

# Friends of the ELC

## A Children's Consignment Sale

Welcome to the Friends of the ELC Consignment Sale! Sellers receive 60-70% of their proceeds with the remaining 30-40% supporting our preschool ministries. We are excited that you are going to be a part of this sale, and we pray that you will be blessed as you participate.

We host our sale two times a year. Once in the fall and then again in the spring. Our September sale is for Fall and Winter clothing and shoes whereas the March sale is for Spring and Summer items.

In order to run a successful sale, we need not only sellers, but we need LOTS of volunteers. Men are encouraged to help; this is not a ladies only event. Shifts with a \* have free childcare available with a reservation. **Please arrive on time.** Here is a general listing of the volunteer shifts more available via website:

<b>Mondays:</b>	<b>10:30 AM – 1:30 PM</b>		
<b>Tuesdays:</b>	<b>9:30 AM – 12:30 PM</b>	<b>*4:00 PM – 7:00 PM</b>	<b>6:00 PM – 8:00 PM</b>
<b>Thursdays:</b>	<b>9:30 AM - 12:30 PM</b>	<b>5:30 PM - 8:30 PM</b>	
<b>Fridays:</b>	<b>*8:30 AM - 12:00 PM</b>	<b>11:30 AM – 3:00 PM</b>	<b>2:30 PM – 5:00 PM</b>
<b>Saturdays:</b>	<b>6:30 AM - 10:00 AM</b>	<b>9:30 AM – 1:00 PM</b>	<b>12:30 PM – 3:30 PM</b>

**There is a registration fee of \$10 per consignor paid online through Paypal.** There is a preview sale open to those who are selling and/or working with us. You also get an entrance ticket for a friend.

**IMPORTANT REMINDER:** Make sure your items are in size order at check-in so the process will be orderly and efficient.

Mondays	10:30 am – 1:00 pm	Gym Set Up
Tuesdays	9:30am – 12:30pm	Receiving items ( <u>Scheduled</u> Check-In Times every 15 min.)
	4:00pm – 7:30pm	Receiving items ( <u>Scheduled</u> Check-In Times every 15 min.)
Thursdays	9:30am – 12:30pm	Final stocking before pre-sale.
	5:30 pm -8:00 pm	Preview Sale for workers
	6:15 pm – 8:00pm	Preview Sale for sellers
	7:00 pm – 8:00 pm	Preview Sale for friends
Fridays	9:00am – 5:00 pm	Sale
Saturdays	7:00am – 10:00 am	Sale Most items 50% off.
	2:30-3:30 pm	Pick Up Un-sold/Non-donated Items

**Friends of the ELC CONSIGNMENT SALE INSTRUCTIONS**  
**PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS!!!**

**If items are not labeled correctly and organized, we may ask that you organize your items before check-in.**

1. We will accept **the appropriate season clothes** children's clothing and accessories, indoor and outdoor toys such as board games, books, videos, bikes, Little Tikes, nursery items such as strollers and high chairs and baby furniture (changing tables and cribs etc). In order to be accepted **all** items must be clean and ready to use.
    - September Sale: Fall and Winter clothing and shoes
    - March Sale: Spring and Summer clothing and shoes
  2. ELC reserves the right to **reject** any item that may be inappropriate for this sale.
  3. There is not a minimum; however the maximum per seller number is 150 items. (Additional numbers are \$10 each.)
  4. Saturday is HALF PRICE day. If you want your item sold for half price, then check YES during tag input. If you do not want your item sold for half price, mark your tag NO.
  5. You also may choose to donate your item(s). This is also a quick check in the system. Clothing donations of any type are moved into Gadsden First's clothes closet. Non-clothing items are given to Gadsden Service Guild for their annual rummage sale. You will receive a donation list and receipts from both organizations for your tax records. Please note that if the item is marked to donate the system will automatically mark the item to sell at half price on Saturday.
- **Bring clothes in first-class condition. We will NOT accept stained or badly worn or torn clothing.**
  - We will accept sizes 0 – 16 and junior items for girls and 0 – 18 for boys.
  - **Shoes:** Limited to **6** pair per seller – excellent condition only. Please zip tie them together.
  - Toys that require batteries **MUST** have working batteries in them. Items **MUST WORK** and will be checked before being accepted.
  - Toys must be clean and ready to play with. No sticky or dirty toys will be accepted.
  - Toys and games must have all pieces. Toys with pieces should have pieces sealed in zip lock bags and taped shut.
  - Small toys may be combined in zip lock bags that are taped shut.
  - We will accept videos that are rated **G** or **PG only** (at our discretion).
  - All video tapes need a label on the spine (or in original packaging).
  - Cribs must be assembled to check in.

My Sale Manager makes the creation of tags and inventory sheets so easy.

1. To be a consignor go to: <http://www.fumcgadsden.org/elc>.
2. Scroll to the bottom of the page, click on consignor registration. If you are a returning consignor, input your consignor information and follow the prompts to register. If you are new, click on "Need a consignor number?". Follow the prompts to be added to our data base.
3. Once registered, pick your drop off time and volunteer shift. See seller agreement for percentages earned and other potential perks.
4. If you have appropriate items in back inventory, you may activate them. If you change anything on the tag, especially price or donation designation, be sure to print a new tag.
5. For new items, enter information and tab through the boxes.
6. As you enter inventory, please note the more you input a description the better for us if the tag is lost. Also, you choose the price but be realistic. Think: "What would I pay for this item, if it were on the sale rack at Belks or your favorite store."
7. Once all your inventory is in, print out your tags onto white card stock and cut apart. Using a paper cutter is extra handy at this stage.
8. Be sure to print out an inventory sheet as well. This helps with the check in process. These sheets do not need to be on card stock; regular paper is just fine.
9. You may log in and out as many times as needed before the cut off date and time.
10. Maximum number of items is 150. Shoes are limited to 6 pair per consignor.
11. All items not picked up by 3:30 PM on Saturday will be donated to a charity. **NO EXCEPTIONS.**
12. **All consignor checks will be mailed the Thursday after the sale.**

## TAGGING YOUR ITEMS

1. Once data entry of inventory is complete, you are ready to print your tags on **White Cardstock Only** (no colored paper or cardstock).
2. To easily cut tags, use a paper cutter but scissors work fine.
3. Pin tags with **SAFETY PINS (no straight pins)** to the front left shoulder of the garment as shown below. Please do not use straight pins or staples, as these do not hold tags on securely enough. Any item without a tag will not be sold, so be sure the tag is secure.
4. If you decide to use a tagging gun, be careful where you put the tag. We recommend you find a seam closest to the tagging instructions and place accordingly.
5. All clothes must be hung on wire hangers as shown. (Make sure the hook is turned away from the tag). Also, place items such as comforters and bumper pads on a hanger. If your clothes are turned the wrong direction on the hanger, you will need to fix them before check-in.
6. Pin sets together with safety pins or you can use two hangers and zip ties. Use only one tag for these items.
7. Attach tags to boxes or zip lock bags with tape.
8. Use zip ties for shoes and tie on tags with ribbon.
9. For puzzles, games, books and many other items, think about using shrink wrap and a hair dryer to help secure them.
10. Please make sure all items are properly and securely tagged.

