etc should be sealed into clear, plastic bags.

9. DVDs, CDs & VHS

- Please do not bring R-rated movies or programming with adult content.
- Please ensure that all of these items are in good working condition! It is very disappointing to get home and realize your new DVD does not play.
- Make sure the correct disk or cassette is in its proper case.
- Tape the case closed so the media inside can not come free from the case.

10. Books

- Ensure that your books are free from torn pages and scribbles.
- Please do not bring romance books or books with suggestive or violent subject matter.

Ziploc Bags

1. Place loose items into an appropriately sized bag
2. Seal the top of the bag using packing tape. Fold the tape down across the entire opening of the bag to prevent anyone from opening the bag.

PRICING YOUR INVENTORY



Pro Tips

Keep in mind that some of our shoppers rely on the consignment sale to clothe their families, and give their children toys. Wouldn't you rather sell your items, even at 50% off, than take it back home?

A description from a website with current retail price will help buyers see the savings they are getting, making your item more likely to sell!

We know you loved it! But don't forget that consignment shoppers don't attach the same sentimental value to items that you do. Those shoes may be the ones your child was wearing when he took his first steps, but that alone doesn't justify a high price. Price your items on their MERITS, not their MEMORIES!

How to Price Your Items

- **YOU DECIDE THE PRICE!** Other consignment sales tell you how much to price inventory, but we leave that up to you. We recommend discounting your items too. Many shoppers come back on Saturday to pick up bargains 50% off.
- Outfits are worth more than the sum of their parts! A shirt might sell for only \$2.00 and a pair of pants might sell for only \$3.00. But the outfit, together, could sell for more than \$5.00. Add a matching bow and socks, and the value goes up even more!
- Price according to what you would be willing to pay for the item given its condition.
- Overpriced items will not sell. You have a lot of competition and our shoppers are looking for bargains! Reasonably priced items will sell much better than those overpriced. We have a suggested pricing guide available. Contact us if you would like a pricing guide.
- For toys and equipment, consider the price you paid and that you may be able to get a similar item on sale today, the condition, and the availability of the item. Be sure to check the recall list at the Consumer Product Safety Commission website to ensure that your items have not been recalled. We cannot accept recalled items.
- Here's an article with more pricing tips to increase your earnings check. Pricing correctly does make a difference!

Tips To Increase Your Profit

Make Sure your Items are CLEAN & Stain Free.

- Clothing sells best when freshly laundered and ironed.
- Remove stains from items. Any items with stains may be pulled from the sales floor to help maintain the quality of the sale.
- Mend tears and replace missing buttons. Zip all zippers, button all buttons, snap all snaps.
- Clean all items before sale. A little soap and water goes a long way to improving the appearance of an item and will help them sell for more money!
- Our sale is well known for clothing, toys, and books. They are great sellers, so please spend time to make your items shine!

PRICING YOUR INVENTORY



Tips To Increase Your Profit

Take Pictures!

- A picture is worth a lot of money! Take a picture of items before you bag or disassemble them and attach the picture to your item. For example, it's difficult to picture how a crib set will look when it's folded up, but your picture can show a potential buyer exactly how cute your item is! Selling a sling? Take a picture of your baby being worn in it and attach that! Cuteness sells, and a picture helps explain how an item works!

Include Directions & User Manuals

- Directions for equipment, games, and furniture can be found and printed from the internet! Including directions for complex items can make a buyer feel more confident buying it and can help you make more money. If you have every piece/instruction sheet/etc for a large item you can price it higher!

Your tag is important too!!

- Put the original retail price to let people know the bargain they will be receiving.
- If available include the original instruction book or download one from the internet.
- Keep in mind, there will be many identical items, you must make yours shine!
- If you really want all your items to go, allow them to be sold at 1/2 price during the 50% sale hours. They will be sold at full price during the regular business hours but whatever is left during the 50% off sale hours will be an extra great deal to entice shoppers!

