

Consignor Handbook

1. Consignor Registration:

- Sale Dates: Thurs, Sept 12 Presale: varied entry times starting at 6pm
Fri, Sept 13 9am-2pm
Sat, Sept 14 9am-12pm Half price day
- Location: St. James UMC Activities Building, enter off Lorida Dr.
- Register online to consign: <http://www.stjamesatlanta.org/consignment-sale/>
- Registration Fees: \$10 until July 31. \$15 Aug 1-31. \$20 Sept 1-4
 - Payable online *or* in the church office (check or exact change only).
 - **Payment must be made within 10 days of registering.** Unpaid consignors may forfeit their consignor spot and be automatically removed, or \$25 may be deducted from the consignor's earnings check.
- Limited consignor spaces available! Sign up early to secure your spot!
Registration closes on Sept 4, or when all spots are filled.
- We now use MyConsignmentManager software for computerized tagging!
 - Only tags with a barcode generated through MyCM will be accepted.
 - Transfer compatible MyCM tags from a previous sale.
- Computer, iPad or tablet and internet access required to use the online tagging system (MyCM). Firefox or Chrome browsers preferred. Use a laser printer to print tags. No ink jet printers.
- All items must be entered into the tagging system before Sept 10 at 11:59pm.
- Choose your own four-digit seller number. Must be numeric.
- Choose to donate or pick up unsold items.
 - Items marked as donate will be discounted by 50% on half price day.
 - Items marked as pick up are recommended to be discounted by 50% on half price day.
 - Unsold items marked as pick up must be picked up on **Saturday Sept 14 between 2-3pm.** After 3 pm, **ALL remaining items will be donated to charity.**

- Volunteer to earn more profit and shop early!
 - Consignors receive 65% of the selling price & enter presale at 7:00
 - 3+ hour volunteers receive 70% & enter presale at 6:30
 - 6+ hour volunteers receive 75% & enter presale at 6:00.
- Guest Pass holders enter presale at 7:00.
- Proceeds benefit the St. James UMC Children's Ministry. Consignors receive a tax receipt for the retained portion of sales.
- Checks will be mailed 4-6 weeks after the sale. Checks must be cashed within 90 days.

2. Consignor Check-In

- Consignors must schedule a time to drop off their tagged items.
- Book a Consignor Check-In slot [online](#) 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 Sept. 11 and Thurs. morning Sept. 12.
- 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 #4 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 MyCM. 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 Check-In appointment. Only use wire hangers.
- Pick up unsold items between **2:00-3:00pm on Saturday, Sept. 14.**
Any items remaining after 3pm on Saturday will be donated to charity.
- We may use your cell number to contact you via text message about the Sale. We will not sell or use your cell number for other purposes.

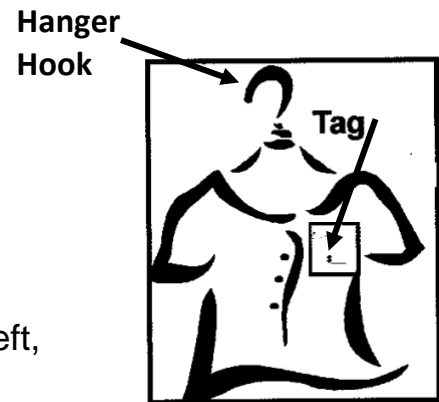
3. Volunteer

- We need your help! Anyone can volunteer! You do not need consign to volunteer.
- Sign up to volunteer here: [Volunteer Sign Up](#)
- Free childcare during your volunteer shift! Register child(ren) here: [Childcare Sign Up](#)
- 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 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 items by type: clothing, books, toys, equipment, etc. Group clothing items by gender then size.
- Ensure all items are clean, in good condition, and meet the criteria outlined in this Consignor Handbook.
- Hang clothing on wire hangers so the hanger hook points left.

II. Enter items online

- We now use [MyConsignmentManager.com!](#)
- Only tags with a barcode generated through MyCM will be accepted. Enter items online or transfer compatible MyCM tags from a previous sale.
- Include a brief description of the item - this allows us to match lost tags to items and prevent switching of tags.
- Choose to donate or pick up unsold items.
 - Items marked as donate will be discounted by 50% on half price day.

- Items marked as pick up are recommended to be discounted by 50% on half price day.
- Unsold items marked as pick up must be picked up on **Saturday Sept 14 between 2-3pm.** After 3 pm, **ALL remaining items will be donated to charity.**
- If an item has multiple pieces or is sold as a set secure all items together (ex. pajamas) or include a tag on each piece (ex. crib and mattress). Label one tag with the price and indicate that multiple pieces are included (ex. “1 of 4”, “2 of 4”, etc. with price \$0.00 on additional tags).

III. Print, then Tag Your Items.

- Only tags with a barcode generated through [MyCM](#) will be accepted.
- Use only cardstock for tags. White or bright colors only. No dark colors, no patterns, no sticky-back paper, no regular copy paper.
- Use a laser printer to print tags. No ink jet printers.
- Print only 8 tags on each sheet of cardstock Do not resize the tags. Tag must print in the original size of 3” x 2”. Tags smaller than this may be rejected.
- Neatly cut each sheet into 8 separate tags.
- Use only 1” or larger safety pins. No tiny safety pins, straight pins, or staples.
- Attach safety pin at top of tag where indicated. Pin tag to the upper right corner when looking at the garment.
- For non-clothing items 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 cause damage.
- Use Zip-lock baggies to protect items from damage or lost pieces.
- Tape or pin tag on the outside of a Ziploc bag. No tags inside a baggie.
- String, zip ties, or baggies can be used to attach shoes in pairs.
- If an item does not have a tag, that item becomes property of the sale. We will make every effort to reunite lost tags with their respective item.
- Items on the sales floor missing a tag, or tags that are unable to be scanned, may be priced by sale volunteers and may not be attributed to your consignor number.

➤ 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 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.

➤ Excluded Items

- 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, Rock-n-Play, 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

5. Donate

- No time to tag but want to support the Children's Ministry? Donate gently used kid's items to the sale!
- Accepted items: gently used Fall & Winter children's clothing, uniforms, boutique items, play clothes, shoes, books, toys, etc. in good condition.
- Donations in-kind are also accepted: wire hangers, safety pins, clothing racks, reusable bags, laundry baskets, collapsible plastic shelving, etc.
- In exchange you receive a Tax Receipt.
- Drop off donations at the church Mon-Thu 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 August 31, 2019. Items received after this date may be donated to one of the charities supported by the 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.
- Guest Pass to the presale available [online](#) – share generously!
- 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.
- Questions? consignmentsale@stjamesatlanta.org

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