

# **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 Fall 2017 sale, consignors will receive 75% of sales proceeds and Helena United Methodist's Children's Ministries will receive 25%. A \$10 consignor fee of \$10 will be collected when you drop off your items. Consignor fees may be paid by cash or check.

### **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:**

- Fall and Winter Children's and Junior Clothing sized **Newborn-Junior Sizes**, boutique-type, upscale clothing preferred
- Transitional back to school clothing, including shorts and short sleeves. No Easter, Spring themed clothing or swimsuits accepted for this sale.
- Formal Wear-Semi-formal, formal, pageant dresses, etc.
- School Uniforms
- Children's shoes-Please tie shoes together and affix tag with a safety pin or zip tie.
- Halloween Costumes
- 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..
- Maternity
- **New for this sale: women's clothing**

### **We do not accept:**

- We cannot accept car seats at this time.
- Any items that have been recalled.
- No Spring/Summer or Easter clothing or swimsuits/coverups
- 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 2:00 PM on August 20. 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 (preferred but not required for this sale), 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 mysalemanger 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 whole 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 The Hangar, the clothing closet for the Shelby County Foster Parents Association, which provides clothing to children in the Shelby County foster care system.**

### **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. 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 items.
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, August 26 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.** 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 15 minutes earlier than consignors. 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:
- You must pre-register for childcare by Sunday, August 20 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**

**Monday, July 10**

**9:00 am**

**Consignor Registration via MySaleManager**

**Sunday, August 20**

**By 2:00 pm**

**5:00 pm - 8:00 pm**

**Consignor Inventory Entry Deadline**

**Consignor Check In**

**Monday, August 21**

**4:00-7:00 pm**

**Consignor Check In**

**Tuesday, August 22**

**5:00 pm – 8:00 pm**

**Consignor Check In**

**Thursday, August 24**

**6:00 pm**

**Volunteer Pre-Sale**

**6:15 pm-7:30 pm**

**Consignor Pre-Sale**

**Friday, August 25**

**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, August 26**

**8:00 am – 12:00 pm**

**Half Price Sale**

**3:00 pm – 4:00 pm**

**Consignor Check Pick up and unsold items**

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

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, August 26 BEFORE 4:00 pm**. If I do not pick up my items by 4:00 pm, they will be immediately donated to The Hangar 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 high quality print settings on 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 Hangar immediately following the close of the sale on Saturday.

\_\_\_\_\_ 5. I understand that as a consignor I will receive 75% of the selling price of my items.

\_\_\_\_\_ 6. I understand that a \$10.00 seller fee (cash or check) will be collected when I drop off my items for check in.

\_\_\_\_\_ 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 \_\_\_\_\_