Spread The Word!

- Each seller will receive a marketing packet with advertising information to make spreading the word in your workplace, neighborhood, and school easy!
- The more people that know about the sale, the more money you will make!
- Let us know if you would like additional flyers to distribute at your place of business, day care, church, to friends, neighbors with children, etc.

PRICING HELP



Clothing	Department Store Brands <i>Kohls, Sears, JcPenney Burlington, Target, Babies-R-Us, Walmart</i>	Retail Chain Store Brands <i>Carters, Old Navy, Osh Kosh, The Children's Place, Crazy 8, Gymboree</i>	Upscale & Boutique Store Brands <i>Hurley, Roxy, Janie & Jack, Hanna Anderson, Naartijie, Gap</i>
Infant			
Onesies (grouped 3 or more)	1.00-3.00	2.00-4.00	3.00-5.00
Gowns & Sleepers	2.00-3.00	3.00-4.00	4.00-5.00
Sleep Sacks	2.00-4.00	3.00-5.00	
Rompers	1.00-3.00	2.00-4.00	4.00-6.00
Outfits	2.00-4.00	3.00-5.00	4.00-8.00
Tops			
Short Sleeve/Tank	1.00-3.00	2.00-4.00	3.00-5.00
Basic T-shirt w/or w/o logo	1.00-3.00	2.00-4.00	3.00-5.00
Long Sleeve	1.00-3.00	2.00-4.00	3.00-6.00
Dress Shirt	2.00-4.00	3.00-5.00	4.00-7.00
Sweaters	2.00-4.00	3.00-5.00	4.00-7.00
Sweatshirts	1.00-3.00	2.00-4.00	3.00-5.00
Turtlenecks	1.00-3.00	2.00-4.00	2.00-5.00

PRICING HELP



Bottoms			
Jeans	1.00-3.00	2.00-4.00	3.00-8.00
Dress Pants/Slacks	2.00-4.00	3.00-6.00	4.00-10.00
Casual/Khaki	1.00-3.00	2.00-5.00	3.00-8.00
Skirts/Skorts	1.00-3.00	2.00-5.00	3.00-8.00
Shorts	1.00-3.00	2.00-5.00	3.00-6.00
Sweatpants	1.00-3.00	2.00-5.00	3.00-5.00
Leggings	1.00-3.00	2.00-5.00	3.00-6.00
Dresses			
Jumpers	1.00-3.00	2.00-5.00	4.00-8.00
Dresses	2.00-4.00	3.00-6.00	4.00-10.00
Sundresses	1.00-3.00	2.00-5.00	4.00-8.00
Holiday Dresses	4.00-8.00	5.00-10.00	7.00-12.00
Outfits & Sets			
2 pc matching top & bottom	2.00-4.00	3.00-6.00	4.00-12.00
3 pc matching outfit	3.00-5.00	4.00-7.00	5.00-15.00
4 pc matching outfit	4.00-6.00	5.00-8.00	6.00-18.00
Outer Wear			
Athletic/Track Suits	2.00-4.00	3.00-6.00	5.00-10.00
Spring Coat/Light Weight	3.00-6.00	4.00-8.00	5.00-10.00
Windbreaker	3.00-5.00	4.00-7.00	4.00-8.00
Denim Jackets	3.00-5.00	4.00-7.00	5.00-9.00
Raincoats	2.00-5.00	4.00-6.00	5.00-10.00
Vests-Lined or quilted	2.00-5.00	4.00-7.00	5.00-9.00
Polar Fleece	4.00-6.00	4.00-7.00	5.00-8.00
Winter coat/jacket	4.00-7.00	4.00-12.00	8.00-20+
Snow pants	3.00-5.00	4.00-6.00	5.00-15.00
Snowsuit	5.00-8.00	6.00-12.00	6.00-15+

