

# FBCConcord Children's Consignment Sale

## Consignor Guidelines

March 25-28, 2020

### Times for the Spring 2020 Consignment Sale:

Friday, February 7	10:00pm	Consignor Registration Opens
Sunday, March 22	12:00am	Consignor Registration Closes
Wednesday, March 25	6:30 pm - 9:00 pm	Traditional Drop off
Thursday, March 26	8:30 am – 12:00 pm	Drive thru Drop off
	5:00 pm – 9:00 pm	Participants Sale open to consignors
	7:00 pm - 9:00 pm	Preview Sale open to the public
Friday, March 27	9:00 am – 5:00 pm	Public sale
Saturday, March 28	8:30 am - 9:00 am	Half-Price sale open to consignors
	9:00 am – 1:00 pm	Half-Price sale open to public
	3:30 pm – 4:30 pm	Pick up unsold items

#### Steps to follow:

1. Register online at [www.fbconcordconsignment.org](http://www.fbconcordconsignment.org) to participate in the sale, register for a volunteer time and a drop off time.
2. Order barcode price labels and print them on Avery 5160 labels on your computer and printer.
3. Prepare and price sale items.
4. Bring items to the FBC Student Building Gym at your designated time.
5. Pick up unsold items on Saturday from 3:30-4:30. Consignors 1 - 300 pickup from 3:30-4:00. Consignors 301 and up pick up from 4:00-4:30. All items unclaimed after 4:30 pm will be donated.

#### **REGISTRATION:**

- Online registration begins on Friday, February 7, at 10 pm and continues through Sunday, March 22 at midnight. You will lose your number if you miss two consecutive sales.
  - a. For **returning consignors**, please register at [Registration for Returning Consignors](#).
  - b. For **new consignors**, please register at [Registration for New Consignors](#).
- Register first to participate in the sale, and then make sure you register for a volunteer work shift at [Volunteer Worker Registration](#) and a drop off time at [Drop Off Appointment Scheduling](#).
- There is a \$10 participant fee, which will be taken out of your total proceeds at the end of the sale. There is no limit to the number of items you may bring, however, you must have at least 10 items to participate. If your proceeds from the sale total less than \$20, we will consider that a donation.
- Participants must work at least one volunteer work shift during the three-day sale, **with the exception of two shifts required for the Thursday evening shifts in order to shop before the Participant's Sale**. You may sign up for a Volunteer work shift at [Volunteer Worker Registration](#). It is extremely important that you arrive on time for your volunteer work shift. We rely on our volunteers to make our sale run efficiently and we thank you for your hard work! **If you are late for your shift or do not work your shift, your percentage will be reduced to 50%.**
- **Please do not bring your children with you to your volunteer work shift.**

#### **DROP OFF/CHECK-IN:**

- Please bring your items to the FBC Student Gym at your designated drop off time. **In order to speed up the drop off process, you will no longer wait for your items to be checked. Any items that do not pass inspection will be returned to you on Saturday when you pick up your unsold items.**
- If you choose a Wednesday evening drop off appointment, you will carry all of your items into the check-in area.
- If you choose a Thursday drop off appointment, you will drive up and your things will be unloaded and carried in for you. A consignment team member will pick up your consignment sale agreement and

give you your pre-sale pass.

- We are running out of room and will have to be more particular about the items we accept. Please inspect your items for stains, holes, or items that are more than five years old.
- Please have your clothing items separated by size and gender, and hangers secured together by **rubber bands**. Group school uniforms and maternity clothes together, as well. **Do NOT use zip ties or pipe cleaners.**
- **Please print a copy of the Sales Agreement Sheet, fill it out and bring it to drop off/check-in.**

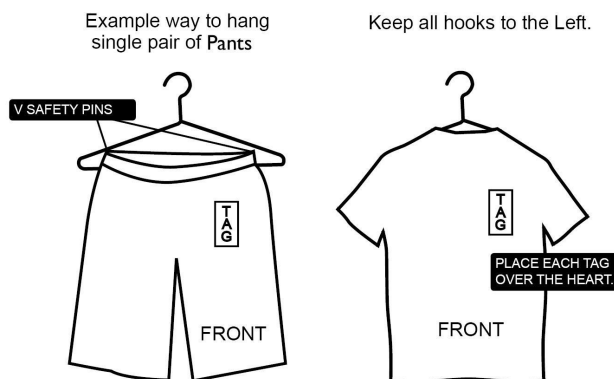
### **PARTICIPANT'S SALE & HALF PRICE SALE:**

- The Participant's Sale is Thursday evening from 5:00 pm until 9:00 pm. This sale is open only to consignors and FBC/CCS (6:30-7:00) employees until 7 pm. A special pre-sale invitation will be given to you that will be required for admittance to the Thursday and Saturday Participant's Sale. **A special Preview Sale opens to the public at 7:00 pm on Thursday and goes until 9:00 pm.**
- **We will open the Half-Price Sale early on Saturday morning from 8:30 am until 9:00 am to our consignors only! Again, you must have your pre-sale invitation to be admitted before 9 am or to check out before 9 am.**

The image shows two examples of item tags. The left tag is for a standard item and has fields for Size, Description of Item, Bar Code Label, Consignor No., and Price. The right tag is for a 'No Discount' item, with the Bar Code Label field containing 'No Disc' and a red dot next to the Price field.

