



SELLER/VOLUNTEER INFORMATION PACKET

IMPORTANT DATES - Consignment Week (See website for specific sale dates)

Friday, prior to sale	5 pm	Volunteer registration deadline to ensure childcare
Sunday, prior to sale	3 pm 8 pm	Seller registration closes Inventory cutoff
Thursday	5 – 9 pm	Preview sale
Friday Sale	9 am – 7 pm	Sale (open to the public)
Saturday Sale	7:45 am 9 am – 2 pm 6 pm - 8 pm	Early entry for working both Thurs Volunteer Shifts Half-off sale (open to the public) Seller pickup

www.cantonfirstbaptistkidssale.com

If you have any questions not addressed in this packet, please contact us at fbckidssale@yahoo.com.

NEW THIS SALE

You do not need to bring a self-addressed stamped envelope at seller drop off or \$1.00. We will provide an envelope for you to address and we will provide the stamp. Our seller fee has increased \$1.00 to allow for the change.

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ABOUT OUR SALE

We are the largest **not for profit** kids' consignment sale in Cherokee County! Our sale provides an opportunity for you to sell your gently used children's items and to stock those closets for the next season! Additionally, 20-30% of each item sold goes to support our Children and Preschool Ministries at Canton First Baptist Church.

COVID-19

We are concerned about the health and safety of our consignors, volunteers, and shoppers. We are closely monitoring State and Local regulations as well as CDC guidelines.

We will still offer free childcare but may limit the number of children that can be in childcare at any one time. We will monitor childcare needs closely between now and the close of registration. If you will need childcare, please sign-up and reserve your spot early.

VOLUNTEER REGISTRATION

We cannot run a sale this large without volunteers. It is a great opportunity to fellowship with other moms and gain early entry to our preview sale. **You can volunteer even if you do not sell.**

Volunteer Information:

- We offer **FREE** childcare for your children during your shift. See below.
- Someone else can work for you. When you register for a shift, please indicate who is working for you.
- You can donate your volunteer shift to someone else. When you register for a shift, please indicate who you are working for.
- You can work some overlapping shifts and count that as two shifts. For example, 8:45-12 and 11-2 would count as two. However, you cannot sign up for an 8:00 and an 8:30, or an 8:45 and 9:45 shift and count that as two.
- **Thursday preview sale shifts.** Although the preview shifts are shorter, they count as FULL shifts. The split in shifts will allow volunteers to shop (keep in mind that entry time still depends on number of shifts worked). If you choose to **work BOTH preview shifts**, there will not be an opportunity to shop on Thursday night, but you may still shop our special **Saturday morning preview sale at 7:45 am**. This early entry time will ONLY be for those volunteering for both Thursday night shifts. **ANY Thursday night volunteer** (regardless of the number of shifts worked) will have their **seller's fee waived**.
- **If you shop the preview sale at a time allotted for a volunteer, and do not volunteer your shift, you will be charged a \$25 fee. We want to keep everything fair for everyone!*****

Registration:

- Go to www.cantonfirstbaptistkidssale.com
- Click on Volunteer. You will be linked to the registration and inventory system at <http://www.theccsolution.com/csa/myLogin.php> (CSA).
 - Select volunteer shifts.

Volunteer Registration for Childcare

- We offer **FREE** childcare for your children during your volunteer shift.
- When you register to volunteer, just make a note of the name and age of your children.
- Register by 5 pm, the Friday before inventory closes and volunteer shifts begin, to ensure your children's spots in childcare. Childcare may still be available if you sign up for a shift or change shifts after the deadline, but we cannot guarantee there will be space for your children. You can confirm in person with a committee member or by email the day before childcare is needed.

SELLER REGISTRATION

Registration

- Go to www.cantonfirstbaptistkidssale.com
- Click on Sell. You will be linked to the registration and inventory system at <http://www.theccsasolution.com/csa/myLogin.php> (CSA).
- While registering to sell, you will select a drop-off date and time. You can also register to volunteer at this time.
 - Once registration has been completed, you will receive a confirmation email within 3 days.

Registration and Inventory Deadlines

You must be a registered seller by 3:00 pm and all inventory must be entered and transferred by 8:00 pm on the Sunday prior to the start of the sale.

Preview Sale:

All sellers can shop our preview sale on Thursday at 7 pm. Volunteers can enter the preview sale before 7 pm depending on the number of shifts worked.

Seller Fees and Percent of Sales

While sellers are not required to volunteer, seller percentages and fees are based on a tier that combines the number of shifts and specific shift worked.

Volunteer Shifts	Seller Fee	% of Sales	Sale Entry Perk
Seller Only	\$13.00	70%	7:00 pm Thursday
1 Shift	\$8.00	70%	6:30 pm Thursday
2 Shifts	\$8.00	70%	6:00 pm Thursday
3 Shifts	\$8.00	70%	5:30 pm Thursday
4 Shifts (no Sat breakdown shift)	\$8.00	70%	5:00 pm Thursday
4 Shifts (with Sat breakdown shift)	\$8.00	80%	5:00 pm Thursday
Thurs Preview Sale Both Shifts	\$0.00	Depends on # of shifts worked	7:45 am entry Saturday
Thurs Preview Sale 1 Shift	\$0.00	Depends on # of shifts worked	Depends on # of shifts worked and Thurs Shift

Please Note: Because of the fees for sellers not volunteering, **you must have a minimum of \$50 worth of items to sell if you are not volunteering.** Also, **the church will not cut checks to sellers for less than \$10.**

SELLER CHECKS:

Checks are normally ready about 2 ½-3 weeks after the sale. All checks will be mailed. ***All checks not cashed within 90 days will be voided, so please cash ASAP! Also, if you don't receive your check within a couple of weeks of our email stating that they've been mailed, please contact us. Checks are void after 90 days, cashed or not!

