

- Consignors and volunteers are not allowed to bring children during drop-off, pre-sale shopping times, or at any time they are volunteering. Volunteers are not allowed to shop during their work times.
- Consignors warrant that each item for sale is in good operating condition and is not broken, damaged, or subject to a recall. Consignors will not sell items listed as RESTRICTED in the instructions. Consignors warrant that they are the owner of the items being sold. **St. John's ECEC reserves the right to refuse to sell any item that does not meet our standards.**
- **All sales are final. St. John's ECEC is not responsible for any defective or broken items sold at this sale. St. John's ECEC will not provide any returns or refunds.**
- Due to space limitations, **NO STROLLERS** will be allowed in the building.
- **All items must be in good condition. St. John's ECEC reserves the right to pull any items that do not meet that standard.** If you have any questions during the sale, all volunteers will be wearing red shirts with St. John's ECEC labels.
- At the consignment sale, we will accept cash and credit cards.
- We will also have a vendor area where local small businesses will be selling items. If you are interested in being a vendor, please e-mail: stjohnsconsignment@gmail.com.

IMPORTANT DISCLAIMERS:

SECURITY

- **We make every effort to keep your items safe and secure at the sale with adequate volunteers, however, we are not responsible for lost or stolen items.**
- Under no circumstances may a consignor remove any unsold items from the sale floor during sale hours. Any consignor violating this rule will forfeit their profits to St. John's ECEC and will be barred from participating in future sales.
- Sale merchandise is not allowed in restrooms.

LIABILITY

- **All sales are final. St. John's ECEC is not responsible for any defective or broken items sold at this sale. St. John's ECEC will not provide any returns or refunds.**
- **St. John's ECEC and St. John's Lutheran Church will not be held liable for any consignor, volunteer, or buyer losses at the consignment sale including, but not limited to, items that are lost or stolen during the sale.** Consignors, volunteers, and buyers agree to indemnify and hold harmless St. John's ECEC and St. John's Lutheran Church against any damages or claims that may arise in connection with their presence at the consignment sale and their activities of any kind.
- St. John's ECEC and St. John's Lutheran Church will not be held liable for the collection, reporting, and payment of Virginia sales tax. Sales tax is only applicable if the consignor participates in four or more sales a year. St. John's assumes that all participants will not be participating in four or more sales a year.
- All consignors and volunteers agree that they are not employees of St. John's ECEC or St. John's Lutheran Church and will not be paid for the time spent at the sale or in preparation of the sale. St. John's ECEC and St. John's Lutheran Church will not be responsible for any wages or overtime incurred by volunteers.

INSTRUCTIONS:

STEP 1- Register for St. John's ECEC Sale Using My Consignment Manager

A. REGISTER for our sale on My Consignment Manager (or "MCM").

- Our link is: <https://www.myconsignmentmanager.com/sjlc/>
- All items must be tagged using My Consignment Manager (MCM). **NO EXCEPTIONS!** For help on using this website, you can contact the site by e-mail (support@myconsignmentmanager.com) or phone (404) 625-5573.

- Consignors will electronically approve a copy of the Consignor and Volunteer Agreement on My Consignment Manager. Consignors will sign a physical copy of this agreement before they drop-off their items at the sale. Consignors will pay a \$10.00 registration fee to complete the registration. This fee is not transferable to other individuals or for use at future sales.
- MCM will give you a consignor number; this number will be electronically placed on each unique tag so that you will be paid for that item.

B. SIGN UP FOR VOLUNTEER TIMES

- Consignors can sign up to volunteer to get a higher percentage of sales. You can choose your volunteer times when you register or closer to the sale.
- Consignors will get 60% of their sales revenues/ 40% will go to St. John’s ECEC; minus the \$10.00 Consignor fee which will be paid when you register online.
- Consignors who volunteer (4 hours min. or 3 hours during “peak times”) will receive 75% of their sales revenues/ 25% will go to St. John’s ECEC; minus the \$10.00 Consignor fee which will be paid when you register online. Volunteer hours are not transferrable to other individuals or future sales.