### **BAR CODES & TAGGING:**

- Barcode labels may be ordered as soon as you register and continuing through your drop off appointment. You may order barcode labels at [Barcode Label Code Ordering](#). You may use barcodes from our previous sales, so please keep any extras! **Price items in whole dollar increments, and do not price anything less than \$1.00. Please do not use refillable ink jet cartridges for printing barcode labels as they will not scan.**
- Tags should be made on a **white index card**, with an appropriate bar code, and securely attached in the upper right corner, as you are looking at the front of the item, with a safety pin. Tags should include your consignor number, a brief description of the item, size, price, and an appropriately priced barcode. **Please make sure barcode label say "no discount" and the tag has a red dot next to the price if you do not want the item to sell for half-price on Saturday.** (See example above.) **If you intend to donate your items, please allow them to go half price on Saturday.**
- Please write in ink or print on a computer! Any tag with the price changed or the consignor number changed will not be sold, in order to protect our consignors.
- **Please write either JRS or Juniors with the size in the top right corner for all Juniors clothing. This will help ensure the clothing is hung on the correct racks.**
- All clothing items must be attached to hangers with safety pins only (no straight pins) so that they do not fall off the hanger. Clothing items must have the tag, as described above, securely attached on the upper right corner of the item, as you are looking at the front of the item, with a safety pin. We prefer that you use wire hangers. Please hang item so that the hook points to the left when you are looking at the front of the item. Please hang pants, shorts, and skirts straight, using safety pins, so that shoppers can observe their condition.
- Non-clothing items must use tags, as described above, securely attached by tape or twine, but please do not tape over the barcode or put index cards inside plastic bags. The barcodes will not scan if they have tape over them.
- Small items can be grouped together in plastic Ziploc bags. Please make sure to secure items with



many pieces so that they don't get separated.

- Only currently fashionable **SPRING/SUMMER** clothes in good condition will be accepted for this sale. No stains, no missing buttons, no broken zippers, no holes. **We are running out of room and will have to be more particular about the items we accept. Please inspect your items for stains, holes, or items that are more than five years old.** Clothes will be inspected and if they do not meet these conditions, they will be pulled. A good rule to follow is to not bring anything you wouldn't buy yourself! Please have working batteries in any toys or items that require batteries. **Due to space limitations, please do not bring shoes in boxes.**
- Saturday is the Half-Price Sale! **If you have items you do not wish to sell at half-price, it is very important that you use barcode labels that indicate "no discount" and mark the tag with a red dot.** When ordering barcode labels, make sure to indicate "NO" on the prompt that asks if you want the item to be discounted. **If you intend to donate your unsold items, please allow them to go half price on Saturday.**

#### **ACCEPTED AND UNACCEPTED ITEMS:**

- We accept clothing sizes from newborn through teen. We also accept maternity clothing, school uniforms, costumes, and formal dresses. We also accept other age-appropriate items.
- **We can no longer accept drop-side baby cribs or anything that has been recalled. You can check for recalled items at <http://wemakeitsafer.com/> or <https://www.cpsc.gov/Recalls>.** We also cannot accept baby tubs, potty seats, car seats and bases, baby bottles and & bottle nipples, breast pumps, sippy cups, personal hygiene items such as lotions, makeup, etc., formula, metal children's jewelry and earrings, children's drawstring hoodies up to children's size 12 and stuffed animals **including Pillow Pets**. These restrictions are for health and safety reasons. **We also no longer accept VHS tapes as they do not sell well.**
- Gym sets and beds/cribs must be unassembled and pieces strapped together, due to space limitations. We suggest you attach a picture to show what it looks like assembled.

#### **CONSIGNOR INFORMATION:**

- Each participant will receive 70% of everything they sell when the participant works at least one shift. Your check will be mailed to you within three weeks of the sale. ALL proceeds from our consignment sale go towards various ministries of First Baptist Concord, including, but not limited to, Preschool Ministry, Children's Ministry, CCP School, KidzConnect After-School Program, High School Ministry, Middle School Ministry, Recreation Ministry, Family Ministry, Concord Christian School, Helping Hands Ministry and Mission of Hope.
- We will no longer be accepting checks for payment during the sale. We will accept cash and credit cards.
- **All clothes left after 4:30 pm on Saturday will be donated to various ministries, including the Mission of Hope.**

**FBCConcord cannot be held responsible for damage to articles caused by the public, or loss due to fire, theft, or any other casualty. Items are left at the owner's own risk.**

**We cannot compensate for lost, stolen, or damaged goods.**

**If you have any questions, please e-mail [consignment@fbconcord.org](mailto:consignment@fbconcord.org) or call Celeste Lewis (803-2923) or Lori Brown (566-1358).**



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