

Consignor Packet

Provided by the Chic Repeats Consignment Committee

Sale Information

Thank you for your interest in consigning with Chic Repeats! We are sponsored by Helena United Methodist Church and serve as a fundraiser for HUMC's Children's Ministries. For our Spring 2017 sale, consignors will receive 70% of sales proceeds and Helena United Methodist's Children's Ministries will receive 30%. A \$10 consignor fee is required when you enter your items in My Sale Manager. You may pay your consignor fee in My Sale Manager using PayPal.

General Information

Anyone can consign with Chic Repeats. For this sale, we will not limit the number of consignors. Consignors must have a minimum of 10 items to participate in the sale.

We gladly accept:

- Spring and Summer Children's and Junior Clothing sized **Newborn-Junior Sizes**, boutique-type, upscale clothing preferred
- Spring and Summer clothing, Easter clothing, including light sweaters and jackets that are appropriate for spring,
- Formal Wear-Semi-formal, formal, pageant dresses, etc.
- School Uniforms
- Shoes-Please tie shoes together and affix tag with a safety pin or zip tie.
- Swimsuits and Coverups
- Indoor and Outdoor Toys-All items requiring batteries must have working batteries installed.
- Books
- Videos and DVDs
- Children's and Nursery Décor including bedding, sheets, blankets, etc.
- Sporting goods, dance and gymnastics wear, tights (only if new in package)
- Baby gear, including: swings, pack n plays, bassinets, strollers, bouncy seats, etc..
- **New for this sale: We are accepting Spring/Summer maternity clothing.**

We do not accept:

- We cannot accept car seats at this time.
- Any items that have been recalled.
- No Fall/Winter clothing (heavy coats, sweaters, etc...)
- Stained, soiled or damaged clothing: Items which have stains, are soiled, are faded, badly worn, have strong odors, tears, missing buttons or snaps will be returned to the seller at check-in.
- **We reserve the right to pull any item and return it to the consignor after check in should it be found to be stained or damaged.**
- Clothing with drawstrings around the neck unless the drawstring is removed.
- Underwear and tights (unless new in package)

- Sippy cups, baby bottles, pacifiers or feeding gear (unless new in package)
- Stuffed Animals
- Toys that are damaged or missing pieces

Recall Information

- Due to Federal Law, we are unable to sell items that have been recalled.

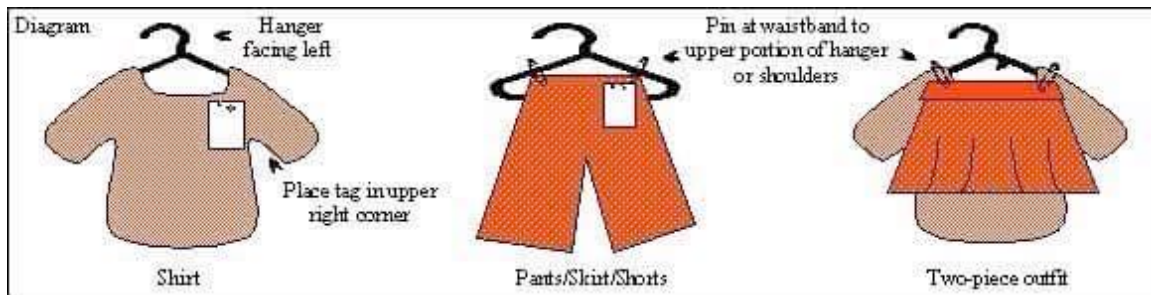
Preparing your items for Consignment

- *Clean, wash and make it shine!* The nicer your items look, the quicker they will sell.

*****PLEASE NOTE THAT YOUR ITEMS MUST BE ENTERED INTO THE MY SALE MANAGER PROGRAM BY 11:00 AM ON MARCH 12, 2017. YOU WILL NOT BE ABLE TO ADD ANY ITEMS AFTER THIS TIME.**

Clothing

- All tags must be printed using the format provided on the MySaleManager website accessible from the church's website:
- Tags must be printed on **white** paper (**card stock preferred**) with **high quality print** setting. Items with handwritten tags or tags from other sales will not be accepted. If we are unable to scan your items due to poor print quality, we will return to you to reprint tags.
- Clothes should be placed on wire hangers, the hook should be facing left. *See illustration.
- Tags should be pinned to the right side when looking at the front of the garment.
- Pants may be pinned on a wire hanger through the waistband.
- **Safety pins are the only acceptable method for placing tags on your clothing.** Tagging guns, staples, straight pins or tape are not permitted.
- All clothes including onesies, pajamas and other sleepwear must be on hangers.
- Items not properly hung must be re-hung before they can be accepted.



Non-Clothing Items

- Shoes: Secure shoes as a pair, and affix tag using safety pin, zip tie, etc. Please write seller number on a piece of masking tape and place inside shoe. Do not bring shoes in boxes.
- Toys: Place any accessories in a Ziploc bag and attach it to your item with a zip tie or clear packing tape. Please use zip ties to secure your tag on any items that

could be damaged by tape. Batteries must be included in all battery-operated items.

- Accessories: blankets, swaddle blankets, etc. should not be placed in Ziploc bags. If selling multiples together, please pin together as a group. These items will be examined for stains like clothing.
- Baby gear must be ready to assemble for inspection.

