



Midway Children's Consignment Sale

Sellers Information

Getting Started : To become a consignor, sign up at www.midwayumc.org. The cost to consign is \$10 payable by PayPal, cash or check. We utilize My Consignment Manager (MyCM) for selling and communications. Once payment is received, you will be emailed a seller # and paper color and will be able to enter items and print tags in this system. All items are entered into the sale inventory using My Consignment Manager. All of your item tags and reports are generated using MyCM. All tags **MUST** be printed on 65 lb. or higher cardstock only. You will be asked to reprint any tags that are not printed on cardstock or the items may not be accepted. Consignors will receive 70% of the selling price with the 30% of the sale price being a tax deductible donation to Midway UMC Ministries.

There is a **250 item limit and 5 pairs of shoes** per consignor.

Card Stock: You **must** use 65 lb. weight or greater cardstock. We will not accept any and all items not tagged with the proper weight, color cardstock and MUMC assigned seller ID.

Seller ID # 001 to # 099 *pastel green*

Seller ID # 100 to # 199 *pastel yellow*

Seller ID # 200 to #300 *pastel blue*

Use white card stock for items being donated if not sold.

Cardstock may be purchased at Walmart, Target and most office supply stores.

Acceptable Items for the Sale:

- Gently used SPRING AND SUMMER children's clothing (Newborn – Junior) with no stains, tears, or missing/broken zippers or buttons
- Baby and children's furniture, **No drop side cribs** or recalled furniture
- Strollers
- Carseats, **must not be expired!** Please check the date before placing it in the sale
- Highchairs, bouncy seats, jumpies, swings and baby accessories
- Bedroom and playroom decorations and rugs
- Outdoor toys, play sets, bikes and ride on toys
- Toys in good condition with all applicable parts
- Barbies and Collector dolls including American Girl, Madame Alexander, etc.
- Working electronic games and toys, game consoles and games
- Children's books, movies, puzzles, and games

All items placed in the sale must be in good working condition!

Items **NOT** accepted:

- stuffed animals
- maternity clothing
- mattresses unless included with the crib or bed

We do not accept recalled items. Information on recalled items can be found at:

www.cpsc.gov/cpscpub/prerel/category/toy/html. If your item is recalled and you place it in the sale, you will be held responsible for any and all claims.

Materials Needed:

Hangers

Safety pins

Clear packing tape

Ziploc bags

Cardstock paper

Printer and printer ink

Preparing Your Items for the Sale:

- All clothing should be clean and wrinkle free. Clean all toys and baby equipment. Stained and dirty items will not be accepted.
- Small items such as small toys, shoes, socks, infant blankets, sheets, towels, etc. should be placed in Ziploc bags. Tags should be taped on the **OUTSIDE** of the bag with clear packing tape. Bags should be taped closed with clear packing tape.
- Hang all clothing on hangers. When looking at the hanger, it should look like a question mark (hanger opening facing left). Two piece sets or multiple items being sold together should go on **ONE** hanger and **secured together** (with safety pins) so that items do not become separated during the sale. Item tag should reflect number of pieces in set. (Ex: 2 pc, 3pc etc.)
- Tags should be pinned with a **SAFETY PIN** (no straight pins) on the front upper right corner of the garment. (The hook of the hanger is turned away from the tag.)
- When using multiple tags on same item number, each tag should state "1 of 2", "2 of 2" etc.
- Shoes can be placed in Ziploc bags or securely fastened together with a zip-tie. Make sure tag is secured either with clear packing tape, safety pin or zip-tie. There is a limit of 5 pairs of shoes per seller.

Midway Children's Consignment Sale is not responsible for any items or parts that become separated during the sale or any items lost or stolen.

Pricing and Entering Items in MyCM and Tagging:

- Always login to your MyCM account using the link provided on the midwayumc.org website. You can enter items up to 1:00 pm on Monday, March 13, 2017.
- Prices should be in .50 cent increments with minimum price of \$1.00.
- Include as much specific descriptive information for each item including brand and color when possible. This is helpful for matching lost tags to items and provides additional security. Use the first description field for the brand only. Use the second description field to further identifying information.
- If you want the item to be sold for ½ price on Saturday, check the discount box when entering in MyCM.
- Any items you would like to donate if it does not sell, please check donate when entering in MyCM . All donations are given to organizations which do not resell them such as Unseen Hands, Beacon of Hope and Foster Family support. You may pick up your tax deduction donation letter when you drop off if donating.

***Important:** You must print a new tag if you have changed the price, changed the half off, or donation designation or transferred your inventory from another sale. **NO HANDWRITTEN ALTERATIONS WILL BE ACCEPTED.** Item will be sold at scanned ticket price.

Printing:

- Tags should be printed on appropriate colored cardstock. Items that are being **donated** should be printed on **white** card stock. All unsold items on white paper are pulled and donated during our sorting process and will not be returned to consignor.
- Check your printer for ink!!!! Please make sure that your tags are clear and legible.
- Print in the **LANDSCAPE** orientation option for paper or tags will print too small.
- If re-tagging item from a previous sale, remove the old tag.
- If you transferred items from another sale, you **MUST** reprint the tag.
- Tags that are too small, faded, smeared or damaged will not scan at checkout. Tags that do not meet our specifications will need to be reprinted and retagged by the consignor before item may be placed in the sale.

Dropping Off Items :

Sign up for a Check In time at My Consignment Manager. Times are Monday 1:30 pm – 8:00 pm. **NO EXCEPTIONS!** You must have an appointment to drop off your items. You will find it helpful if prior to dropping off items at the sale, you have sorted the clothing by boys/ girls and size. We have found rubber banding same size clothing together to be helpful.

All items will be inspected for stains, tears, odors, and seasonal appropriateness when checking in at your scheduled time. **** All consignors are responsible for placing their items on the racks and on the floor after inspection.**** Please allow plenty of time for drop off.

Pick Up: Unsold items may be picked up on Sunday March 19, 2017, 12:30 – 2:30pm. Any items not picked up by 2:30 pm will be donated to our charities we support. You will be charged \$20.00 (deducted from your proceeds) if you do not pick up your unsold items that you indicated you would return to pick up.

Final Settlement Reports: Settlement Reports will not be final and ready until Wednesday after the sale. Important: Sales totals may be uploaded during the sale. Individual item and consignor counts may not be accurate or up to date until the sale is finalized on Wednesday.

Check in Mail: Your proceed check will be mailed 2 to 3 weeks from the close of the sale.

Consignor Pre Sale:

Wednesday March 15, 2017 6:00 pm – 8:00 pm(**Consignors Only**) No children or guests are permitted at Presales!

Clean out your closet!

12/6/2016