

Children's Market Consignor Information – Section One: Consignor percentages, acceptable items, drop-off and pick up procedures

Are you interested in consigning with us for the first time? To register for the upcoming sale as a new consignor, please visit http://www.mysalemanager.net/reg_start.aspx?partnercode=CMKT&type=new and follow the instructions provided. (If you are registering as a new consignor, you are automatically signing up for our current upcoming sale.) Your consignor number will be assigned by the online tagging system. You will need to set up a password to access your account on the online system.

Returning Consignors – Log in to our online tagging system to register for our current sale. Use your consignor number and password. (Go to your Consignor Account Homepage to login. www.mysalemanager.net/hom_start.aspx?partnercode=CMKT It's a good idea to bookmark this link in your favorites.)

Consignor Profits - Consignors receive 75% of their sales minus our consignor fee, with the other percentage supporting the children and youth ministries of the church and community organizations.

How to earn more \$\$\$ - Volunteers who work at least 12 hours, including 3 hours of between 11 am and 5 pm on Saturday, earn 85%. 12-hour volunteer slots are limited and available on a first-come, first-serve basis. Our volunteer schedule opens on January 15.

Consignor Fees – An \$8 fee will be deducted from your profit check to offset advertising costs, postage, and printing expenses. Consignor/Seller fees across the nation vary from \$6 - \$15, so we feel this is a very fair amount.

The fee we don't want to charge anyone – At drop-off, if our volunteers have to enter your entire inventory and create tags for you because your items were not bar-coded; or if they have to retag, re-hang, and/or sort your items after you drop them off, we will deduct a \$15 service fee from your check. We have found this to be the only fair way to handle this situation because almost all of our consignors take their time preparing their items correctly at home. Asking our volunteers to do the work takes precious time away from creating a positive, organized environment for our shoppers (which means more money for you).

Barcode System – Children's Market uses a point of sale system that allows you to enter your items on any computer with internet access. Each item's tag will print out with a barcode--an efficient way to sell your items that also allows you the ability to check your sales online each evening!

If you can't enter your items on a computer or print your tags - We realize some consignors may have limited computer/internet access. We offer a data entry service where you can provide an inventory list for us to create your tags and/or a tag printing service for consignors who can enter their items online but do not have access to a printer. A nominal postage fee will be subtracted from your final profit check to cover postage if we mail your tags. The printing service is free for anyone picking up their tags. *If you need your tags printed, please have your information entered into the system by Feb. 22.*

Cardstock - We provide cardstock– white cardstock for items to be donated and colored cardstock (determined by consignor #) for items to be picked up. Please use the cardstock provided by the church for your tags and use the appropriate color for your items you want to pick up if they do not sell. **Everything on white cardstock will be donated if it does not sell.**

Supply Location – Cardstock, flyers, yard signs, and any other supplies available for consignors are organized in a room at the church. Please ask at the church office for directions to the room. If we have any hangers, safety pins, etc, they will be in this room as well.

General Logistics - Consignor registration will end when consignor spaces are full or at 8 am on Friday, Feb. 20, whichever comes first. If consignor spaces fill before Feb. 20, you may sign up for our waiting list and be added if a space becomes available.

All items **MUST** be entered into your inventory online by 11:59 pm on Sat., Feb. 27. You will not be able to make any changes to your inventory or volunteer shifts after this time. This deadline will not be extended for any reasons.

Your consigned items must be dropped off at the church by 6:30 pm on Monday, Feb. 28.

We will not accept any late drop-offs.

Due to the fact that the cost of our software program is based on the number of registered consignors, anyone who has not entered any inventory by 11:59 pm on Saturday before the sale will be removed from our active consignors list for the fall sale.

