**Frederick County Parents of Multiples (FCPOM)**

**2024 Spring Consignment Sale Guidelines**

Walkersville Activities Building

 **SELLERS: Please read through the guidelines in its entirety.**

**WHEN YOU REGISTER, you are agreeing to these guidelines, rules and expectations.**

**NO REFUNDS will be given for missing deadlines (software, drop off or other deadlines). There will be NO EXTENSIONS granted for entering, saving, transferring, printing, etc from software once it has been closed.** If you have questions, please contact Season Taylor (sales.fcpom@gmail.com). We are a non-profit club and reserve the right to refuse any seller or items. We are not responsible for any lost or stolen items.

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| **SALE DATES & TIMES** |
| **SALE DATES: Thursday April 18 - Saturday April 20, 2024** |
| Date: | Times: | Description: |
| Thursday 4/18:  | 4:00-7:00 PM | Trailer delivery & set up |
|  | 7:00-9:00 PM | Seller drop off and item placement\*Please do not arrive earlier then stated times. Must have all items put in place before 9:00 PM.  |
| Friday 4/19: | 5:00 PM | FCPOM Board & Committee shopping |
|  | 6:00 PM | Volunteer shopping |
|  | 6:30 PM | FCPOM and other MoM member shopping + VIP pre-registered shopping |
|  | 7:00-9:00 PM | Open Free Public Shopping |
| Saturday 4/20: | 8:00 AM | Free public shopping begins |
|  | 12:45-1:00 | Doors close momentarily to prep for 50% off sale |
|  | 1:00 – 2:00 PM | 50% off sale (select items) |
|  | 2:30 -3:00 PM | Break down |
|  | 2:45 – 3:45 PM | Seller pick up\*Please do not arrive earlier than stated times. Please do not leave before everything is taken down or your left over items will be automatically donated. |

**Who May Sell**

All members of FCPOM are eligible to sell as members. All other sellers (MOPS and other MoM members) are considered non-member sellers. You may NOT sell for anyone else. They must register separately. Anyone found selling for someone else will have their commission payout reduced to the lowest non-member payout rate.

## Deadline to Enter Items

**Deadline to enter items into My Consignment Manager will be Wednesday, March 23 at 11:59 PM. No exceptions!** PLEASE categorize your items appropriately — this allows the team time to ensure we have an efficient floorplan.

# Seller Registration & Tagging

All sellers must register and pay $10 fee via

**www.myconsignmentmanager.com/fcpom**

**Previous Inventory**

Double check that ALL your items have been properly transferred and are in your current inventory, otherwise they will not scan and therefore cannot be sold. If you are reselling items from a previous sale, please re-inspect the price, item quality, and tag clarity. Tags MUST be reprinted from prior sales if price or discount status has changed or the barcode is not scannable. If the barcode does not scan at the register or your item is not in inventory, it cannot be sold and will be placed in quality control.

## What May be Sold

We are accepting items from **ALL SEASONS**. Items pertaining to babies, kids (through teen) and pregnancy may be sold. Below are some typical items you will find at the sale:

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| Kid’s clothing | Toys | Bedding | Strollers | Swings |
| Nursing supplies  | Maternity clothes | Bath tubs/supplies | Car seats\*  | Swimsuits  |
| Books/CDs/DVDs  | High chairs/ boosters | Shoes/sandals | Outdoor toys\*\* bikes etc | Gates |
| Costumes/Dress up | Sport Equipment | Room décor | Cribs\*\*\* |  |

* Clothing must be clean and free of stains/tears. Seller should note and highlight imperfections on tag.
* Battery operated toys **MUST** be functioning properly. **NO** stuffed animals that do not do anything.
* **NO** recalled items. \***NEED** to provide proof recall was performed. (New straps, updated buckle, etc)
* **\*Car Seats**: Check the bottom, back or sides of your car seats for the manufacturer’s sticker with the expiration date. It is your responsibility to show proof of expiration on the front of the seat in a way that is easy to see. **ANY EXPIRED SEATS WILL BE THROWN AWAY!!**
* **\*\*Outdoor Toys**: Large outdoor toys should be disassembled with all pieces tied/taped together. A photo of the assembled item should be attached to the toy. If there is available floor space, a seller may be asked to reassemble the toy when dropping off items.
* **\*\*\*Cribs**: To comply with federal standards, we will not accept any cribs manufactured before June 28, 2011. It is the seller’s responsibility to prove that their crib meets federal guidelines. A photo of the assembled item should be attached to the crib.
* **Crib Bumpers:** Maryland Health Department bans the sale of baby bumper pads. They will be disposed of without notice if found at the sale. Only mesh material and vertical bumper will be accepted.
* **Soiled and broken items will be set aside and not sold. The sale committee reserve the right to remove any item not conforming to our guidelines.**
* Rejected items will be tagged with a label detailing why they were pulled and placed in a designated quality control area. It is the seller’s responsibility to claim pulled items. Items not claimed after seller pick up will be donated.
* Packaging and presentation will affect how well your items will sell! Button all buttons, snap all snaps, tie all bows, and zip all zippers.