PRICING HELP



Pajamas			
Footed/Non Footed Sleeper	1.00-3.00	2.00-4.00	3.00-6.00
2 or 3 pc PJ sets	1.00-4.00	2.00-5.00	3.00-7.00
Night Gown	1.00-3.00	2.00-4.00	3.00-6.00
Bathrobe	2.00-4.00	3.00-5.00	4.00-8.00
Swimwear			
Swimsuits	2.00-4.00	3.00-5.00	4.00-6.00
Swim trunks	2.00-4.00	3.00-5.00	4.00-6.00
Rash Gaurds/ Sun Suits	2.00-4.00	3.00-5.00	4.00-7.00
Cover-ups	3.00-5.00	4.00-6.00	5.00-7.00
Shoes			
Sandals	2.00-4.00	3.00-5.00	3.00-8.00
Tennis shoes	2.00-4.00	3.00-5.00	5.00-10.00
Dress shoes	2.00-4.00	3.00-5.00	4.00-10.00
Water shoes	2.00-3.00	3.00-5.00	4.00-7.00
Boots	2.00-4.00	3.00-5.00	3.00-12.00
Boots-winter	3.00-4.00	4.00-6.00	5.00-12.00
Cleats	3.00-5.00	4.00-6.00	5.00-10+

PRICING HELP



Accessories			
Sunglasses	1.00-2.00	2.00-3.00	3.00-4.00
Hair Accessories	1.00-2.00	2.00-4.00	3.00-5.00
Belts	1.00-2.00	1.00-3.00	2.00-4.00
Hats	1.00-3.00	2.00-4.00	3.00-5.00
Gloves/Mittens	1.00-2.00	2.00-3.00	3.00-4.00
Tights	1.00-2.00	1.00-3.00	2.00-4.00
Purses	1.00-2.00	2.00-3.00	3.00-4.00
Backpacks	3.00-5.00	4.00-6.00	5.00-9.00
Maternity			
Tops	2.00-3.00	3.00-4.00	4.00-7.00
Shorts/Skirts	3.00-5.00	4.00-6.00	5.00-8.00
Jeans	5.00-6.00	6.00-8.00	7.00-10+
Dresses	5.00-6.00	6.00-7.00	7.00-10.00
Swimsuit	5.00-7.00	6.00-9.00	8.00-10.00
Sleepware	4.00-7.00	5.00-8.00	6.00-9.00
Nursing & Maternity Bras	3.00-4.00	4.00-5.00	5.00-7.00
Bella Band/ Tummy Band	4.00-5.00	5.00-7.00	

PRICING HELP



Baby Gear	Good Used Condition	Excellent Used Condition	
Baby Bjorn/Snuggli/Sling	10.00-25.00	25.00-50.00	
Baby Swing	15.00-25.00	25.00-50.00	
Backpack	15.00-3.00	30.00-5.00	
Bassinet	20.00-35.00	35.00-60.00	
Bouncy Seat	5.00-10.00	10.00-30.00	
Infant Car seat w/base	15.00-25.00	25.00-5.00	
Car Seat Base Only	5.00-10.00	10.00-15.00	
Co-Sleeper	30.00-50.00	50.00-75.00	
Toddler/Booster Car seat	15.00-25.00	25.00-65.00	
Exersaucer	15.00-20.00	20.00-35.00	
High Chair	10.00-20.00	25.00-75.00	
Monitor	10.00-30.00	25.00-70.00	
Pack N' Play/Port-A-Crib	20.00-30.00	25.00-45.00	
Single Child Stroller	15.00-25.00	25.00-50+	
Double Stroller	25.00-50.00	40.00-85+	
Travel System	40.00-60.00	70.00-125+	
Umbrella Stroller	5.00-10.00	10.00-15.00	
Nursing/Feeding			
Single Breast Pump	10.00-20.00	15.00-25.00	
Double Breast Pump	25.00-50.00	75.00-120.00	
Nursing Pillow/Boppy	4.00-5.00	5.00-10.00	
Nursing Cover	5.00-7.00	7.00-10.00	
Bottle Sterilizer	2.00-4.00	5.00-7.00	
Bottle Warmer	4.00-7.00	7.00-10.00	
Bottles (3 or more)	1.00-2.00	3.00-5.00	
Bibs (grouped in 3 or more)	1.00-3.00	3.00-5.00	