Sort Your Items

- **When entering your items in MySaleManager, group like items together by category: Boys, Girls, Nursery Items, Toys, Etc.**
- **For example, group all boys clothes together, in size order from smallest to largest, then enter into mysalemanager program. Then, group all girl clothes in size order from smallest to largest, and enter into mysalemanager program.**

Pricing your Items

*How much would **you** pay for it?*

- Be conservative when pricing your items so they will sell quickly.
- A good rule of thumb is 1/3 of the original sale price for excellent condition, and 1/4 of the original sale price for good condition.
- Items must be priced at \$1 or above in half-dollar increments.
- We recommend marking your items for the Half Price Sale.
- **If you mark your items “Donate”, then at the end of the sale, they will be donated to Shelby County Foster Parent Association’s clothing closet “The Hangar”, which supports foster children and families by providing clothing to children in the Shelby County foster care system. Non-clothing items will be donated to Treasures Thrift Store.**

Consignor Tips

- Clearly identify your items when writing the description on the tag. This helps us match a lost tag during the sale (ex. Gap blue plaid shirt)

Check-In Instructions

1. Sign up for a check-in time via MySaleManager.
2. Please arrive approximately 15 minutes prior to your scheduled time to unload items and organize them by category.
3. *****NEW:** If you want any items returned to you, please consider leaving a tub marked with your seller number so that we can easily sort your unsold itmes.
4. Please allow 15-45 minutes to drop off your items as they will be inspected for adherence to the guidelines of the sale. Please do not be offended if something is returned to you. We strive to provide the highest quality merchandise to our shoppers.

Merchandise and Check Pick-up Instructions

- All items will be sorted and ready for pick-up after the sale between 3:00 and 4:00 pm on Saturday.
- You must pick up all unsold items on **Saturday, March 18** between 3:00 and 4:00 pm. If you cannot pick up your unsold items at this time, please make arrangements for someone to pick them up for you.
- **Any items left past 4:00 pm on Saturday are immediately donated to The Hangar or Treasures Thrift Store.** After this time, items are no longer at the church.
- Checks will be mailed to the consignor. **Be sure your address is correct in MySaleManager.**

Volunteer Information

Provided by Chic Repeats Consignment Committee

Volunteers make this sale possible. We cannot have a successful sale without volunteers. By volunteering, you will have the opportunity to shop early!! Volunteers will shop 45 minutes earlier than consignors. ****New for this sale: If you sign up to work 2 shifts (minimum 4 hours), you can shop 30 minutes earlier than other volunteers. Work 3 shifts and we will refund your consignor fee in addition to shopping earlier!** Thank you in advance for serving at the Chic Repeats Sale!

Childcare

- Childcare is provided **free of charge to volunteers working a Friday shift.**
- Childcare is available for ages: 8 years and under
- You must pre-register for childcare by Sunday, March 12 to ensure a spot for your child.
- Childcare is not available for you to check-in your items or for you to shop. Please make other arrangements.

Sale Dates and Hours

Friday, January 13
9:00 am

Consignor Registration via MySaleManager

Sunday, March 12
By 11:00 am
5:00 pm - 8:00 pm

Consignor Inventory Entry Deadline
Consignor Check In

Monday, March 13
Time: 4:00-7:00 pm

Consignor Check In

Tuesday, March 14
Time 5:00 pm – 8:00 pm

Consignor Check In

Thursday, March 16
5:30 pm

Volunteer Pre-Sale for those working 2 or more shifts (4 hours total)

6:00 pm

Volunteers working 1 shift (2 hours) begin shopping

6:15 pm-7:30 pm

Consignor Pre-Sale

Friday, March 17
9:00 am-1:00 pm
CLOSED 1:00-3:00 PM
3:00 pm-6:00 pm

Public Sale (childcare available for volunteers)

Saturday, March 12
8:00 am – 12:00 pm
3:00 pm – 4:00 pm

Half Price Sale

Consignors pick up unsold items

Items left after 4:00 PM will be donated to The Hangar or Treasures**

Chic Repeats Consignor Agreement

Consignor Name: _____ Seller # _____

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AND INITIAL:

_____ 1. I understand that I (or a person that I designate) must pick up my unsold items on **Saturday, March 18 BEFORE 4:00 pm**. If I do not pick up my items by 4:00 pm, they will be immediately donated to The Hanger or Treasures Thrift Store and I will not be able to retrieve them.

** _____ will pick up my unsold items on Saturday

_____ 2. I have used the Chic Repeats bar coded tags provided on the website and have used white card stock to print my tags. Chic Repeats cannot be responsible for lost tags. I have followed all consignor guidelines as specified on the website.

_____ 3. I have selected the option for “No Discount” when creating my tags if I do not want my items to be sold at 50% off on Saturday. I have checked that my tags printed correctly to reflect whether to discount or not.

_____ 4. I have correctly marked the tags of items that **I DO NOT** wish to donate, according to the tag creation instructions. I understand that my remaining unsold items will be donated to The Hanger or Treasures Thrift Store immediately following the close of the sale on Saturday.

_____ 5. I understand that as I consignor I will receive 70% of the selling price of my items.

_____ 6. I understand that a \$10.00 seller fee must be paid via Paypal before I can enter my items.

_____ 7. Chic Repeats reserves the right to pull any item(s) found to be a potentially recalled item. It will be your responsibility to pick up and dispose of these items.

_____ 8. I understand that Chic Repeats makes every effort to ensure that my items are handled with care. I do not hold Chic Repeats responsible for any items that may be lost or stolen.

Thank you so much for your support of Helena United Methodist Church and the Chic Repeats Sale! We hope you will shop with us and participate again next year!

Consignor's signature _____ Date _____