



# Twins by the Bay Consignment Sale Handbook

## September 15 & 16, 2018

Eagles Hall  
2305 Alameda Ave, Alameda, CA 94501

### **Important reminders:**

- ***Non-working Sellers.*** Up to 10 sellers who would like to participate, but not work the sale will be allowed to do so. Non-working Sellers will register in the same way, tag their own things and set them up just like a working seller, but will not be required to volunteer for a four hour shift at the sale. Non-working Sellers will receive 60% of their profits.
- ***Pre-shopping!*** Volunteers will earn pre-shopping time based on volunteer hours. Exact timing will be announced closer to sale date, but pre-shop hours will be extended this year to accommodate more pre-shoppers.
- Sellers must check in with the Volunteer Coordinator before unloading their items or before starting your volunteer shift.
- Please plan to arrive *at least 15 minutes before* your shift starts. This allows you to check in with the Volunteer Coordinator and determine where you'll be working. Your shift start time should be when you actually start working, not when you arrive at the hall.
- Err on the side of pricing low. Every year several van loads of clothes and other items are given away for free or taken to a thrift store after the sale. It is better to earn something, rather than nothing, for your items.
- Clothing racks will have signs designating gender and size; "boys 0-3 months," "boys 3-6 mo," "boys 6-9 mo," "boys 9-12 mo," "boys 12-18mo," "boys 2T," "girls 0-3 mo," "girls 3-6 mo," etc. **Please bring your clean clothes hung, tagged, and sorted by size.**
- **Check the expiration date of carseats and put on the sales tag.**

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# Consignment Sale Committee

Meet your Twins By the Bay Consignment Sale Committee for 2018. We look forward to seeing you at the annual Twins by the Bay Consignment Sale. If you would like to get involved, you can contact any of the coordinators listed below. We will try to answer any questions you may have.

|   |                   |                             |              |
|---|-------------------|-----------------------------|--------------|
| <b>Co-chairs</b>                          | Joyce Cheng       | joyce739@gmail.com          | 415-310-9645 |
|   | Ebba de la Rosa   | ebbadlr@yahoo.com           | 510-847-3182 |
| <b>Seller &amp; Volunteer Coordinator</b> | Susan Nunes       | susanbnunes@gmail.com       | 510-205-0023 |
| <b>Donation Coordinators</b>              | Alexander MacIver | alexander.maciver@gmail.com |              |
| <b>PR Coordinator</b>                     | Joyce Cheng       | joyce739@gmail.com          | 415-310-9645 |
| <b>Philanthropy Chair</b>                 | Diana Honig       | DHandJH@sbcglobal.net       | 510-530-0153 |
| <b>Head Cashier</b>                       | Ebba de la Rosa   | ebbadlr@yahoo.com           | 510-847-3182 |

# Consignment Sale History

Susie Robertson, mother of twins and a monozygotic twin herself, founded Twins by the Bay in 1998. The sale started out in Susie's driveway as a gesture to assist economically strapped members exchange the crazy amount of baby gear multiple births demand. As the event gained popularity, it moved to a larger space, and, in 2004, the sale was hosted in a donated parking garage on College Avenue. Still gaining in size and popularity, the sale moved to St. John's Church in Montclair in 2005 and stayed there for three years.

In 2007 the Board of Directors expanded the vision of the garage sale beyond merely a buying and selling opportunity to a larger social event for members. For the first time a bake sale was introduced to encourage socializing and conversation among members who often do not interface beyond email. In addition, a raffle was introduced—thanks to dozens of wonderful gifts donated by area businesses and services. And with a generous grand prize donated by the Kay El Bar Ranch in Wickenburg, AZ, funds were raised for a memorial for Susie Robertson, who passed away in May 2007. (A memorial bench was dedicated May 4, 2008, at Children's Fairyland of Oakland.)

2008-2012 The sale was moved to Eagles Hall in Alameda to accommodate a larger number of sellers and buyers. This also allowed the sale to be held on Saturday and Sunday. The club purchased used racks, made stanchions, and streamlined the layout. Given how large the sale has become, as well as the quality of the merchandise available, in 2012 the event changed from a "garage sale" to a "consignment sale."

