



## MOMS Club® of Odenton, MD

Welcome to the Spring 2012 Children and Maternity Consignment Sale sponsored by the MOMS Club of Odenton. The sale will be held on March 24, 2012 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 MOMS Club of Odenton will donate the balance of proceeds from the sale to one or more charities of the club's choice once sale expenses are paid.

The sale is limited to 50 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. Seller spots will be filled in the following order: MOMS Club of Odenton members, previous sellers, and then all others. Registration will open for all sellers on January 3<sup>rd</sup>, 2012. That includes MOMS Club members, previous sellers and new sellers. The last day to register is March 20, 2012 if the seller limit has not been reached.

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 Spring Sale guidelines will not be sold. The MOMS Club of Odenton reserves the right to not sell any items improperly tagged, wrong season, expired or not working. 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



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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. **We will no longer sell Cribs, beds larger than a toddler size or VHS tapes.**

The sale is restricted to seasonal clothing only – Spring and Summer clothes for children and maternity. No fleece, sweats, corduroy, winter boots, holiday attire, or winter accessories.

Sellers will be required to drop-off items during the designated drop-off time. Please be prompt. When you arrive to drop off your items you will need to **check in at the front desk**. 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. Prior to leaving, make sure you only have your items and that you have checked the lost tag/missing items locations and **SIGN OUT at the desk**. 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 choose to donate unsold items by selecting that option at check in or at pick up. If donating at pick up, please write a “D” on the tag and place the item on the donate pile. Sellers may also take plastic hangers following the conclusion of the sale. The seller is responsible for removing all unsold items from the site by **2pm**. If you are not there your unsold items will be placed in the donate pile. If there is an emergency please contact us at 443-326-8558; we will not contact you.

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.**



## MOMS Club® of Odenton, MD

### SCHEDULE

#### **Friday**

9:30-12:30	Start set up, racks, tables
11:00-2:00	Set-up racks, tables and signage
1:00-4:30	Seller Drop-off and <b>SIGN IN</b>
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 and <b>SIGN OUT</b>
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. If you are working during the Friday set up -**NO** tagging can take place while you are working. Please complete your tagging prior to arriving for your shift.

### Tag Details and Instructions for Use

- All items **MUST** be tagged with our standard 2½" x3½" tag. The tag template can be downloaded at [www.momsclubofodenton.com](http://www.momsclubofodenton.com). The file contains 8 tags on one page. Tags should be printed in landscape format only. MOMS Club of Odenton reserves the right to not sell any items improperly tagged, wrong season, expired or not working.
- 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.



_____	
Price	
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_____	_____
Seller #	Size
_____	
Description Goes Here	
_____	
_____	
Price	

**Only This Tag Will Be Accepted**

**How to fill in your labels:**

*Color/ Design:* 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, cardstock or sticky labels are not allowed. The same color or design must be used on all tags.

*Cut line:* The cashiers will cut along the dashed line to remove the sales tag. Use a safety pin in the area above the cut line to attach the tag to clothing. Stick pins are not allowed. Punching a hole in the top of the tag is allowed if it makes attaching the tag easier. Tags may be taped along the top ONLY. Improperly taped items will not be sold (e.g. taping top and bottom of tag or along all four sides).

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

- Items below \$2 must be priced in 25¢ increments. Items under 25¢ will not be sold.
- Items above \$2, must be priced in 50¢ increments.
- **Items will NOT be sold if they have MORE THAN ONE PRICE.**

*Seller number:* Your seller number must be in the upper left corner beneath the cut line. Items without a seller number are considered a donation to the club.

*Size:* All clothing and shoes must list a size. Only kids' sizes up to 10/12 may be sold.

*Description:* In the lines provided, write a description of the item. This may include the manufacturer, gender, color, defects, and if new or never worn. Good descriptions make it easier to match tags with items, if a tag falls off. Items without tags will not be sold.

**Tagging items for sale**

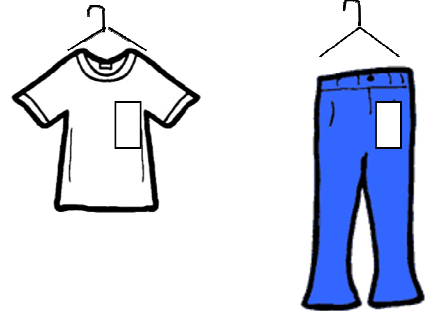
**How to tag clothing and accessories:**

- All items must be clean and in good condition.
- All clothing must be placed on a hanger for display on racks or in clear zipper bags. Seller must provide child sized hangers for children's clothes and adult hangers for maternity clothes.
- 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.



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- Place tag on the left shoulder or side of the garment as shown in the diagram.
- Tags should be attached with safety pins only.
- If an outfit is sold as a set, items may be hung on individual hangers that are bound 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 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 based on the Manufacturer date.
- **Cribs will not be sold; any bed larger than a toddler bed will not be sold**

### 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)