

HARRIS YMCA KIDS CONSIGNMENT SALE SPRING 2020

SALE & VOLUNTEER INFORMATION

SALE TIMELINE

Thursday, February 27

Volunteer Shopping | Begins at 5:00 PM

Consignor & Friend Shopping | Begins at 6:30 PM
(Friend pays \$5 at the door)

\$5 Preview Sale | 8:00 PM – 9:30 PM

Friday, February 28

Sale | 9:00 AM – 7:00 PM

Saturday, February 29

Half-Price Sale | 11:00 AM – 2:00 PM

Sunday, March 1

\$10 Fill-A-Bag Sale | 2:30 – 4:30 PM

The Harris YMCA will provide bags. No Drop-In Childcare (Y Kids) available during this time.

SALE GUIDELINES

- No children age 9 and under and NO STROLLERS are allowed in the sales area
- Drop-in Childcare (Y Kids) is available at no charge for shoppers and volunteers
- Please bring your own bag, basket or bin when you shop (except for Sunday – bags will be provided)
- Cash and credit cards only – no checks
- All sales are final

Sale Questions? Contact: HarrisConsignmentSale@ymcacharlotte.org

VOLUNTEER

Volunteers shop early! [Sign-up to volunteer](#) and receive an invitation to be the first to shop on Thursday evening.

Drop-In Childcare (Y Kids) Schedule for Volunteers

- Wednesday 4:00 PM - 7:00 PM
- Thursday 9:00 AM – 1:00 PM and 4:00 PM – 9:30 PM
- Friday 8:30 AM – 7:00 PM
- Saturday 10:30 AM – 2:00 PM

Volunteer Questions? Contact: sarah.morabito@ymcacharlotte.org

MERCHANDISE PREP & TAGGING PROCEDURES

PREPARE YOUR ITEMS

- Please print all tags on white card stock and double check to make sure all the barcodes have printed clearly.

Clothing:

- ALL clothing must be clean, with no stains, missing buttons or snaps, or damaged zippers. Any clothing with these flaws, excessive wear, not current, not age appropriate, or out of season will NOT be put out on the sale floor.

Hangers:

- The hook should be facing left if looking at it (Like a question mark).
- The tag should be safety pinned (do not use straight pins) to the top right shoulder of the garment as you look at it. Safety pin clothing sets together on one hanger, with the pants or skirt pinned to the outside so both pieces can be viewed. Safety pin pants or skirts onto the top side of the hanger to keep them from sliding to one side; when you tip the hanger, they should not move. Pin matching accessories (hat, socks, headband, etc.) to shirt. Please button all buttons, snap all snaps and zip all zippers. If your clothes look neat, they will sell better.
- Tagging guns may be used. Use one inch barbs and out the tag in a seam. (Hint: It helps to double click the gun)
- Do not use straight pins.

Items other than clothing:

- All items should be clean, working, contain all pieces, no cracks or excessive wear.
- Group small items together in a Ziplock bag. Pin or tape the tag to the outside of the bag. (Do NOT put tape over the bar code.) Tape bag closed with clear packing tape to keep the items secured inside the bag.

- **Shoes** - Place shoes in Ziplock bags or attach shoes to each other using pins, string or ribbon and attach your tag to the shoes. Tags can be pinned to item used to hold them together. We suggest that you place masking tape with your consignor number and the price on the bottom of each shoe in addition to the tag. This helps identify your item in case the tag is lost or the shoes are separated.
- **Large Items** - We suggest that you place masking tape with your consignor number and price on each large item (toys, cribs, strollers, etc.) in addition to your tag.
- Be careful about how you are attaching the sale tag and make sure the tag will stay attached! Items cannot be sold (or returned to you post-sale if the tag falls off). Strong, clear packing tape works best, but it can also rip off the facing of wooden puzzles and books, so is not always a good choice. You can wrap these items in cling plastic or Ziploc bags.
- All battery operated items should have batteries and be in working order or they will not be put out on the sale floor.


PLEASE NOTE: All unsold books, shoes and accessories will be donated. Accessories include: socks, tights, hats, hair accessories, belts, ties, sunglasses, diaper covers, gloves/mittens, etc.

All items must be priced, tagged and sorted according to size and gender, then grouped together with a rubber band or ribbon prior to delivery.

TAGGING SUPPLIES

- 65 lb cardstock paper (white or pastel)
- Hole punch and string
- Safety pins/Tagging gun
- Small Zip Ties
- Hangers (shirt and pant)
- Packing Tape
- Ziploc Bags

TAGGING 101




Use zip ties or place shoes in a Ziploc bag. Tape tag to the bottom of the shoe or the bag.