PRICING HELP



Diapering/Potty			
Diaper Bag	5.00-15.00	15.00-50+	
Diaper Genie	4.00-6.00	5.00-9.00	
Diaper Genie Refill-unopened		3.00-4.00	
Diaper Champ	5.00-7.00	7.00-10.00	
Diaper Wipe Warmer	3.00-5.00	4.00-7.00	
Contour Changing Pad	3.00-5.00	5.00-8.00	
Changing Pad Cover	2.00-3.00	3.00-4.00	
Potty Chair	2.00-5.00	3.00-6.00	
Potty Seat	2.00-4.00	4.00-6.00	
Step Stool	2.00-4.00	4.00-7.00	
Furniture			
Crib	35.00-60.00	65.00-150.00	
Changing Table	20.00-50.00	65.00-100.00	
Dresser	25.00-75.00	80.00-150.00	
Glider w/ ottoman	30.00-75.00	55.00-150.00	
Book Shelf-3 shelves	10.00-20.00	25.00-50.00	
Book Shelf-4+ shelves	20.00-40.00	40.00-60.00	
Table & Chairs	10.00-20.00	25.00-40.00	

PRICING HELP



Bedding & Linens			
Receiving Blankets (2 or more)	1.00-3.00	2.00-5.00	
Stroller Blankets/ Swaddlers	2.00-4.00	3.00-6.00	
Single Bassinet Sheet	1.00-2.00	2.00-3.00	
Crib Sets (w/accessories)	15.00-25.00	25.00-60.00	
Single Fitted Crib Sheet	1.00-2.00	2.00-3.00	
Set of Crib Bumpers	3.00-6.00	7.00-30.00	
Crib Skirt	2.00-4.00	3.00-9.00	
Sleep Positioner	2.00-4.00	5.00-10.00	
Kids Sleeping Bags	4.00-6.00	7.00-9.00	

Kids Bedding Sets	4.00-6.00	5.00-8.00	
Bed Rail(s)	5.00-7.00	6.00-15.00	

Toys			
General Toys	1.00-5.00	5.00-15.00	
Building Sets (Lego, Kinex, etc)	5.00-7.00	7.00-15.00	
Learning Toys (Leapfrog, etc)	5.00-10.00	10.00-30.00	
Riding Toys	6.00-9.00	9.00-20+	
Outdoor Play Structures	15.00-35.00	40.00-80+	
Games & Puzzles	1.00-4.00	3.00-5.00	
Books	1.00-3.00	2.00-5.00	
DVD's	2.00-3.00	3.00-4.00	
DVD's (Disney, Baby Einstein, etc)	5.00-7.00	6.00-9.00	
Videos (VHS)	1.00-2.00	2.00-4.00	
CD's	1.00-3.00	2.00-5.00	

PRICING HELP



Toys			
General Toys	1.00-5.00	5.00-15.00	
Building Sets (Lego, Kinex, etc)	5.00-7.00	7.00-15.00	
Learning Toys (Leapfrog, etc)	5.00-10.00	10.00-30.00	
Riding Toys	6.00-9.00	9.00-20+	
Outdoor Play Structures	15.00-35.00	40.00-80+	
Games & Puzzles	1.00-4.00	3.00-5.00	
Books	1.00-3.00	2.00-5.00	
DVD's	2.00-3.00	3.00-4.00	
DVD's (Disney, Baby Einstein, etc)	5.00-7.00	6.00-9.00	
Videos (VHS)	1.00-2.00	2.00-4.00	
CD's	1.00-3.00	2.00-5.00	
These High Demand Toys can sell for 1/3-1/2 (or higher) of retail: Little Tykes items, Playhouses, Kitchens, Tool Benches.	These High Demand Toys can sell for 1/3-1/2 (or higher) of retail: Little Tykes items, Playhouses, Kitchens, Tool Benches.	1.00-3.00	2.00-5.00
MISC			
Car Seat Cover	15.00-20.00	20.00-50.00	
Shopping Cart Cover	6.00-10.00	10.00-15.00	
Baby Gate	5.00-12.00	10.00-20.00	