2013-2016 The sale moved to the First Congregational Church of Berkeley—a much larger space. The larger space allowed us to add a third cashier and expand the holding area, as well as spread merchandise out more. The club purchased additional racks and replaced older racks to make set up/take down more manageable. 2015-16 the club experimented with My Consignment Manager, an online tagging system.

2017 - 2018 Due to a fire at the First Congregational Church of Berkeley, the Consignment Sale moved back to its former home at the Alameda Eagles Hall. Accepting, sorting, tagging, and selling donations, while providing a tremendous opportunity to provide additional merchandise (typically at least 50% of items at sale are donations) for members and the community, is extremely time consuming. In order to insure our volunteer support is in line with the donations we accept, the donations process was revamped and streamlined.

While the Consignment Sale remains primarily a service to club members rather than a fundraising event, it is hoped that in 2018 we will continue to increase visibility and draw non-member consignment sale shoppers—and increase overall sales and proceeds. Club members with children of all ages are encouraged to get involved!

# Schedule

## Important Dates

July 9 – August 14: Seller registration

August 15 – September 1: Late seller registration (register early and save money—see “Details of the Sale” section)

September 1: The **last day** to register as a seller and the last day to donate items to the club. Volunteer shifts are scheduled in order of request. If you sign up late, you may not get your first choice of shifts.

September 15 & 16: 2018 Consignment Sale

## Friday, September 14, 4:00 pm-9:15 pm

Donations and racks are moved to the hall. We are looking for volunteers to work the Friday evening shift, in particular anyone who has a large van to transport items from donation storage sites, or anyone who can drive a stick-shift rental van, should we need it.

## Saturday, September 15: Set Up and Members Only Sale

8:30–11:30 am Set up (racks, tables, signs, etc.)

11:30 am–2:30 pm Seller drop-off time (see Check-in Procedure for more details)

6:00–8:00 pm Sale for club members only. No guests unless helping with infants (infants = babies 3 months old or younger). Due to space constraints, strollers are not allowed in the Hall and must be parked outside.

8:00–8:30 pm Clean up and close

## Sunday, September 15: Open to the Public, Fill-a-Bag Sale

9:00 am–12:30 pm Sale open to the public

12:30–1:00 pm Sale closed for sellers to claim unsold items. Sellers **must** pick up any items they don't want donated. Everything left after 1:00 will be offered for sale for the \$5 fill a bag sale, and anything left after that will be donated to charity.

1:00–2:30 p.m. Fill-a-Bag Sale: for a \$5 flat fee per bag, buyers can fill grocery bags full of items.

2:00 pm Social workers arrive to select items for their agency/charities.

2:30-5:00 p.m. Sale closed to the public. After 2:30, any remaining items will be donated to the club or to charity. Break down racks, clean up, and bring items to donation sites, bring racks and sale equipment to storage.

# Seller Drop-Off Procedure

*How to deliver your sale items*

*Saturday, September 15, 11:30 am–2:30 pm*

- A. Park in the loading spaces on Alameda Avenue in front of Eagles Hall while you unload and check in with the Volunteer Coordinator. Unload items and then move car before returning to place items on racks. There is free parking on many streets in the area, plus a paid parking lot next door.
- B. Sellers are responsible for placing their own items on the racks and on the appropriate tables. This assures that all items are properly located for the sale.
- C. For those sellers who are working the sale, your shift begins **after** you have completed unloading your items. Sellers, please allow enough time to unload your items **before** your shift starts, as set-up is crucial. Check in with the Volunteer Coordinator prior to your volunteer shift.

# Details of the Sale

## *Reasons to be a Seller*

When you make the decision to participate in the consignment sale as a seller, you are making the decision to help your club. Families of multiples throughout the East Bay look forward to purchasing perfectly useable items at garage sale prices. Not only do you help families defray the cost of living in the Bay Area, you reduce the burden on landfills. You also get the added bonus of earning a little cash back for the items you no longer need and a chance to purchase the items you do need. The modest percentage the club receives helps sponsor future events and services.

## *Basic Rules of the Sale*

1. Sellers will be charged a \$15.00, **nonrefundable**, registration fee when registering by **August 15**. This fee pays for a tagging gun (yours to keep) fasteners, and tags. If you already have a tagging gun you may register for only \$5.

Sellers registering after August 15 will be charged an additional \$5 (\$20 total or \$10 total if you already have a tagging gun).