**The featured half off (50%) discount sale is on SELLER SELECTED items.**

In My Consignment Manager check “discount” for items that you want to include. The word “**YES**” should print on the tags. If you are changing a previously entered item, you MUST reprint the tag because a new barcode is issued to account for the discount. **There are a significant amount if items sold during the discount hour, if you plan on donating what is left – try selling at discount first!**

# Use WHITE CARD STOCK ONLY to print tags

**\*\*\***Any tags printed on regular printer paper will be refused.\*\*\*

Please do not print your tags using the draft feature in your printer settings — this will cause the tags to print too light which prevents the scanner from picking up the barcode. Do not handwrite “discount” or price changes on the tags; those changes must be made in My Consignment Manager before printing.

**Tagging and Hanging**

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| * Attach tags to clothing with tagging gun or safety pins.
* Please attach tags in the upper right hand seam or manufacturers label of your clothing.
* **Items missing tags cannot be sold, so attach tags securely.**
* Please hang all clothing so that the hanger hooks looks like a question mark "?" as you look at the front of your garment.
* Please do not use adult hangers on small children’s clothes.
* Pant hangers are highly recommended but if you do not have pants hangers, please pin or clip pants/skirts to the hanger. **Clothes pins typically are not strong enough to hold the clothing; try binder clips. Do NOT hang them over the hanger unpinned. Seller hangers are usually available at the end of the sale for distribution to all sellers**
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**Combining similar items:** Small items can be grouped together and sold as a unit.

Examples:

* **Socks:** Put 2 or 3 pairs of socks in a Ziploc bag
* **Bibs:** Put 2 or 3 bibs together in a Ziploc bag
* **Thin blankets/receiving blankets:** Place 2-4 in a Ziploc bag
* **Onesies:** Hang 2 or 3 together on a hanger (onsies in a bag typically do not sell because shoppers want to inspect for stains/holes/etc)

**Shoes:** Must be paired together in either a Ziplock bag or with zip ties. Please be sure to reinforce your tags. Shoes are stored in bins during the sale and get jumbled around so tags can fall off. Also, if mud or sand has settled in the bag during storage, please remove mud/sand before the sale.

**Toys and Equipment:** Removable pieces from toys and equipment must be placed in a clear plastic bag and attached to the main item. Boxes and bags should be securely closed

**Large Items:** Check with a sales committee member to see if there is space to display your assembled item. If there is not, make sure all pieces are securely taped/tied together or tagged in such a way to indicate the number of components, such as “piece one of three”. Attach a picture of the assembled item to the piece.

**Matching Sets:** Group clothing items in sets (ie. matching shirt and pants). Be sure items are securely attached or placed on a dual shirt/pants hanger and the description indicates that it is set of two, three, etc. You can also pair matching twin outfits (ie. two matching girls’ dresses), but remember not all of our shoppers are twin parents and therefore may not want to purchase two of the same item.

**Sort Clothing** in your bins by gender and then into the size categories defined by My Consignment Manager. Coats/jackets, holiday wear, and matching sets should also be separated. Sellers are required to place their own clothing on the sale floor by appropriate sizes. Come with ALL your items ready to be placed on the sales floor.

**What happens if a tag falls off?**

Items get pulled, jostled, and moved around during the sale. We recommend entering detailed descriptions so your tag can be matched to your item in the event it falls off. Separated tags will be given to the software manager. We can only match a tag with an item if there is a detailed description.

## Pricing

There is a minimum price of $1.00 for this sale. Price your items in increments of $0.50.

Price your items as if you were a buyer – what would you be willing to pay for it? Typically, items sell for around half of the original retail if in **excellent** condition. If the item is a few years old, go for a little less than 1/2 of retail.