Tag and hang the shirt as normal. Then pin pants on the back



Tip: Make sure the front of the pants are facing out since moms like to check the KNEES before buying!



Pin pants and skirts to the top of the hanger so they don't slip around.



Hanger should face left like a question mark. Place tag on the right side.

ACCEPTABLE & UNACCEPTABLE ITEMS

ACCEPTABLE ITEMS

- Quality children's clothing, sizes infant – 16
- Books
- Toys
- Games
- Bikes
- Baby equipment
- Strollers
- Furniture
- Gently worn children's shoes

Limit of 300 items per consignor.

Please verify that no items have been recalled. Please visit www.cpsc.gov or call 800-638-2772 for a comprehensive list of all recalled products that may be hazardous for any reason.

ITEMS WE DO NOT TAKE

- Mattresses
- Cribs with Drop-Down Sides
- Car Seats/Booster Seats
- Stuffed Animals
- VHS Tapes
- Maternity
- Adult sizes
- Anything soiled, stained, torn, excessive wear or with broken zippers or parts
- Out of season clothing and accessories
 - Please save swimsuits for our spring sale and heavy coats for our fall sale.
 - We will accept school uniforms and costumes year-round.
- Undergarments (girls panties, boys underwear, bras, sporting undergarments)
- Hygiene items (tooth brushes, hair brushes, combs, medicines)
- Perishable items, food and formula
- Decor that is not meant for children or teenagers
- Incomplete sets of toys
- Pet items
- Diapers not in original packaging
- Items without appropriate tags or tagged incorrectly

If any of these items are dropped off, they will not be put out on the sale floor.

The following items **MUST BE NEW** and in the original packaging.

- Bibs
- Burping Cloths
- Underwear
- Pacifiers
- Cloth Diapers

PRICING & TAGGING

PRICING

Pricing of items is at the discretion of the consignor. Price to sell. You don't want it back! Consignors with competitive prices end up taking less home and earning more money. 50 – 75% off retail is a good rule of thumb. The following can be used as a guide:

Suggested Consignment Price Guide

- Bargain Brands – Circo, Garanimals, Carters (retails less than \$10)
 - Resell \$1-4
- Basic Brands – Old Navy, TCP, OshKosh (retails \$5-15)
 - Resell \$3-6
- Better Brands – Gymboree, Gap, Polo (retails \$10-20)
 - Resell \$4-10
- Boutique Brands (retails \$20+)
 - Resell at 25-35% of retail price
- Toys, Gear, Books, etc.
 - Resell at 30-40% of retail price
- Ask yourself: "What would I pay at a consignment sale?"
- Include your items in the half-price sale. Half the money is better than no money!
- All prices are set in quarter dollar amounts (\$1, \$1.25, \$1.50, \$1.75, \$2, etc.)

ENTER ITEMS in My Consignment Manager

- Click on "Enter Items" from your homepage
- The Consignment Sale name and your consignor number will be pre-populated
- Enter in the Price, Size, Description/Brand Name, Category, and Discount

- Please be as descriptive as possible to better sell your items (include at least 3 identifiers)
- The "Discount" field will automatically be checked to discount your items during the Half-Price Sale
 - If you do not want your item discounted, be sure to uncheck the box.
- The "Donate" field will automatically be checked to donate your items if they do not sell
 - If you do not want to donate your items, you need to uncheck the box

TRANSFER ITEMS

The MOST important thing to understand about transferring your items is that the seller number on the tags MUST match your registration number. If your number is the exact same on the tags and the registered number, then everything will work perfectly and you do not need to reprint or retag your items.

TO TRANSFER:

Go to **www.myconsignmentmanager.com** and login with your existing user ID and password.

After you have successfully logged in, you MUST see a table with BOTH of the sales listed. In other words, you must be registered for BOTH sales.

Click on Manage Inventory.

Under the Search Criteria box, choose to select all of your UNSOLD items from the first sale and then select the old sale and click on the Generate Items List button.

Select the items that you want to transfer into the new sale.

Next to the Search Criteria box, look for the Item Transfers option.

Select the new sale's sale and click on the Transfer Items to Consignment button.

TIP: You cannot transfer items from the view only - View ALL consignments search criteria button. You must generate the tag list from the specific sale where the items are located.