Each seller needs their own seller number; no sharing numbers allowed. You will be assigned a seller number when you register.

Non-working Sellers. Up to 10 sellers who would like to participate, but not work the sale will be allowed to do so. Non-working Sellers will register in the same way and tag their own things, but will not be required to volunteer for a four hour shift at the sale. Non-working Sellers will receive 60% of their profits.

### **Register Early and Save! Registration closes September 1, 2018.**

2. Sellers must use handwritten tags, which the Seller Coordinator will provide. See “Tagging” section below. More detailed instruction and support will be available.
3. Sellers are required to work four consecutive hours during the sale. Absolutely no children will be allowed during the time sellers are scheduled to work. Workers must be able to give all of their attention and energy to their jobs.
4. Sellers who work four hours will earn an 80% profit from the sale of their goods. Sellers who volunteer to work extra shifts, beyond their required four hour shift, will earn an additional percentage as follows: 8 hours = 90%, 12 hours = 90% and pre-shopping. Members may decide to forego any earnings and donate 100% of proceeds to the club. A tax-deductible receipt is available at your request.
5. All clothing must be **clean and in gently used to perfect condition**. We have limited space and are focused on providing a service to our community by offering only quality, clean items for sale. We cannot accept clothing with broken zippers, missing buttons, worn knees or elbows, or with rips and stains. We will not accept toys or equipment that are missing pieces or broken. If the consignment sale volunteers or co-chairs find items in poor condition, the items will be removed.

6. Any item without a tag will be sold with a TBB tag (all profits go to the club) for a price to be determined by the coordinators. Be sure to tag items securely!
7. Sellers must retrieve any of their items they do not want donated to charity between 12:30 and 1:00 on the day of the sale, before the start of the fill-a-bag sale. **It is the seller's responsibility to pull their items off the racks and tables.** The club is not responsible for unclaimed items. Items left will be donated.
8. Small items (such as socks, rattles, underwear, etc.) must be placed in Ziploc™ bags.

### ***Some information about volunteer shifts***

Each seller must work **four** hours during the sale – shifts are first-come, first-serve, so please register as early as possible to ensure that you get the shift you want

Sellers must work 4 hours in one shift. Light refreshments will be provided for shift workers who are working multiple shifts, but due to the demands of the sale, please understand we can't schedule breaks – if you chose to sign up for one 4 hour shift expect to be working for the majority of the time.

Some shifts have specific requirements:

**Friday evening:** We are particularly looking for anyone who has a large van or a truck who can collect donated items and bring them to the church. Anyone volunteering to work on Friday evening should expect to be doing fairly physical lifting and carrying of donated items. If you cannot do this kind of work, please choose another shift.

**Saturday morning:** This is when the racks are assembled and tables are set up. The racks are easy to assemble (no tools required) but some light lifting is required.

**Saturday afternoon:** You'll rack donated items and help sellers unload and rack items. Anyone can do this shift.

**Saturday evening and Sunday from open to close of sale:** We'll need cashiers, so anyone who can use an adding machine will be very welcome. Other roles include working at the tag stations, the holding area, and on the sale floor—anyone can do these jobs.

**Sunday afternoon:** All the racks are taken down and carried out. Other jobs include taking down all the remaining clothing items, packing up supplies and general tidying around the hall. There is lifting involved.

BONUS: We go for ice cream once we're finished.

### ***Donations to the Club***

Some families may choose to donate items to the club. This allows the club to sell items and earn 100% of the proceeds. If this interests you, please contact the Donation Coordinator.

### ***Acceptable Items for Sale***

In general, children's **clean, gently used** items are appropriate: children's clothing (newborn to teen), maternity clothes, baby equipment, strollers, car seats and booster seats (no more than three years old, check the expiration date and put on sales tag), swings, bassinets, toddler beds, high chairs, gates, toys,

children's shoes, cloth diapers, diaper wraps, blankets, clean stuffed animals, books, games and puzzles (complete), curtains, wall decorations, lamps (children's theme only), sheets, and bumper pads.

## ***Unacceptable Items for Sale***

No cribs, household items (bric-a-brac, tools, and furniture and equipment not used by children), men or women's clothing (other than maternity), coloring books unless new, adult items unless intended for pregnancy. Example: gliders and rockers are acceptable; Lazy Boy recliners are not. Nursing pillows are acceptable; throw pillows for your couch are not. If you are unsure, please ask.

