



**MOMS Club® of Odenton, MD**

Welcome to the Fall 2010 Children and Maternity Consignment Sale sponsored by the MOMS Club of Odenton. The sale will be held on September 25, 2010 at the Odenton Volunteer Fire Company located at 1425 Annapolis Road (Rt. 175) in Odenton, MD.

### **CONSIGNMENT SALE GUIDELINES**

Current members of the MOMS Club of Odenton may participate in the sale. The club will retain 10% of the member's sale income if the member volunteers to help with the sale. Members that sell and do not volunteer will be charged 30% of their sale income. The maximum amount retained is \$125 per seller.

If space permits, sellers not affiliated with the MOMS Club of Odenton may participate in the sale. We are asking that sellers volunteer for a 3 hour shift. The club will retain 15% of the seller's sale income if they volunteer to help with the sale. Non-members that sell, but do not volunteer, will be charged 30% of their profit. The maximum amount retained is \$125 per seller.

The amount retained is donated to either the MOMS Club of Odenton to cover expenses incurred from organizing and running the sale, or to one or more local charities of the club's choice.

The sale is limited to 45 sellers. **All sellers must submit a registration form with a \$15.00 registration fee and a self addressed stamped envelope.** Checks should be made out to the MOMS Club of Odenton, MD. Registration for MOMS Club members begins August 6th, 2010 and for non-members on August 13th, 2010. The last day to register is September 20th, 2010 if the seller limit has not been reached. Seller spots will be filled in the following order: MOMS Club of Odenton members, previous sellers, and then all others.

Once the registration form and fee are accepted, each seller will be assigned a "seller number". **The seller number must be included on all tags and correspondences with the sale committee.** Each assigned seller number is used to identify items during the sale and for accounting purposes. The seller number is permanently assigned to the seller. Note that every seller will need to individually register for each respective sale. **Only one participant per number is allowed.** If it is found that a seller number is being shared, *the MOMS Club of Odenton reserves the right to assess the appropriate fees/fines, as well as ban all individuals involved from future MOMS Club consignment sales.*

The seller is responsible for tagging and pricing their own items. Items without a tag cannot be sold and will be placed in the lost tag/rejection box. Items with more than one price tag or that are not properly tagged according to the MOMS Club Fall Sale guidelines will not be sold. Tags that are not labeled with a seller's number will default to the club and if that item is sold, the club retains 100% of the profit. If items without a seller's number are not sold, the club will donate the item at the end of the sale. All sellers are encouraged to check the "Lost Tags" bin for any items that might belong to them before departing the area after pick-up.

Only children's and maternity items may be sold. The consignment committee reserves the right to remove items from the sale if they are stained, broken, or missing batteries. Make sure that all toys and equipment are in working order (batteries **MUST** be included if necessary) and that all games and puzzles contain all pieces. If a piece is missing, make a note on the label and price accordingly.

The sale is restricted to seasonal clothing only – Fall and Winter clothes for children and maternity. Please no shorts, tank tops, swimsuits or any summer related clothing.

Sellers will be required to drop-off items during the designated drop-off time. Please be prompt. Sellers can choose to leave empty bins (boxes and containers) labeled with your seller number at the site in the designated area. By doing this, we can sort unsold items quicker at the end of the sale. The MOMS Club is not liable for lost bins.

Upon completion of the sale, items will be sorted by seller number and placed in seller's boxes or containers. The seller is responsible for removing all unsold items from the site by **2pm**. Any item not removed will be collected by the MOMS Club of Odenton and donated to a local charity of the club's choice. Sellers may also take plastic hangers following the conclusion of the sale.

The MOMS Club of Odenton will make every effort to provide a safe location and facility. However, the club and volunteers are not responsible for loss, theft or damage.

Sellers do not need to be present during the sale. Please leave a phone number to be reached the day of the sale for question about selling your items.

Checks will be mailed to the seller within two weeks after the sale using the self addressed stamped envelope provided by the seller during registration. Tags will not be returned, however, if you would like to view your tags, the tags are available for review up to 1 month after the sale. A receipt for the amount retained will accompany the seller's check. The amount retained by the club may be tax deductible and should be verified with your tax preparer.

Please note that all sales are final.

## **SCHEDULE**

### **Friday**

9:30-12:30	Start set up, racks, tables
11:00-2:00	Set-up racks, tables and signage
2:00-5:00	Seller Drop-off
6:00-7:00	Pre-sale for volunteers/sellers
7:00-7:30	Clean-up and organize

### **Saturday**

7:00-7:30	Vendor Check in
7:30-7:45	Arrival, Last minute organization and training
8:00-12:00	Sale opens to the public
12:00-12:30	Sort by number and place in seller boxes/containers
12:30-2:00	Seller pick-up
2:00-3:00	Clean-up, load items for donation, tear down racks

The sale hours are 8:00 A.M. until 12:00 noon for the general public. Non-members will be charged \$1 per adult shopper for entry. Non-members may donate a baby item in lieu of the entry fee. **Guests are not allowed during the presale hours.** If a volunteer is unable to shop during the pre-sale, a family member or other designated person will be permitted to shop in their place. Payment for items must be made by cash or check. Make checks payable to the MOMS Club of Odenton, MD for the exact amount. All checks must include a driver's license and phone number. Returned checks will be subject to a fee of \$25.

## **VOLUNTEER Information**

Volunteers do not need to sell in order to help with the sale. Sellers should volunteer for a minimum of 3 hours. The sign-up chart lists available shifts in 3 hour increments. Please consider signing up for consecutive shifts. All volunteers will be allowed to shop the presale Friday night from **6:00 P.M.** to **7:00 P.M.** Husbands and family members are allowed to fulfill the volunteering commitment. If you do not volunteer, the higher rate of 30% will be retained from your profit.