WORKING WITH MY SALE MANAGER (MSM)



Data Entry Deadline

All items must be entered in the computer system by 4:00 AM on Thursday of the sale weekend. The system will not allow new entries after that point. You can still print tags after that point.

What's a Drop Off Shift?

- Each consignor must sign up for a drop off shift, either the traditional shift where you load your own inventory or Drop & Go.
- Drop & Go is a paid service for busy parents where we load your items onto the sales floor for a fee. See the Sale Weekend section for more information.

Need Help?

Feel free to contact us at any time if you need help or have questions. growwithme@twinsntriplets.com

General Information

First, please review the list of items we accept found in the seller handbook section How to Consign.

New consignors register here. Once you are registered, you will be e-mailed your consignor number and password to log-in.

Many people find it easiest to sort items and then enter them into the computer system.

After you've registered for the sale and sorted your items, you can start entering your items.

Returning consignors can login here.

Working with Inventory

After you login, the consignor's homepage looks like this. This is the launching point for all of your tasks:

- Returning Sellers can sign up for an upcoming sale
- Sign up for your volunteer shift
- Sign up for your drop off shift
- Enter, price & edit your inventory
- Print your tags

WORKING WITH MY SALE MANAGER (MSM)



Entering Inventory

To start adding inventory, click on “Work with Consigned Inventory”, next click on “Work With My Consigned Items”. This will bring you to the screen where you will enter all items you want to sell.

Category

- You must choose an appropriate category for the item you are entering. Shoppers will be upset to find that the 3T Girls garment they thought they were buying was actually 5T. Also, this is how we plan how much space is needed for each size. Failure to categorize your items may result in a penalty to your sales commission percentage.

Size

- Choose the appropriate size for your garment.
- Many size options are available. However, please know that baby clothes reading 3-6 months and 6 months (etc.) are the same size. Please distribute your inventory accordingly when you load your items into the sale.
- Odd Sizes? For clothing with range sizing (6-12 mo, for example), or unusual sizing (European sizing or “medium”) use your experience with the garment and good mama judgment to assign a SINGLE size value. If an item is size 5 but fits like a 4T, enter it as a 4T and include “fits like 4T” in the description and place it in the area where 4T shoppers can find it! Likewise, mark items that are “slim” or “husky.”

Description Lines

- Please enter a detailed description of your item, including the brand name, on the tag. If the tag becomes separated from the item, we may be able to match it back up if provided a good description of each item.

Price

- Price all items with \$.50 increments and a minimum price of \$.50.
- See our pricing tips section.

WORKING WITH MY SALE MANAGER (MSM)



Quantity Box

Selling several of the same item? Enter a “quantity” while entering the tag information. For example if you have three pairs of 2T jeans that will be the same price, enter the size, description and price and a quantity of 3. That’s three tags done in one quick entry! You can also enter several items with the same descriptions and then individually edit the items to adjust the price, size, description, etc.

Discount & Donate Boxes

“Check To Discount” – if you check this box you are saying it is ok to sell your item for half price on Saturday during our half price sale.

“Check to Donate” – you are telling us you would rather donate the item if it doesn’t sell rather than pick it up at the end of the sale. We all have items we just don’t want to see again!