C. TRANSFER YOUR ITEMS FROM OTHER SALES

- My Consignment Manager (MCM) allows consignors to sell at multiple consignment sales without retagging. If you are transferring items from another MCM sale, please contact us BEFORE you enter any additional items. E-mail us at stjohnsconsignment@gmail.com. We have to manually change your number to mirror the number you utilized in the last sale.
- After we have changed your number, go to myconsignmentmanager.com and login using the SAME user ID & password you previously used.
- After you have successfully logged in, look for a table with both sales listed.
- Click on Manage Inventory. Under the Search Criteria box, select all of your UNSOLD items from the first sale and then select the old sale and click on the Generate Items List button.
- Select the items that you want to transfer to the new sale.
- Next to the Search Criteria box, look for the Item Transfers option. Select the St. John’s ECEC sale and click on the Transfer Items to Consignment button.
- You can transfer 216 items at a time. If you have more than 216 items, complete the last two steps again for the remaining items.
- All items transferred must have a barcode on the tag. Please email us if your tags from the previous sale do not have a barcode.

STEP 2 - ENTER YOUR ITEMS ONLINE AT MY CONSIGNMENT MANAGER (MCM).

A. SORT through your items and decide which items are ALLOWED or RESTRICTED by St. John’s ECEC.

ITEMS ALLOWED TO BE SOLD:

CLOTHING:

- We accept infant, children, and maternity clothing.
- We take all infant sizes and children’s sizes up to 10 (kids). NO JUNIOR OR ADULT SIZES.
- We accept all maternity clothing sizes.
- We accept clothing and accessories for ALL SEASONS including winter, summer, and Halloween costumes. Please see restrictions list below.
- All clothing must be clean and smoke free. Make sure each item is in good condition and check clothing for stains or tears.
- All clothing MUST be on hangers, see the section- “Preparing and Tagging Clothing.”

OTHER ITEMS:

- We accept almost any item related to infant, children, or maternity (such as toys, books, gear). See RESTRICTIONS section for items that this sale does not allow.
- Toys should be cleaned and sanitized, check books for missing pages or markings, and be sure all parts are with games & puzzles, etc. Electronic items must have batteries in them, or an alternative power source, so that buyers can check that they are in working condition.
- Shoes must be in Ziploc-like bags or tied together and tagged.
- DVDs, video games, and videos offered for sale must be family-friendly themes (No R-rated or inappropriate themes).

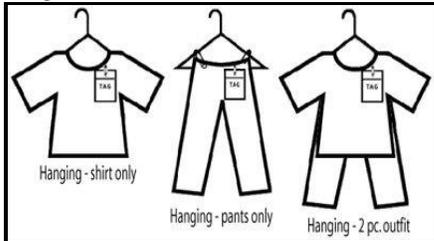
ITEMS RESTRICTED:

- NO Recalled Items. Please check your items at the CPSC website: <http://www.cpsc.gov/en/Recalls/>
- NO Cribs, Crib Mattresses, or Beds
- NO Breast Pumps
- NO Car Seats
- NO Plush/Stuffed Animals (Electronic, Talking, Educational stuffed animals in good condition will be allowed. Make sure the batteries are in and it is working)
- NO Used feeding/ teething items (New/ Unused Bottles, Pacifiers, Nipples, etc. are ok)
- NO Items in poor condition, broken, ripped, stained, or missing parts
- NO Used Undergarments, Children, or Maternity
- NO Jewelry
- NO JUNIOR OR ADULT clothing sizes
- NO ADULT books and videos
- NO VHS tapes, NO R-Rated DVDS, video games or videos

B. PREPARE YOUR ITEMS FOR SALE

PREPARING CLOTHING

- **All clothes MUST be on hangers.** We will be using clothing racks for all clothing.
- Items like multiple onesie packs, clothing accessories such as socks, hats, bows, bibs, and other small foldable items are allowed in Ziploc-like bags to be sold on tables or in boxes.
- Consigners are responsible for providing their own hangers, and we are unable to return the hangers to you. (Dry cleaner hangers are a good option).
- When looking at the clothing item, the hanger should make the ? sign (so when hanging the opening to the hanger is on the left) when looking at the front of the item. Sales tag should be in the upper right-hand side of the article of clothing so it can be seen when items are hung (see picture below).