## ***Tagging***

The club uses handwritten tags. After registering as a seller with TBB, seller numbers and more information will be provided by the Seller Coordinator.

**Tags must contain the following information:** seller number, size of item, and price. Plus expiration date for car seats. Optional information could include brand, type of clothing/toy/equipment, etc.

Tags should be fastened to sale items using a tagging gun (provided by the club as part of your seller registration fee). For items that cannot be tagged, packing tape can be used to secure the tag to the item (take care not to tape over bottom serrated line as the bottom section will be torn off at checkout), or the item can be placed inside a Ziploc bag, then the tag taped to the bag.

See "Tagging Tips" section for more details on how and where to tag items.

## ***Hanging Garments***

Prior to the sale, clothes must be hung on hangers and grouped according to size and gender. This makes it much easier and quicker to place items on the clothing racks. Multiples of similar styles (onesies) or multiple outfits may be bundled together and count as one item.

You are responsible for getting hangers. Old Navy is a good source. They throw out bags of hangers each night. El Cerrito Recycling Center has a bin of them to take for free. Sports Basement, in Berkeley, also has a free hanger bin. You may use children or adult size hangers. If the hanger has a size on it, the garment hung on it does not need to match the size on the hanger.

The club has limited hangers available for donations only, the Donation Coordinator will coordinate getting them to you if you volunteer to tag donations.

**How to hang your garments:** As you look at the front of the garment, the hanger should look like a question (?) mark:



## **Pricing**

## **Guidelines**

Sellers may use their own judgment with respect to pricing, but these guidelines will help price items competitively. Some name-brand items will re-sell for more (Baby Gap, Gymboree, etc.), but sellers are asked to be realistic—this is essentially a garage sale, and items that are priced reasonably will sell.

Typically, if an item is “like new” or in the original box, it may be priced at 50% of retail; if it is slightly worn or used, then 25% may be more appropriate. Sellers should be aware when pricing items that many items may be purchased at great discount on the Internet, so if they want their items to be sold, they should mark accordingly.

**Please price all items in \$0.50 EVEN increments** starting at \$0.50 (\$0.50, \$1.00, \$1.50, etc.). You may need to bundle items appropriately (example: onsies should be bagged together by size/gender).

All sellers are invited to attend a tagging party (dates TBD) at which you may bring your own items to tag. Volunteer taggers as well as seasoned sale pros will be on hand tagging donated items. Get advice and pricing help, meet some other TBB parents, and maybe tag some of the donated items as well!

|   |   |   |   |
|---|---|---|---|
| <b>Clothing</b>                             | Nightgowns/2-piece PJs<br>\$1.00–\$3.00               | Overalls \$1.00–\$5.00                                | Hats/Mittens \$0.50–\$1.00                  |
| Dresses/Skirts<br>\$1.00–\$8.00             | Robes \$1.00–\$4.00                                   | Pants/shorts 50¢–\$4.00                               | Shoes \$0.50–\$5.00                         |
| Blouses/Shirts<br>\$1.00–\$4.00             | Underpants/Socks<br>\$0.50–\$1.00                     | Playsuits/rompers<br>\$0.50–\$2.00                    | <b>Larger Items</b>                         |
| Sweaters \$1.50–\$7.50                      | Tights \$0.50–\$1.00                                  | Sun suits/Swimsuits<br>\$0.50–\$3.00                  | Activity Centers<br>\$2.00–\$20.00          |
| Jackets \$3.00–\$15.00                      | Terry Stretch Sleepers<br>\$0.50–\$1.00               | Nightgowns/2-piece PJs<br>\$1.00–\$3.00               | Ride-on Toys/Bikes<br>\$3.00–\$25.00        |
| Boy’s Dress Outfits<br>\$2.00–\$10.00       | Blanket Sleepers<br>\$1.00–\$3.00                     | Robes \$1.00–\$4.00                                   | <b>Furniture</b>                            |
| Sweat suits \$2.00–\$5.00                   | Infant Gowns \$0.50–\$2.00                            | Underpants/Socks<br>\$0.50–\$1.00                     | Dressers/Changing Tables<br>\$10.00–\$50.00 |
| 2-piece Pant or Short Sets<br>\$1.50–\$4.00 | Layette Items \$0.50–\$1.50                           | Tights \$0.50–\$1.00                                  | Rocking Chairs<br>\$5.00–\$25.00            |
| Overalls \$1.00–\$5.00                      | Sun suits/Swimsuits<br>\$0.50–\$3.00                  | Terry Stretch Sleepers<br>\$0.50–\$1.00               | Lamps (children’s theme)<br>\$5.00–\$15.00  |
| Pants/shorts 50¢–\$4.00                     | Nightgowns/2-piece PJs<br>\$1.00–\$3.00               | Blanket Sleepers<br>\$1.00–\$3.00                     |   |
|   | Stuffed Animals<br>\$0.50–\$2.00                      | Strollers \$5.00–\$150.00                             |   |
| <b>Miscellaneous</b>                        | <b>Toys and Games</b>                                 | Crib Sets (quilts, sheets,<br>bumpers) \$5.00–\$25.00 | Doorway Jumpers<br>\$3.00–\$7.00            |
| Bathtubs \$1.00–\$4.00                      | Games and Puzzles<br>(complete only)<br>\$0.50–\$2.00 | Bassinets \$10.00–\$20.00                             | Swings \$10.00–\$20.00                      |
| Front/Back Carriers<br>\$5.00–\$20.00       | Dolls \$0.50–\$2.00                                   | Port-a-Cribs/Pack-n-play<br>\$10.00–\$25.00           | Bathtubs \$1.00–\$4.00                      |

