



St. James United Methodist Church Kid's Consignment Sale

**Fall/Winter Sale:
September 17-18**

Seller Registration:

Begins Monday, June 14 in the church office. Registration fee is \$5 through Sunday, September 5. Fee will be \$10 after September 5 through September 13. No registrations will be accepted after September 13.

Consignment Sale Proceeds:

Volunteers are vital to the success of our consignment sale! We cannot run an efficient and secure sale without adequate staffing. We not only need volunteers to help with set-up, check-in and break-down, we also need lots of hands and eyes on the sales floor at all times. In order to encourage a strong volunteer turn-out, our consignment sale pay-outs will be as follows for the Fall/Winter Sale:

- * Volunteer for 2 or more shifts—receive 75% of selling price
- * Volunteer for 1 shift—receive 70% of selling price
- * All other sellers—receive 65% of selling price

All sale proceeds retained by St. James are used to support children's ministries at St. James United Methodist Church.

Drop Off Items in the Activities Building:

Wednesday, September 15—5:00 pm to 8:00 pm

Thursday, September 16 —9:00 am to 12:00 pm

You will sign up for a specific check-in time at registration. Plan to spend at least 15 minutes at check-in, assisting as your items are checked and placed on the sales floor.

Preview Night for Volunteers Only:

Thursday, September 16-

6:00 to 6:30 pm for "Super Volunteers"

6:30 to 8:00 pm for Volunteers

Sale Days: (Young Children Allowed in Strollers and Carriers Only)

Friday, September 17—9:00 am to 2:00 pm

Saturday, September 18—9:00 am to 2:00 pm Half Price Day!

Pick Up Unsold Items:

Saturday, September 18—4:00 to 4:30 pm

All unclaimed items will be donated to charity. No Exceptions!

Please do not come before 4:00 pm so that we have time to finish sorting the unsold items.

Checks will be mailed as soon as possible. Please allow at least 4 weeks. You will be notified by e-mail when the checks are mailed.

Check In Procedures

Check-in appointments will be made at 10-15 minute intervals throughout the check-in sessions. You will need to sign up for a specific check-in time when you register.

Please note that you will be expected to wait as your items are checked, and then help place items in the appropriate spot on the sales floor. Some items may not be accepted due to stains or signs of wear. High quality, but lightly worn or stained items may—at the discretion of the check-in volunteer- be marked as stained or damaged and placed on the sales floor. However, it is very important that we maintain our reputation as a quality sale, and we do reserve the right to reject items at our discretion.

Also, please be sure to read the tagging instructions and consignor guidelines carefully. We will need your help to "fix" any of your items that are not tagged or hung properly before they are placed on the sales floor.

Volunteering

If you are interested in working a 3 hour shift during any part of the sale, sign-up in the church office or send us an e-mail at stjames.consignment@gmail.com. We will contact you to sign up for a specific shift. Volunteering for a single shift allows you to shop at our preview sale on Thursday, March 4 beginning at 6:30 pm and to receive 70% of your selling price. "Super Volunteers" who work two or more shifts qualify to begin shopping our Thursday preview sale at 6:00 pm and receive 75% of their selling price. Volunteer shifts are available during set-up, check-in, during sale hours and during Saturday afternoon clean-up and break-down. "Super volunteers" can be a husband-wife or mother-daughter team. Complimentary childcare during work shifts will be provided.

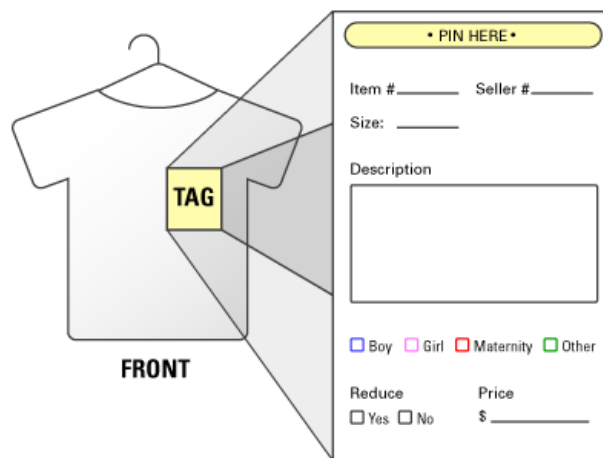
Consignor Guidelines

1. Consignors receive a percentage of their selling price based on volunteer commitment. Consignors who volunteer for 2 or more shifts receive 75% of the selling price. Consignors who work 1 volunteer shift will receive 70%. All other consignors receive 65% of their selling price.
2. All sale proceeds retained by St. James will be used to support children's ministries at St. James United Methodist Church. The sale is run solely by volunteers.
3. The St. James UMC Kids Consignment Sale is not responsible for lost or stolen merchandise.
4. Your seller # will be the last four digits of your phone number or another four digit number of your choosing—as long as that number is not already taken. You must register as a seller in order to reserve a particular number.
5. The sale accepts the following items:
 - Fall and Winter clothing for girls and boys (in sizes from infant to size 16).
 - Shoes in good condition (placed in plastic bags or zip tied together; secure the tag to the shoes with pins or tape on bags).
 - Baby equipment and nursery furniture.
 - Toys, books, videos, puzzles and games. Non-violent games only.
 - Maternity clothing - 10 item limit. ****Be realistic in pricing. Maternity does not sell well.****
6. All items must be in excellent condition. St. James reserves the right to reject any item that may be inappropriate for this sale. Some items may not be accepted due to stains or signs of wear. High quality, but lightly worn or stained items may—at the discretion of the check-in volunteer—be marked as stained or damaged and placed on the sales floor. However, it is very important that we maintain our reputation as a quality sale, and we do reserve the right to reject items at our discretion. The sale will perform quality control checks. If an item is pulled from the sale, we cannot guarantee that it will be returned to you.
7. The St. James sale does not accept the following items: car seats, Junior sizes, maternity underwear, encyclopedias, pacifiers (even new), teething rings (even new), war toys, weapons, violent games/movies,/books, or copies of videos.
8. All items must have a St. James sales tag (available to be downloaded from the St. James website), including a tag on each item with multiple parts. If an item does not have a tag, the item becomes the property of the sale. Additionally, if the tag is lacking a price, the sale reserves the right to price the item. See below for more detailed tagging instructions.
9. **ALL SALES ARE FINAL!**