Note on Donating: There are items that will not be able to be donated at the end of the sale as charities won’t accept any longer. Items on the following list that are left at the end of the sale will be tossed. Here are the items that cannot be marked to donate:

- car seats
- strollers
- playpens
- hangers
- mattresses
- baby swings
- walkers
- bean bag chairs

Save yourself some time! There are options to mark all of your items to donate or discount.

Editing Inventory

On the example below, there are 5 pairs of boy long pants, size 9-12 months. You can edit description, price, or size at anytime by clicking “edit” next to the item you would like to change.

Please do NOT make handwritten changes to your tags. Price and discount information is imbedded in the barcode, so changing the price in writing doesn’t change the price electronically. If you change your mind about a price or whether to sell the item at 50% off, please edit your tag in MSM, the online tagging system, and reprint your tag.

WORKING WITH MY SALE MANAGER (MSM)



Printing Tags

Work With Consigned Items
Items you are planning to bring to our upcoming sale. Items you entered for prior sales are by default 'inactive' and view those items. Your tags will be printed exactly as you enter your items here. **Fields in bold are required.**

You are entering items for consignor #: 1026
Fill in the information below and click "Submit Item" to enter a new item.

Category: Accessories
Size: Leave Blank
Description Line 1:
Description Line 2:
Price: (ex: 3.00) \$ Qty: 1
☐ Check To Discount ☐ Check To Donate
[I'm finished for now](#)
☐ By default, only the last 5 items entered show. Check here to display all items

After you have entered your inventory, click "I'm finished for now."

You will be redirected to the **Consignor Item Entry** Menu where there is an option to print your tags.

you bring inventory to future sales.

Select Tags To Print
Use this screen to select the items for which you want to print tags. Place a check in the box beside the tags you want to print. **IMPORTANT! Your tags to print will appear in a new window. If you are running a popup blocker, please disable it before clicking one of the print buttons.**

[Back To Menu](#)
Trouble printing? Try holding down the CTRL key to disable the popup blocker while clicking the print buttons above.

Check To Print	Item #	Already Printed?	Description	Category	Size	Price	Discount?	Donate?
<input type="checkbox"/>	1	Yes	long sleeve shirt	Clothing - Boys	6-12 Months	\$4.00	No	No
<input type="checkbox"/>	2	Yes	long sleeve shirt	Clothing - Boys	6-12 Months	\$4.00	No	No
<input type="checkbox"/>	3	Yes	long sleeve shirt	Clothing - Boys	6-12 Months	\$4.00	No	No
<input type="checkbox"/>	4	Yes	long sleeve shirt	Clothing - Boys	6-12 Months	\$4.00	No	No
<input type="checkbox"/>	5	Yes	long pants	Clothing - Boys	9-12 Months	\$6.00	No	No
<input type="checkbox"/>	6	Yes	long pants	Clothing - Boys	9-12 Months	\$6.00	No	No
<input type="checkbox"/>	7	Yes	long pants	Clothing - Boys	9-12 Months	\$6.00	No	No
<input type="checkbox"/>	8	Yes	long pants	Clothing - Boys	9-12 Months	\$6.00	No	No
<input type="checkbox"/>	9	Yes	long pants	Clothing - Boys	9-12 Months	\$6.00	No	No

NO PER HERE GO	ON PER HERE GO
<p>1026 Hy Date: 6-12 Months</p> <p>long sleeve shirt</p> <p>Item #1 \$4.00</p> <p>1026 \$4.00 No Disc.</p>	<p>1026 Hy Date: 6-12 Months</p> <p>long sleeve shirt</p> <p>Item #2 \$4.00</p> <p>1026 \$4.00 No Disc.</p>
<p>1026 Hy Date: 6-12 Months</p> <p>long sleeve shirt</p> <p>Item #3 \$4.00</p> <p>1026 \$4.00 No Disc.</p>	<p>1026 Hy Date: 6-12 Months</p> <p>long sleeve shirt</p> <p>Item #4 \$4.00</p> <p>1026 \$4.00 No Disc.</p>
<p>1026 Hy Date: 9-12 Months</p> <p>long pants</p> <p>Item #5 \$6.00</p> <p>1026 \$6.00 No Disc.</p>	<p>1026 Hy Date: 9-12 Months</p> <p>long pants</p> <p>Item #6 \$6.00</p> <p>1026 \$6.00 No Disc.</p>

Tags generated and copyright © by MultipleBirth.org 2017. All Rights Reserved.