|   |                                  |   |                                       |
|---|----------------------------------|---|---------------------------------------|
| Tot-Lock/Booster Chairs<br>\$1.00–\$10.00 | Trucks \$0.50–\$3.00             | Car Seats \$10.00–\$35.00                 | Front/Back Carriers<br>\$5.00–\$20.00 |
| Potty Chairs \$3.00–\$8.00                | Books \$0.50–\$1.00              | Exersaucers \$4.00–\$15.00                | Mobiles \$3.00–\$10.00                |
| Gates \$4.00–\$10.00                      | <b>Equipment</b>                 | Playpens \$10.00–\$35.00                  | Diaper Bags \$2.00–\$12.00            |
| Doorway Jumpers<br>\$3.00–\$7.00          | Blankets/Quilts<br>\$1.00–\$5.00 | Highchairs \$10.00–\$50.00                |                                       |
| Swings \$10.00–\$20.00                    | Crib Sheets \$0.50–\$1.00        | Tot-Lock/Booster Chairs<br>\$1.00–\$10.00 |                                       |
| Cloth Diapers (per doz.)<br>\$1.00–\$3.00 | Mattress Pads<br>\$0.50–\$1.00   | Potty Chairs \$3.00–\$8.00                |                                       |
| Bibs \$0.50–\$1.00                        | Bumper Pads \$1.00–\$5.00        | Gates \$4.00–\$10.00                      |                                       |

## Tagging Gun Tips

Working with the tagging gun gets easier with practice. Here are some tips to get you started.

### *How to use the tagging gun*

Load a strip of plastic fasteners into the gun from the top. The “spine” should fit into the notch.

Push the needle through the price tag hole then through the item you are tagging, preferably through the manufacturer’s tag. You only need to push the needle through one layer of the manufacturer’s tag.

Squeeze the trigger slowly, gently, and firmly to insert the fastener. Do not squeeze the trigger too hard or too fast, as it may jam the gun.

For a video tutorial, search YouTube for “Kenco Tagging gun.” A short video will come up for the Avery Dennison Mark III Tagger.

### *Clothing*

Gun needles can make holes in fabric. Affix price tags to the manufacturer’s tag at the neckline or waistline of the garment. If this is not possible, push needle through a seam of the garment, preferably at the left shoulder or left hip, so that tags are easily seen on racks.

- Push the needle through the barcoded tag, then through the manufacturer’s tag at the neckline or waistline of the garment.