What to bring/what to leave at home:

We gladly accept:

- Spring & Summer children's & teen and children's shoes in excellent condition (**LIMIT – 10pair of like-new shoes per gender.**)
- Spring & Summer maternity clothes and/or nursing clothes in current styles (nothing over 4 years old, please.)
- Everything for Baby, Child, and Expectant Mothers except as noted in the next area of items not allowed.
- Children's toys, bicycles, books and DVDs, furniture, bedding, decor, etc.

There is a limit of 250 items per consignor. Please select and enter your best items.

We do not accept:

- Stained/soiled/damaged clothing or clothing with any odors (musty smell, smoke, pet, mothballs, etc.)
- Out of date/style or recalled clothing, toys, or baby equipment. Call 800-424-9393 to check for recalls.
- Fall/Winter Clothing
- Adult clothing, except juniors (**odd sizes only**) and young men's sizes, maternity or nursing wear
- Underwear and bras, including nursing bras, unless new in package
- Car and booster seats, unless they are part of an infant carrier/stroller travel set (**note the change from previous years**).
- Pacifiers, bottles, and nipples, unless new in package
- Used potty seats or diaper genies
- Happy meal type toys or Toys/Games/Equipment that are damaged or missing pieces

Please read our tips for preparing your items for additional information, available in the forms section of our website.

Consignor Payment - Checks will be mailed on Wednesday, March 10. If you don't have your check by March 17, please let us know. Kitty Stone teachers and staff have the option of having checks delivered to your school mailbox on Wednesday.

Drop-off and Pick-Up Procedures

Before You Leave Home...

- To reduce the amount of time spent at drop off, arrange your clothing according to gender and size BEFORE you bring them to us (Rubber band sizes together for easier transport.). This makes it so much easier and faster during the inspection and placement process, which means less time for YOU at drop off.
- Make sure your tags are securely attached.
- Self-address (to and from you) and stamp an envelope for your check payment. Payment will be mailed on Wednesday, March 10. We will not have check pick-up at the church this time. Kitty Stone teachers can elect to have their checks delivered to the school. Church members can pick up their checks in the church office after 2 pm on Wednesday, March 10
- Please allow for at least 20-30 minutes for drop-off to place your items on the sales floor. 4

When You Arrive At Drop-Off . . .

Upon arrival, park in the back parking lot and enter through the two glass doors beside the MAC. The first step will be to **check in** at the registration table. We will be checking for the following:

- Confirm consignor number and best phone number to reach you if we have a question.
- Confirm volunteer schedule, if applicable.
- Hand in your self-addressed, stamped envelope for your check to be mailed to you.

At this time, we will be checking your items for proper tagging. We will then direct you to where your items should be placed in the designated sections. (All baby items with the exception of clothes on hangers will be in the baby room.) Any items that are tagged incorrectly or not sorted by size and gender will be refused at this time. Please make sure you follow our guidelines.

After The Sale... Pick up procedures have changed from previous years. Consignors can arrive to pick up your items between 11:30 am and 2:00 on Saturday. *If you cannot pick up your items at this time, please arrange for someone else to pick them up for you.* We will not hold any items. The charity trucks will be picking up at 4:15 pm on Saturday. All remaining items will be loaded on the trucks.

When you arrive, please check in and pick up your unsold items list. You will use this list to pick up all unsold items that you chose to not donate. Items will be sorted by category, size and gender on the sales floor. You'll be able to pick up your items from the floor using your list. After your items are collected, please stop at a check-out station, where our volunteers will help you make sure you've received all of your items and help you load them if necessary. We are no longer pre-sorting items for pick-up.

Be sure to check lost and found area to make sure none of your items were lost and check your stack for any missorted items that may not belong to you. Any items left in lost and found after 3 pm on Saturday will be included in the \$1 sale or donated to JCOC or another charity.

- All sales are final. We are not responsible for lost, damaged, or stolen goods. We are not responsible for unsold goods due to lost tags.
- Payment - You will receive your proceeds check within 1-2 weeks through the United States Postal System. Please [Email Us](#) with any questions you may have about this process!

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