Tagging and Hanging Your Items

1. Only items tagged with St. James tags will be allowed in the sale. We do not accept tags from other consignment sales. Download tag sheets from the St. James UMC website: www.stjamesatlanta.org. Copy the tag sheet onto cardstock and cut the tags apart. Hint: Write your seller number on the tags before you make copies.
2. The tags labeled NR are only for items that you DO NOT want reduced by 50% on Saturday. NR tags have NOTHING to do with whether or not your unsold items are donated to charity!
3. It is impossible to over-stress the importance of good quality, legible tags. We highly encourage every consignor to print their tags on cardstock. It is not expensive. One pack of cardstock from Target or Michaels only costs a few dollars and will last you through many sales.
4. All tags must include the following information:
 - * Your assigned 4-digit code—usually the last four digits of your phone #.
 - * The Price. **Whole dollar pricing only!** Minimum is \$1.—. If any partial dollar priced tags slip through check-in. Your item's price will be rounded **DOWN** at check out!
 - * Gender and Size. Always use the lowest of the range listed on the tag. If the tag says 4/5 for example, write size '4' on your tag. Size by number, **not** S, M, or L. Estimate the size number if necessary.
 - * A brief description of the item—this allows us to match lost tags with items and prevent the switching of tags.
5. If you do NOT want your items to be reduced on 1/2 price day, then use the tag sheet with the pre-printed NR. Otherwise your item will be discounted by 50% on Saturday.
6. Pin tags with **Safety Pins Only** to the front left shoulder of the garment. This means the left shoulder of the garment as if you are wearing it, not looking at it on the hanger! (Please refer to the following diagram for correct tag placement.) Do not use little yellow safety pins, straight pins or staples as these do not hold tags securely enough. Extra safety pins are available in the St. James office on a first-come, first-served basis.
7. Tags for toys, books and nursery items need to be secure enough not to fall off on the sales floor, but please don't make them so secure that it's impossible to remove them at the check-out table. **Please don't laminate your tag to your item with packing tape!** This is especially important with books because the packing tape ruins book covers when we have to pull it off at check in. Remember you can always put books in zip-lock bags and tape the label to the bag- but please use only masking tape or scotch tape!

8. All clothing must be hung on hangers. Use wire hangers for all clothing larger than size 6 months. You may use plastic hangers for sizes infant through 6 months. Please place the clothing item with the hanger facing to your left. (Refer to the diagram below.) Extra wire hangers will be available in the church office on a first-come, first-served basis.
9. When pricing a set, only include the price on 1 item please! The other tags need to have your Seller # and description as well as being labeled 1 of 3, 2 of 3, etc. Do not hang a set together on one hanger and price each piece separately. If it is hung as a set, it needs to be sold as a set.



Pricing Guidelines

1. Price your items to sell quickly (especially 12 months & smaller). People expect to get a bargain at a consignment sale. Please note that there are more potential buyers on Thursday and Friday than on 1/2 price day — so you will be most successful if your prices are attractive to those full-price shoppers.
2. Good Rule of Thumb for pricing: 1/4 of the new price if the item is in good condition. 1/3 of the new price if the item is like-new or never worn.
3. Evaluate your prices without emotion—would you pay that price for that item?
4. **Whole dollar pricing only!** Write prices in whole dollar amounts as a dollar and a dash (\$1.-). This makes the price easier to read. Any item not in whole dollar increments will be marked down to the nearest whole dollar at check out!
5. Prices must begin at a minimum of \$1.-. Smaller items may be sold together. Either bag items together or pin sets together.

Toys/Games

1. Toys that require batteries **MUST** have working batteries in them in order to be accepted. This includes large ride-on toys such as jeeps, trucks, etc. If we cannot see that it works, we will not accept it.
2. Toys and games must be clean and have **ALL** pieces.
3. Toys with pieces should be sealed in zip lock bags and taped shut.
4. Do not apply tape directly to decorative items on toys, games, puzzles. Tape can destroy decorative items. Put these items in bags or wrap in plastic.
5. You can tape price tags onto bicycles and other items that do not have paper decorative items on them, but please use easily removable tape, such as masking or scotch tape.
6. We **WILL accept** the following:
 - * Video games for game systems—Rated E Only
 - * Hand held video games (e.g. Game Boy)
 - * Computer Software for Small Children
 - * Stuffed animals — but with a limit of 3 per seller.
7. We **will NOT accept** the following:
 - * Nintendo, Sega, Playstation, Xbox or any other "game system"
 - * Televisions of any kind
 - * Violent or scary toys

Books/Video

1. All video tapes need a label on the spine. When placing multiple books or videos in zip-lock bags, place a label on the bag listing all titles.
2. We **will ACCEPT** the following:
 - * Videos that are rated G or PG only (at St. James' discretion)
 - * Children's books in good condition
 - * Books on pregnancy, childbirth or childhood/parenting
4. We **will NOT accept** the following:
 - * Videos rated PG 13 and higher
 - * Videos/books about marriage or relationships
 - * Teen/adult books