PREPARING OTHER ITEMS

- **Bag It!** Ziploc-like clear bags are perfect for selling toys with multiple pieces and small toys (like Legos, Little People, hair bows, or matchbox cars). If you are selling puzzles, make sure all of the pieces are included.
- **Tape It!** Tape videos and DVDs so they do not become separated from the sleeve. Use tape to attach tags to many items. Clear packing tape works best on plastic objects that would not be harmed the strong adhesive, while painter’s tape is better for items like books with more delicate

surfaces. Tags can be attached to the outside of the Ziploc-like clear bags with items inside that tags will not easily adhere to.

- **Clean It!** Clean and disinfect toys, replace batteries, and show that items are in good working condition. Although customers know they are buying used, people want items that look as new as possible. Make items look as appealing as possible to have the most items sell.

PRICING ITEMS

- **Be realistic about pricing.** Visit other sales, consignment stores, etc. to get a sense of the going prices. Check how much someone could purchase it new. Generally 1/4-1/3 of the retail is a good rule of thumb, but that doesn't always work for really expensive items, even boutique or high end brands. As a consignor you will make money selling these items so pricing is important. **SHOP YOUR OWN SALE BEFORE YOU SELL.** Remember, make your items stand out from the other thousands that are there. A good rule of thumb is: **WOULD I BUY IT AT THIS PRICE?**
- **DISCOUNT IT!** Consignors have the option of selling their items for a 50 % discount from 11:00 a.m. to 1:00 p.m.
 - To discount items, please note this on My Consignment Manager.
- **DONATE IT!** If you want to donate your unsold item, please note this on My Consignment Manager.
- St. John's ECEC will not be held responsible for any items that are discounted or donated if they improperly marked.

C. ENTER YOUR ITEMS ON MY CONSIGNMENT MANAGER (MCM)

- All consignors must register on My Consignment Manager for this sale (<https://www.myconsignmentmanager.com/sjlc>) and enter and print tags through this website. Our sale will no longer take hand written tags.
- Use only one unique tag with its own unique item number for each item sold (seller cannot make copies of tags).
- Items **MUST** be tagged with the following information:
 - consignor number (this will be automatically entered MCM)
 - brand name and short item description
 - gender and size (if applicable)
 - discount status
 - donation status
- Whenever possible, please label your infant/children's clothing items. Our sale takes infant and children's clothes from 0-3 months to 10 (kids). **NO JUNIOR or ADULTS Sizes.**
- For maternity clothing, please clearly state "MATERNITY" and the adult size.
- There is a Power Tag Option, which will allow you to print multiple tags with the same information. (Example: if you wanted to print out 10 tags with the description - Hard Cover Book, \$2.00)
- We will make every attempt to reunite lost tags with their original items by having a Missing Tag Rack with a Lost Tag Wall to match the two. If a tag cannot be found, the item cannot be sold.

STEP 3 - PRINT YOUR TAGS AND ATTACH THEM TO ITEMS

- All tags **MUST BE PRINTED** through this website: <https://www.myconsignmentmanager.com/sjlc>. The website will not let you print from the general MCM website.
- Consignors must use cardstock paper (NO dark colors - only pastel colors or white is acceptable, no multicolored or patterned paper). Use an inkjet printer (no dot matrix) with a normal (not best quality) printout. Faded barcodes that are dark do not work; must appear crisp and clear. Please do not place tape over the barcodes.
- Tags must be fastened to clothing using safety pins (NO straight pins!) or a tagging gun. The sales tag should be in the upper right-hand side of the article of clothing, so it can be seen when items are hung.

(See figure on Page 4). For pants, pin to the hangers in at least two places. Make sure things are secure enough that shoppers do not knock tags off or items on the floor. Tagging guns and safety pins can create small holes in the fabric, be sure to attach the tag at a seam or where a hole would be the most inconspicuous