PRINTING TAGS

You do not need the print code if you login under:

www.myconsignmentmanager.com/ymca

When you have entered all of your items and are ready to print, click on "Print Tags" at the top of the screen

- In the drop down box labeled "From Consignment", select "Harris YMCA Spring 2020" (active) and then click "Generate Items List"
- Your items will populate. Click on the items you want to print or the box next to "Item #" to print all and click "Generate Tag(s)"
- A Message box will appear saying how many tags you are going to print. Click "Ok"
- A Generate and Print Tags box will appear. Click "Click Here to Open Your Tags Document"
- Your tags will then appear on the screen. Click on the print button

To Print: use an inkjet printer with a normal (not best quality) printout. The barcode needs to appear crisp and clear. Be sure your printer has been calibrated and set up correctly. Note: you can save your tags as a PDF file and print them anywhere. Copy centers will also cut them for you for a minimal fee!

When printing your tags, you should use only white card stock. PLEASE NO COLORED PAPER as they don't scan well at checkout. Using card stock paper will increase the chances that your tag will stay on your item.

Once tags have been printed you cannot make any changes to the item unless you reprint the tag. Items with handwritten amendments on the tag cannot be sold. **The sale will lock on My Consignment Manger on Wednesday, February 26, 2020 at midnight.** All items must be entered into the sale before this time.

DROP OFF & PICK UP PROCEDURES

CONSIGNOR DROP OFF

Wednesday, February 26 | 5:30 PM – 9:00 PM

If you drop off Wednesday, you will receive two friend shopping passes!

Thursday, February 27 | 9:00 AM – 11:30 AM

****You must bring your signed consigner agreement and self addressed stamped envelope when you drop off your items.****

We will mail your check to you in the envelope you provide. If you do not provide the envelope, we will not mail your check. All un-mailed checks will be available for pick up at the Harris YMCA.

Look for the designated "Drop Off" lane and tent located by the outside entrance to the gym. You will see volunteers there to help you unload. You will not need to put your own items away in the gym.

CONSIGNOR PICK UP

Sunday, March 1 | 12:00 PM – 2:00 PM ONLY

ALL ITEMS LEFT AFTER 2:00 PM WILL BE DONATED TO THE HARRIS YMCA FILL-A-BAG SALE AND LOCAL CHARITIES.

PLEASE NOTE: All unsold books and shoes will be donated.

Consignors will pick up items at the same location as drop off. Volunteers will be available to assist you in loading your car.

PAYMENT TO CONSIGNORS

- Consignors receive 60% of the total sale of their sold items. 40% is donated to the YMCA Annual Campaign.
- Checks will be mailed to your home in approximately 4 weeks in the self-addressed stamped envelope you provided when you dropped off your items.
 - If you did not provide a self-addressed stamped envelope, we will not mail your check. Un-mailed checks will be available for pick up at the Harris YMCA.
- Checks will not be issued for less than \$5.

Harris YMCA Kids Consignment Sale

Consignor Agreement

By signing the following agreement, I (the consignor) agree to all provisions required to participate in the Harris YMCA Kids Consignment Sale, **February 27 – March 1, 2020**.

*To participate in the sale, please sign at the bottom and initial where indicated.

I attest that all items are in safe working order as the manufacturer intended and that no item for sale is on the RECALL LIST per <http://www.cpsc.gov/>.

Initial

I agree that the Harris YMCA will not be held responsible for items that I am selling if they are lost, stolen or damaged during the sale.

Initial

The Harris YMCA and its volunteers take care when handling merchandise and have hired CMPD officers to help insure that incidents of theft and damage do not occur. While precautions have been taken, the YMCA cannot be held responsible for lost or damaged items.

Initial

I am aware that by consigning I will be given the opportunity to shop at the preview sale, Thursday, February 27 from 6:30 – 9:30 PM.

Initial

I understand that I will receive 60% of the sale of an item and the Harris YMCA will receive 40% to be utilized in support of life changing programs for children in need.

Initial

I acknowledge all items marked "Donate" will be given to local charities and/or resold during the YMCA's Fill-a-Bag sale on Sunday, March 1, 2020.

Initial

I acknowledge all unsold books, shoes, and accessories will be given to local charities and/or resold during the YMCA's Fill-a-Bag sale on Sunday, March 1, 2020.

Initial

I acknowledge pick up of unsold items marked "No Donate" is on Sunday, March 1 from 12:00 – 2:00 PM only. ALL ITEMS UNCLAIMED BY 2:00 PM WILL BE DONATED TO A LOCAL CHARITY AND/OR RESOLD DURING THE YMCA'S FILL-A-BAG SALE ON SUNDAY, MARCH 1, 2020.

Initial

I acknowledge that I must provide a self-addressed stamped envelope to receive my consignor check. Checks will be mailed within 4 weeks of the sale. If no envelope is provided, I make arrangements to pick up my check from the Harris YMCA.

Initial

Print Name _____ Consignor #: _____
Signature _____ Date _____