- Ensemble Pieces: Use the tagging gun to fasten small accessory pieces together: bloomer pants to dresses, matching socks, hats, etc. Fasten accessory piece to the manufacturer's tag of the primary garment or to the garment's left shoulder seam.
- Garments sold as a set, such as a matching sweatshirt and sweatpants, need to be pinned together or share a "form" or "clip" hanger. The plastic tag fasteners will not hold heavy items together.
- Double fasten matching items together if needed by pushing the needle through items being connected and pull the trigger two times so that two fasteners are connecting the items.
- With turtlenecks, it may be necessary to tag the garment's left shoulder at the seam. The idea is to allow the shopper to see the price quickly, not dig inside the garment for it.

### ***Plush toys, pillows, bibs, blankets, and other soft items***

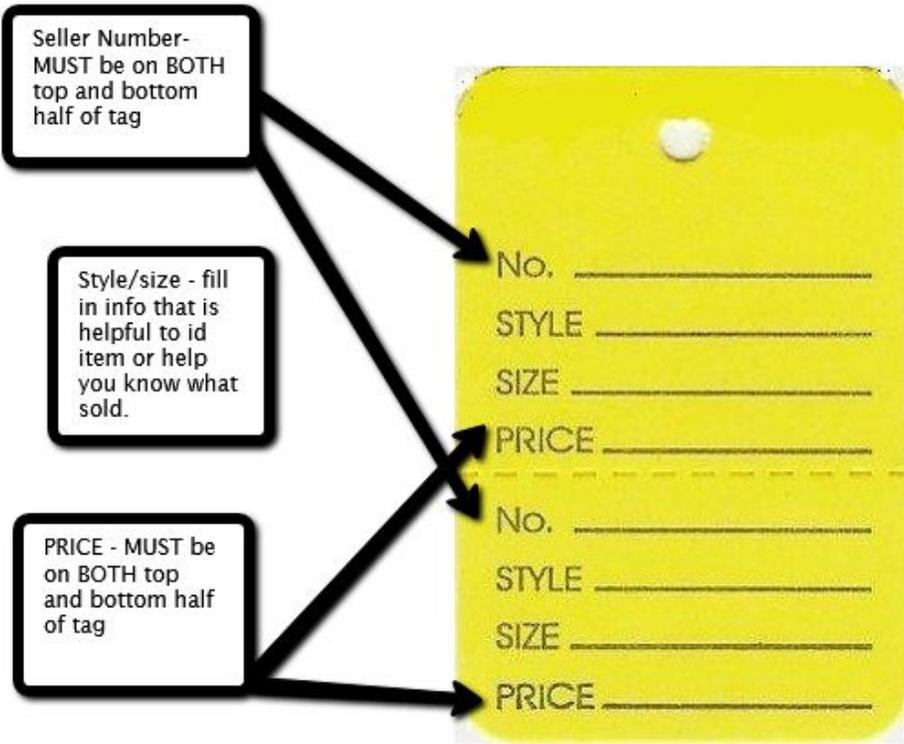
Put the needle through the item's manufacturer tag or seam as much as possible. Put tag through the ears or on top of plush animals. Fold blankets so price is visible.

### ***Non-fabric items***

Plastic toys, dishes, furniture, and equipment can have price tags tied or taped to the item. Use a durable string (not thread) or clear packing tape. Curling ribbon works well. **Do not tape over the serrated line where tag will be torn at check out.**

### ***Shoes***

Shoes can be placed in Ziploc baggies. The tag should be taped outside the bag with clear packing tape, without covering the serrated line where tag is torn. Or you can tie shoes together with curling ribbon through the eyelets. The tag can be tied with curling ribbon.



# Seller's Checklist

Following the checklist below will help you get started as a seller. Follow the checklist to organize the items you plan to sell at the consignment sale.

- Read the Details of the Sale and Pricing Guidelines
- Register on the TBB website to be a seller
- Collect your assigned seller number, tagging gun and fasteners (if needed) from the Seller Coordinator.
- Clean and sort clothes, toys, and equipment.
- Tag and hang or bag items for sale. Consider attending a tagging party if you need help with this.
- Support our marketing/PR efforts by promoting the sale to your local community by distributing flyers, putting up posters, using social media, etc.

## Payments

After the sale, the Volunteer Coordinator will email a confirmation of volunteer hours. Using the hours that you volunteered, we will calculate your percentage of proceeds from the sale. Checks will be mailed to you a few weeks after the sale. Please make sure the address you have listed in the TBB Directory is current. Your original tags will not be mailed to you.