

Children's Ministry
**Kids
Consignment Sale**
Kids' Clothing | Toys | Maternity

Consignor Handbook

1. Consignor Registration:

- Sale Dates: Thurs, Feb 21 varied presale entry times starting at 6pm
Fri, Feb 22 9am-2pm
Sat, Feb 23 9am-12pm (half price day)
- Location: St. James UMC Activities Building, enter off Loridans Dr.
- Registration Fees: \$10 if paid by 4pm February 12, \$15 until 4pm February 17 and \$20 thereafter. Payable online *or* in the church office (check or cash, exact change only).
- Visit our website to register: <http://www.stjamesatlanta.org/consignment-sale/>
- **NEW!** Only tags with a barcode generated through the online registration and tagging system will be accepted. No old tags from previous St. James sales will be accepted.
- **NEW!** Computer, iPad or tablet and internet access required to use the new online registration and tagging system. Mozilla Firefox or chrome are the preferred browsers. A printer is required to print tags.
- **NEW!** Limited consignor spaces available! Sign up early to secure your spot!
- Choose your own four-digit seller number.
- Choose which items to keep at full price or half price on Saturday.
- Choose to donate or pick up any unsold items. Unsold items may be picked up or donated on Saturday after the sale. Items must be picked up between 2-3pm. After 3 pm, ALL items will be donated to charity.
- Consignors receive 65% of the selling price. 3+ hour volunteers receive 70%. 6+ hour volunteers receive 75%.
- Consignors + guests enter the presale 7pm-8pm. Volunteers enter earlier.
- Proceeds benefit the St. James UMC Children's Ministry. All consignors receive a tax receipt for the retained portion of sales.
- Allow 4-6 weeks for checks to be mailed after the sale.

2. Consignor Check-In

- All consignors must schedule a time to drop off their tagged items.
- Book a Consignor Check-In slot through the online registration system, under the section titled “Check-In”.
 - By delivering consigned items, the Consignor accepts all the terms of this Consignor Handbook – and also all the terms of the Consignor Contract.
- Slots available on Wed. evening Feb. 20 and Thurs. morning Feb. 21.
- Reserve 2 Check-In slots if you have more than 2 carloads to sell.
- Volunteers will check each item to ensure compliance with the Tagging Guidelines (see #5 below).
- Please assist the check-in volunteers by placing your items on the sales floor, after they have been quality controlled.
- The Sale reserves the right to reject or flag items at our discretion.
- All items must have a barcode tag generated by the online registration and tagging system. Items that do not have a barcode tag will be rejected.
- Incorrectly tagged, pinned, or hung items may be corrected by the consignor at the Consignor Check-In appointment.
- Pick up unsold items between 2:00-3:00pm on Saturday, Feb. 23. Any items remaining after 3pm will be donated to charity.
- We may use your cell number to contact you via text message about the Spring Consignment Sale. We will not sell or use your cell number for marketing purposes.

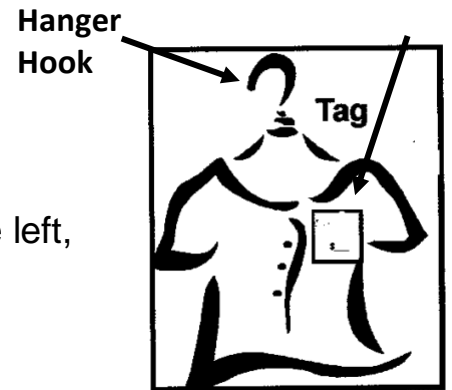
3. Volunteer

- We need your help! The sale is run solely by volunteers.
- Anyone can volunteer! You do not need to be a consignor to volunteer.
- Sign up to volunteer here: [Volunteer Sign Up Genius](#)
- Free childcare during your volunteer shift! Register child(ren) here: [Childcare Sign Up Genius](#)
- Volunteer Benefits
 - 6+ volunteer hours = receive 75% of selling price; enter presale at 6:00
 - 3+ volunteer hours = receive 70% of selling price; enter presale at 6:30
 - Less than 3 volunteer hours = receive 65% of selling price; enter at 7:00
- Youth volunteers are welcome to earn service hours.

4. Tagging Guidelines

➤ Hangers

- Use wire hangers only. No plastic hangers. Complimentary wire hangers available in the church office, while supplies last.
- Hang clothes so the hanger hook points to the left, to look like a question mark.



➤ Tagging

I. Prepare your items for sale

- Sort all your items by clothing, books, toys, equipment, etc.
- Make sure all items are clean, in good condition, and meet the criteria outlined in this Consignor Handbook.
- Group your clothing items by gender then size.
- Hang clothing on wire hangers. Hang clothes so the hanger hook points to the left.