PREPARE & TAG YOUR INVENTORY



Half Price Sale!

- Your item will only be sold at half price during our specified half price hours.
- Keep in mind that some of our shoppers rely on the consignment sale to clothe their families, and give their children toys. Wouldn't you rather sell your items, even at 50% off, than take it back home?

"I made as much money on my half price sales as my regularly priced merchandise! I was surprised at how much I sold at half price and was glad that someone else took it home!"

-Fall 2011 Consignor

"The half price sale was WONDERFUL, I was still able to find a ton of great items for my family and best of all, I saved even more money!"

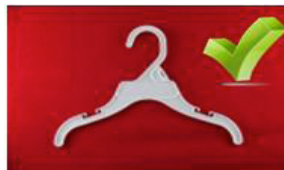
-Mom of 3, Greeley

Prepare & Tag Your Inventory

CHECK OUT OUR VIDEO WITH TAGGING ADVICE!

<https://www.youtube.com/watch?v=mVuhu5qPW9s&feature=youtu.be>

- Hang clothing on plastic (NO METAL OR WIRE!) hangers that are appropriately sized, with the hanger hook turned to the left (like a "?"). Outfits should be arranged as shown, with the top in front and pants hung on back. Attach matching bows, socks, etc, with tagging gun or cable (zip) ties. **Please do not use safety pins to attach accessories or clothes pins to attach garments to the hangers.**
- Attach **one consignor tag to each item or outfit**; attach the item with a tagging gun through the left armpit or waistband seam of garment. (If you were to put it on it would be in your left arm pit or on your left hip.) **Only 1 tag per item** in the system please, so we don't scan the wrong tag at check out.
- Please place the barb **in a seam** or label as you tag to prevent creating holes in the clothing.
- You can also use the tagging gun to attach multiple items such as top and bottom of an outfit together so they aren't separated on the sales floor. Again please make sure to place the barbs **in a seam** to avoid creating holes in the clothing.



Ziploc Bags

- For onesies, socks, and other small items, place same-size items in zip lock bags, and attach your consignor tag using clear packing tape.
- Seal the top of the bag using packing tape. Fold the tape down across the entire opening of the bag to prevent loss or theft of your items.
- Make sure tags are attached to the outside of the bag and please do not tape over the bar code/bottom half of the tag.
- Write your seller number on the outside of your bag using a permanent marker.



PREPARE & TAG YOUR INVENTORY



Bar Codes

If you are selling something that has an existing bar code, **please either cover the bar code with your tag or mark with permanent marker through the bar code as seen below.**

Examples of things with existing bar codes:

Books, Games, Clothing with retail tags, Puzzles, VHS/DVDs/CDs, Video Games, Items in original box



Shoes

Only shoes in very good or excellent used condition will be accepted. Shoppers won't buy your old grubby shoes anyway! Please use cable (zip) ties to connect shoes together. Try to connect them so that at least one shoe can be tried on. Attach the tag through a fabric seam, tag, or Velcro closure. You can also attach the tag to the cable (zip) tie. The picture here has a tag through the Velcro closure.

Large Items

For strollers, cribs, highchairs, car seats, and other large items, tags may be attached using cable (zip) ties or clear packing tape. Please keep the tape on the top half of the tag.

Toys & Puzzles

Please secure puzzles and toys with multiple pieces use plastic wrap or zip lock bags and attach ONE tag. Plastic wrap works great to keep items together (especially all those wooden puzzles!) and prevents pieces being lost. Press & seal wrap works well for wooden puzzles with no knobs.