### **Tag Details and Instructions for Use**

- All items **MUST** be tagged with our standard 2 ¾”x3 ¾” tag. The tag template can be downloaded at **www.momsclubofodenton.com**. The file contains 6 tags on one page. Tags should be printed in landscape format only.
- The tags should be attached to the item vertically with a safety pin at the top of the tag. Tags may be attached to large item with tape along the **TOP ONLY** of the tag. A hole may be punched above the cut line and attached to the item with ribbon or yarn.

**This will be the only tag accepted:**

\_\_\_\_\_ Price

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Price

#### **How to fill in your labels:**

*Color/ Design:* Please feel free to make your tags unique (for example: adding stamps, color to one edge, writing information in certain colors, etc.) as this will help in the sorting process. Any color of paper is acceptable; however, please do not use cardstock or sticky labels. Make sure that you use the same color or design on all tags.

*Cut line:* The dashed line is where the tag will be cut to remove it from the sale items. Attach tag to clothing with a safety pin in the area above the cut line. Do not use stick pins. You may punch a hole in the top of the tag if it makes attaching the tag easier. Tag may also be taped along the top **ONLY**. If you improperly tape an item, ie: taping top and bottom of tag or along all four sides your item will be placed in the bin and not be sold.

*Price:* List the price of the item at the upper right corner above the cut line and again in the lower right corner of the tag.

- Price items in \$.25 increments up to \$2. Do not price anything less than 25¢.
- Above \$2, price items in increments of 50¢.
- **If there is MORE THAN ONE PRICE on a tag, the item will NOT be sold.**

*Seller number:* Make certain that your seller number is in the upper left corner beneath the cut line. Items without a seller number will be considered a donation to the club. Donations may also be designated by a 'D' in the seller number location.

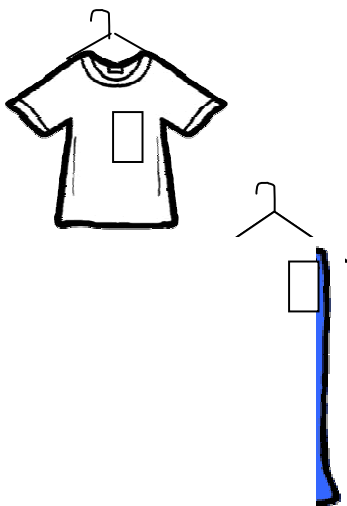
*Size:* List the size of the item for all clothing. Leave blank for all other items. Sizes up to 10-12 in kids can be sold.

*Description:* Please write a description of the item in the center of the tag on the lines provided. This may include manufacturer, gender, color, and defects, if new or never worn. The better the description, the easier it will be to match with a tag if the tag happens to fall off of the item. Items without tags will not be sold.

### **Tagging items for sale**

#### **How to tag clothing and accessories:**

- All items must be clean and in good condition.
- All clothing must be placed on a hanger (seller provides child sized hangers for children's clothing and adult hangers for maternity clothes) for display on racks or in clear zipper bags.
- Pajamas can be placed on hangers or in untaped zip lock bags.
- Place all shoes, socks, accessories, and other small items in zipper bags for display on tables. Do NOT tape the bag closed.
- The clothing should be placed on the hanger with the left side facing out. When looking at the item, the hanger will resemble a question mark.
- Place tag on the left shoulder or side of the garment. (See drawings below)



- Tags should be attached with safety pins only.
- If an outfit is sold as a set, you may hang items on individual hangers and bind hangers together with a rubber band at the top. Indicate number of pieces on the tag.
- Safety pin or tape tag to outside of all zipper bags. **DO NOT** tape tag below the cut line.

#### **How to tag toys & equipment:**

- All items must be clean and in good condition.
- Toys and equipment must be in good working order and **include batteries** if necessary.
- Do not attempt to sell items that have been recalled, unless the reason for recall has been fixed. Check [www.cpsc.gov/cpscpub/prerel/prerel.html](http://www.cpsc.gov/cpscpub/prerel/prerel.html) for recalled items.
- Verify that all parts are included. If not, state what is missing on the tag and price accordingly.
- Small pieces may be stored in a zipper bag and attached to the item.
- Attach tag to all toys and equipment with safety pins, rubber bands, ribbon or tape. **Tape is allowed along the top of the tag ONLY**, if necessary to secure to the item.
- Furniture and large items may be set up on the floor as space permits, or displayed on a bulletin board.
- To **display a large item on the bulletin board**, place a picture(s) of the item with one index card and one tag. The index card should include a detailed description of the item, including condition, measurements, ease of assembly and delivery/ pick-up options. The seller's number must be listed on the picture, the index card and the tag. At the time of sale, contact information will be exchanged. The buyer will pay for the item at time of delivery. The seller will be responsible for reporting the sale and remitting the designated percent of the sale price to the club.
- Car seats may be sold at the sale.
- Do not attempt to sell car seats that have been in an accident or recalled unless they have been updated per the recall. The seller is responsible for checking with the Consumer Product Safety Commission ([www.cpsc.gov](http://www.cpsc.gov)) or other recall web sites to verify that there have been no recalls or that updates have been made. Car seats must be less than 5 years old, please check the Manufacturer date.

#### **ATTENTION:**

According to law, sellers cannot sell children's products that exceed the lead limit and therefore should avoid products that are likely to have lead content, unless they have testing or other information to indicate the products being sold have less than the new limit. Those resellers that do sell products in violation of the new limits could face civil and/or criminal penalties.

Individuals interested in joining a local MOMS Club can receive information at [www.momsclubofodenton.com](http://www.momsclubofodenton.com) or [www.momsclub.org](http://www.momsclub.org)