II. Enter items online

- Click on the Registration link found on our website.
- Login or create a new account. Follow the prompts to Register, book a Check-In slot, and Enter Items.
- Only tags with a barcode generated through the online tagging system will be accepted. No old tags from previous St. James sales will be accepted.
- If you chose to donate your unsold items, we recommend to discount those items for ½ price day.
- Include a brief description of the item — this allows us to match lost tags to items and prevent switching of tags.
- If an item has multiple pieces or is sold as a set, include a tag on each piece. Label one tag with the price and indicate that multiple pieces are included. Label all subsequent tags with a price of \$0.00 and “2 of 4”, “3 of 4”, etc.

III. Print, then Tag Your Items.

- Only tags with a barcode generated through the online registration and tagging system will be accepted. No old tags from previous St. James sales will be accepted.
- Use cardstock for tags. White or pastel colors only, no dark colors or patterned paper.
- No sticky-back paper. No regular paper.
- 8 tags will be printed on each sheet of cardstock. Neatly cut each sheet into 8 separate tags.
- Use only 1" or larger safety pins. No little safety pins, straight pins or staples.
- Pin tag in upper right corner, when looking at the garment.
- Attach safety pin at the top of the tag above seller number.
- For toys, books, nursery items, décor, etc., use Scotch Tape or Painters Tape only. No Packing Tape or Masking Tape.
- Do not apply tape over the bar code.
- Only tape 2 sides or 2 corners of the tag. Do not tape all 4 sides.
- Do not apply tape directly to decorative items, tape can damage items.
- Zip-lock baggies can be used to protect items from damage or lost pieces.
- String, zip ties, or baggies can be used to attach shoes in pairs.

- If an item does not have a tag, the item becomes property of the sale. We will make every effort to reunite lost tags with their respective item.
- Tags lacking a price or illegible will be priced by sale volunteers.

➤ Toys / Games / Puzzles

- Toys that require batteries **MUST** have working batteries. This includes large ride-on toys such as jeeps, cars, etc. If we cannot see that it works, we may not accept it.
- Toys, games, puzzles must be clean and have **ALL** pieces.
- Place toys with multiple pieces in a zip-lock bag and tape shut.

➤ Accepted / Excluded Items

- The sale **accepts** the following items:
 - Seasonally appropriate clothing, shoes, and accessories (sizes infant to child 16, no junior or adult sizes)
 - Baby equipment, nursery furniture, children's décor
 - Toys, books, videos, puzzles and games
 - Outdoor toys, sporting equipment
 - E-Rated video games, G & PG rated movies
 - Handheld gaming units, educational software
 - Maternity clothing - 10 item limit
 - Stuffed Animals – 3 item limit
- All items must be in excellent condition. The Sale reserves the right to reject or flag any item due to stains, signs of wear, seasonality, size, etc.
- The sale **does NOT accept** the following items:
 - Car Seats or Car Booster Seats with child restraint straps
 - Expired safety equipment, including booster seats
 - Recalled Items (such as drop side cribs, etc.)
 - Junior or Adult Sizes; Maternity Underwear
 - Pacifiers and Teething Toys (even new)
 - Happy meal toys or other 'freebie' or promotional items
 - War Toys or Toy Weapons; Violent Games, Movies, or Books
 - Teen/Adult Books, Marriage or Relationship Books, Encyclopedias, Text Books
 - Copied videos/dvds/cds/etc.
 - Gaming Systems (Playstation, Xbox, Nintendo, etc.), iPads, Televisions, Household Electronics, etc.
 - Household Goods
- The use of the sale to promote personal businesses is strictly prohibited.
- St James UMC Kids Consignment Sale, St. James UMC, its affiliates, and volunteers are not responsible for any items which become lost, stolen, or damage during the sale, nor for any personal injury resulting from participation in the Sale.
- Consignor agrees to indemnify St. James UMC Kids Consignment Sale, St. James UMC, its affiliates, and volunteers for any claims related to the Consignment Sale (including claims brought by buyers over purchased goods) – whether caused by the sole negligence of the indemnitees, or any of them, otherwise.

5. Donate

- No time to tag but want to support the Children's Ministry? Donate gently used kids items to the sale!
- Accepted items: gently used children's Spring & Summer boutique children's clothing, uniforms, play clothes, shoes, books, toys, etc in good condition.
- Donations in-kind are also accepted: wire hangers, safety pins, clothing racks, laundry baskets, collapsible plastic shelving, etc.
- In exchange you receive a Tax Receipt.
- Drop off donations at the church Mon-Tue 8:30 – 4:00; Fri 8:30-noon.
- Volunteers will tag & sell donated items to benefit the Children's Ministry.
- Donations will be accepted until February 12, 2019. Items received after this date may be donated to one of the charities supported by the Kids Consignment sale.

6. Sale Information

- All sale proceeds retained by the Kids Consignment Sale are used to support Children's Ministries at St. James UMC.
- ALL SALES ARE FINAL!
- NO REFUNDS!
- Your assistance in advertising the sale is our best form of marketing! Yard signs, posters and flyers are available, please post on your social media, tell friends, neighbors, co-workers, share in your mommy and school groups, etc.
- Questions? consignmentsale@stjamesatlanta.org

**Thank you for consigning with the St. James Kids
Consignment Sale!**

We have proudly served the community and church since 2008!