## Donations

FCPOM arranges with local charities to donate items at the end of the sale.

If you would like to donate your unsold items, please choose YES in the DONATE field when entering items in the system. **Please yellow highlight the “D” that prints on your tag.**

## Drop-off

Drop-off is Thursday from 7:00-9:00 PM. Sellers arriving after 9:00 PM will be turned away. All sellers must check in at registration before placing your merchandise.

All items must be ready to go onto the sales floor. **No tagging or prepping items at the venue**. Sellers are responsible for placing items on appropriate racks/tables and placing labeled bins in storage; maps and volunteers will be available for assistance. Volunteers may offer to assist, but ultimately you are responsible for placement of all your merchandise on the sale floor. Any bins left with merchandise will not be placed by volunteers.

If you absolutely cannot drop off Thursday night, please contact Season Taylor (sales.fcpom@gmail.com) to make arrangements.

Be sure your name/seller number is clearly marked on all bins. **DO NOT USE PLASTIC BAGS OR CARDBOARD BOXES** and take your bin lids with you!

## Pick-up

Seller pick-up is Saturday from 2:30-3:30 PM. These times are FIRM!

Volunteers will sort unsold merchandise into your bins. Sellers will not be able to pick up their bins until all sorting if finished. If all merchandise is not sorted, please help and then you can remove your unsold merchandise from the sale floor.

Any unsold, unclaimed items left after the sale cleanup will be donated.

## Checks

Checks will be mailed to the address on file with My Consignment Manager. Checks will be post marked within 14 business days from the conclusion of the sale. Checks must be cashed within 60 days of issue date or they will be void. Checks that are lost or destroyed and need to be reissued will be charged the bank fee, and we must be notified within 60 days of the original issue date. To contact FCPOM Treasurer: fcpom.fcpom@gmail.com.

**PLEASE MAKE SURE your name and address are correct in My Consignment Manager as this is where your check will be mailed!**

**Children at the Sale**

We cannot allow unsupervised children during your volunteer shift at the sale.

## Code of Conduct

Please remember that as sellers and volunteers, you are the face of FCPOM. We want everyone involved with us and the sale to have a positive experience.

### Liability

**All items are sold at your own risk. FCPOM will make every effort to provide a safe location and facility; however, FCPOM does not accept the responsibility for loss, theft, misplacement, or damage to your items. We have done our best to screen out and remove, and will not knowingly sell any recalled or defective items. FCPOM’s accounting is final and no adjustments for lost, stolen, or misplaced items will be made after the sale.**

## Commission & Volunteer Hours

**It is your responsibility to sign in and out to get proper credit for your volunteer hours.** If there are any question about the number of hours worked, the committee will do their best to get clarification. However, the Chair and FCPOM board will make the final determination as to sellers’ payout percentages.

All volunteers and members have the opportunity to shop prior to Friday night’s VIP shopping. Do you want to shop early but can’t volunteer the required hours listed below or you aren’t selling this sale so don’t see the need to volunteer? Remember, any person (member or non-member) that volunteers at least 2 hours over the weekend, will be allowed to shop during the volunteer pre-sale. These volunteer hours do not increase your commission payout; only those that volunteer the required hours below will get increased payouts from the non-volunteer rate.

As a volunteer only, you still have to register on **www.myconsignmentmanager.com/fcpom** but as

a volunteer you don’t have to pay the registration fee.

You may select any open slot(s) but please recognize that depending on response we may need to shuffle volunteers around to different positions as needs arise. Please be flexible if you are asked to move to a different assignment. If you have questions about the volunteer position or need assistance, please contact the consignment chair. You will need to arrive 5 minutes before your shift starts.

**FCPOM members who choose to sell must volunteer for a 3 hour shift.** If you do not show-up for your scheduled volunteer shift, the club will retain 50% of your sales.

### For those selling, the club will retain a percentage of the sales as follows: *(Deduct from 100%)*

15% - Committee members who work presale activities, attend at least 2 committee meetings, and are present during the sale for a minimum of 10 total hours (and you must be present for either one opening or one closing during sale hours). Presale work does not count towards your required sale weekend hours. FCPOM member who volunteers to store the sale trailer at their house between sales.

20% - Members who work a total of at least 10 hours

25% - Members who work a total of at least 5 hours

30**% -** Members who work the sale for 3 hours

25% - Non-members who work a total of at least 10 hours

30% - Non-members who work a total of at least 5 hours

35% - Non-members who do not work the sale