PREPARE & TAG YOUR INVENTORY



Bedding

Please attach tags to a seam or tag if possible. Do not tag the item together so that it cannot be unfolded for shoppers to look at. For large bedding items, like crib bumpers, these can be held together with yarn or a large resalable plastic bag.

Things like plastic comforter bags with a zipper are great to place large bedding or large toys into. Be saving these kinds of things to reuse at the sale!

We cannot sell items without tags, so please attach your tags securely. Tagging guns work best for clothing or other fabric items. Clear packing tape works for most other items. For shoes try cable (zip) ties.

Please use cable (zip) ties to keep multiple piece items together (car seats and strollers, game systems and cartridges, toys and their cases, etc.)

Donate on your tags

If you choose to donate items that don't sell, please make sure they are not (as Arc won't accept these):

- mattresses
- car seats
- strollers
- playpens
- walkers
- swings

THE SALE WEEKEND



The Sale Weekend Load In

Each consignor will register for a chosen “Consignor Drop-off” time. Please arrive at your scheduled time. Each consignor will pull up, drop off their items in the lot closest to the hall with the Sale. An attendant will direct you where to park and will watch your items while you park in the adjacent lot. Once your car is parked in the west lot, your items will be inspected. Once inspected, you may then put your items out on the floor.

If you don't have enough time for load in, consider Drop & Go.

Child-care is not provided. Absolutely NO children are allowed on the sales floor during set-up, load-in, or tear down. This rule is for the safety of your children.

IF IT'S NOT SHOPPING HOURS CHILDREN CAN'T BE PRESENT!

Please follow these tips for easier load in:

- **Children are not allowed during load in, it is for their safety.**
- Have all items sorted by gender/size and category.
- Bring a dolly or wagon to help haul your items into the exhibit hall.
- Allow plenty of time for load in. It can take longer than you think.
- Ask for help from a committee member if you are short on time.
- Have all tags attached before you arrive!
- Sale Layout Map
- Make sure you have put all of your items out before you leave the floor at the end of load in.
Any items not on the floor at the scheduled end of load in will not be sold.

Your Volunteer Shift

- **All sellers must volunteer for a total of 4 hours to help at the sale.**
- You are responsible for finding a replacement if you are unable to work your shift.
- There is a place to sign up for a volunteer shift on your consignor homepage after you login to My Sale Manager.
- **Any consignor who does not work a shift will automatically be charged an additional 20% sales commission.**

THE SALE WEEKEND



Sorting and Tear Down-Saturday

- Coming to tear down is no longer mandatory, unless you have over 500 items in your inventory. It is regarded as a shift that can be signed up for.
- There is a sort shift at the end of the sale. You may work this shift as a **second** shift for an additional 3%.
- Consignor pick-up is as follows: Last names A-L (or 500+ inventory) 6:00, M-Z 7:00
- **All unclaimed items will be donated at 8:00 p.m.**

Getting Paid

- Earnings checks will be sent to the address you used when registering for the sale.
- Earnings checks will be mailed within two weeks of the final day of the sale.
- Consignors can report errors in consignment percentage and missing inventory until 5 p.m. the Monday following the sale.
- Earnings: 55% base. + 20% for one 4 hour shift (or two 2 hour shifts), +5% if FCPOMC member, +3% if sort/tear down shift is your second shift, +10% if committee member (see requirements for becoming a committee member). Can earn up to 90%.

Base Percentage	55%	Combos	
2 hour shift	+10%	Base+2hours	65%
4 hours worked	+20%	Base+4hours	75%
Sort Shift as an extra shift-can be your first in which case it counts as 4 hour and not extra	+3%	Base+4hours+extra	78%
		Base+2hours+extra	68%
Paid Club Member-must have multiples	+5%	Base+4hours+member	80%
Committee member-must be approved by committee and work at least 10 hours during sale	+10%	Base+member+committee	90%