STEP 4 - DROP OFF ITEMS AT ST. JOHN'S

- Sale items may be dropped off between 3:00 p.m. and 6:00 p.m. on Friday, Sept. 8, at the St. John's ECEC Fellowship Hall (sale location). **We will be closing the doors at 6:00 p.m. SHARP, NO EXCEPTIONS!!!**
- All items must be in their selling location no later than 6:00 p.m. Consignors will be asked to remove any item that is not in their selling location by 6:00 p.m. Please allow enough time for the proper placement of your items.
- **Consignors are REQUIRED to place all of their items in the proper location on the selling floor by 6 p.m.**
Clothes will be sorted by gender (boy/ girl); there will be a designated space for toys and large items. Please put your sale items with other like items.
- St. John's ECEC will not sell anything that is not placed in the proper location on the sales floor and tagged according to the Instructions.
- **Consignors and volunteers are not allowed to bring children during drop-off.**
- You will check-in by initialing next to your consignor number and providing or initialing your signed Consignor and Volunteer Agreement. You will also write your address on an envelope (which will be provided); St. John's ECEC will mail your check to this address. St. John's ECEC will not be held responsible if your address is incorrect or illegible. We will have extra copies of the Consignor and Volunteer Agreement on hand but bringing a completed form with you will expedite the check in process.
- St. John's ECEC reserves the right to monitor the quality and safety of items. Items found to be stained, ripped, torn, damaged, expired, or missing pieces may be removed from the sales floor and can be picked up by the consignor at the completion of the sale. St. John's ECEC will also remove items that are RESTRICTED.

STEP 5 - VOLUNTEERING

- If you would like to volunteer at the sale, we are looking for people to help set up on Friday, Sept. 8, or the day of the sale Saturday, Sept. 9.
- All volunteers MUST sign a Consignor and Volunteer Agreement.
- You can sign up to volunteer on MCM when you initially register or before the sale.
- Consignors will get 60% of their sales revenues/ 40% will go to St. John's ECEC; minus the \$10.00 Consignor fee which will be deducted when you register online.
- Consignors who volunteer (4 hours min. or 3 hours during "peak times") will receive 75% of their sales revenues/ 25% will go to St. John's ECEC; minus the \$10.00 Consignor fee which will be deducted when you register online. Volunteer hours are not transferrable to other individuals or future sales.
- Volunteers who do not complete the minimum of 4 hours (or 3 hours of peak hours) will only receive 60% of their sales.
- Volunteers will not be able to shop during their designated volunteer hours.
- Consignors and volunteers agree that they will not bring children during drop-off, pre-sale times, and during the time that they are volunteering.
- St. John's ECEC will be monitoring whether volunteers have completed the required hours.
- All volunteers agree that they are not employees of St. John's ECEC or St. John's Lutheran Church and will not be paid for the time spent at the sale or in preparation of the sale. St. John's ECEC and St. John's Lutheran Church will not be responsible for any wages or overtime incurred by volunteers.

STEP 6 - SHOP THE PREVIEW SALE ON FRIDAY

- Consignors, volunteers, and vendors get access to our preview sale, which will take place on Friday, Sept. 8, from 7:30 p.m. to 9:30 p.m.
- If you are volunteering on Friday, you will get a pass for this preview sale at the end of your shift.
- A list of people eligible to shop will be reviewed before letting people into the preview sale. If you have a later volunteer time or are a consignor, you will be on this list.
- Please contact us no later than 9:00 p.m. on Wednesday, Sept. 6, if you would like to transfer your preview sale eligibility to a friend.
- Children are not allowed to attend the preview sale.

STEP 7 - PICK UP YOUR ITEMS FROM ST. JOHN'S & RECEIVE YOUR CHECK

A. PICK-UP UNSOLD ITEMS

- The sale ends at 1:00 p.m. SHARP.
- Consignors must pick up their items between 2:30 p.m. and 3:30 p.m. following the sale, **NO EXCEPTIONS**. Items not retrieved by 3:30 p.m. will be donated without exceptions. Consignors who do not pick up their items by this time frame will pay a \$10.00 fee; this will be subtracted from their sales.
- Consignors and volunteers are not allowed to bring children when picking up items.
- St. John's ECEC will check-out all consignors to ensure they are retrieving their own items. Consignors may NOT remove items from the room outside of these hours. This ensures the security of your own property.
- If you want to donate your unsold item, note this on My Consignment Manager. This will allow for easier sorting at the end of the sale. Items without a donation mark will be sorted by consignor number for consignor pick up.

B. RECEIVING YOUR CHECK

- After the sale a check and a sales report will be sent to the address provided by each consignor at check-in. This check will be sent out within 4 weeks after the sale.
- You will be issued a check within 4 weeks of the completion of the sale. For lost checks, a \$35.00 fee will be charged to the consignor for any replacement check issued; this process may take up to 90 days. This is the amount of the stop payment fee charged to St. John's ECEC by the bank for lost checks.