INVENTORY

Entering Inventory

Once seller registration has opened and you have registered for our sale, you may enter inventory at any time on the CSA website, under the My CSA tab. Directions for using the CSA system can be found on the website.

- **Item Limits:** There is no limit on number of items you can sell, however, certain categories of items have limits. Please see the "what we sell" section below.
- **Category & Size:** Please select the appropriate category and size for your item. Please note, the categories for Boy and Girl contain clothing sizes and shoe sizes separately under the Size tab. Juniors and Young Men are separate categories.
- **Description: PLEASE, PLEASE, PLEASE use a complete description of your item including brand, color, design, etc. The description line is long...USE IT! If your tag happens to become separated from your item, we will be much more likely to be able to match your item to its tag and sell it for you if you entered a complete description. "Shirt" is not a description. "Old Navy red shirt with pocket" is a description.**
- **Price:** If you need help, please see our pricing guide below for suggestions.
- **Reduce?** You can choose to mark items to sell ½ price on Saturday if you wish.
- **Donate?** You can choose to mark items to be donated if they do not sell.
 - **If you are planning on donating unsold items at the end of the sale, we suggest marking those items as ½ price on Saturday. It is better to sell for ½ price than not at all!**
 - No oversized items or excessively heavy items may not be donated because we do not have the means of getting them where they need to be.
- **Season:** This may help you sort your inventory for each sale. At check-in we check each item for the appropriate season, not the tag.

Transferring Inventory

- After entering inventory, you **must also transfer your inventory to our sale**. You can transfer all or part of your inventory at any time prior to the inventory deadline.
- **Inventory Deadline: All inventory must be entered and transferred to our sale by 8:00 pm on the Sunday prior to the start of the sale.** Please note, the system may be slower than usual due to heavy traffic on Sunday evening.

Printing Tags

You can print your tags any time, including after the inventory deadline, but we suggest printing them after entering inventory in batches to make sure you have actually transferred the inventory to our sale.

INVENTORY DROP-OFF

- Please arrive at the drop-off time you selected when you registered.
- New this sale: we will provide an envelope for you to address at drop off. You do not need to bring a self-addressed stamped envelope and you do not need to bring \$1.00. We increased the seller's fee to accommodate this change.
- We will provide a consignor's agreement for you to sign at at drop-off. One is provided at the end of this packet as a sample only. You do not need to print this agreement. No agreements from previous sales are accepted.
- Please be patience during high volume drop-off times. Our volunteers will work as quick as possible to check your items. To make this process go as smooth and quick as possible, please have items ready as outlined in the "getting clothes ready" and "getting non-clothing ready" sections below.

Volunteer Inventory Drop-off

- Volunteers, if you plan to drop-off during a setup shift you are working, please sign up for the "volunteer drop-off" for the day of you are working. This frees up drop-off time slots for sellers. Please bring your items in before your shift starts, or you can go to your car to get them during downtime during your shift. You will place your items on the volunteer drop-off table across from the welcome desk. Please make sure tubs, boxes, or bins are marked with your name and seller number on them, so you can collect them at the end of your shift.
- If you prefer to bring your items in at a time you are not working, then please sign up for a regular drop-off time.

UNSOLD INVENTORY PICK-UP:

If you wish to pick up your unsold items, you will be able to pick them up on Saturday, the last day of the sale, **between 6 and 8 pm**.

- When you arrive to pick up your unsold items, please check in at the registration desk and we will tell you where your items are located.
- **You may not pick up your unsold items before all seller items have been validated.**
- **Any items not picked up by 8 pm WILL BE DONATED.**

Check product recalls here: www.safekids.org/product-recalls _or
<https://www.cpsc.gov/Recalls/>

WHAT WE SELL

- ✓ Good quality season appropriate clothing (see below) depending on sale date, sizes infant-juniors/young men's as well as maternity clothing.
 - Clothing must be free from stains, rips, tears, and smells, zippers must work, and clothing must have all buttons, including buttons for adjustable-waist pants.
- ✓ Juniors clothing is limited to 15 items. Please be sure that the items are truly something that a teen would wear. Please DO NOT use this as an opportunity to clean out your own closet. We reserve the right to reject any item that we think is unacceptable for teens (this includes "mom" style clothing).
- ✓ **There is no limit on infant clothing items.** However, please bring your best, and keep in mind that infant pricing tends to be lower because of the overabundance of it. We also suggest that instead of selling a lot of single items, that you try to make them into groups or outfits.
- ✓ Prom/Homecoming dresses
- ✓ Dress-up items/Halloween costumes
- ✓ Toys, games, and kids puzzles. Games & puzzles must have all pieces. Battery-operated toys and games must have WORKING batteries! Please check for toy recalls at this or other websites: www.toyassociation.org/toys/advocacy/recalls/2018-recalls.aspx.
- ✓ Stuffed animals that meet the following requirements:
 - Must be name brand.
 - Must be a character from a children's book, show, or movie.
 - Must be 12" or smaller.
 - Must be priced at \$4 or less per animal.
 - Limit of 5 animals per seller.
 - We also accept Pillow Pet animals and battery-operated animals (with working batteries).

- ✓ Books for kids and teens only. No books with mature content, for example the Hunger Games or Divergent series books. Pregnancy books will be accepted.
- ✓ DVDs rated G and PG only.
- ✓ Video games rated E and E 10+ only.
- ✓ Baby equipment such as strollers, bouncers, and swings. Check product recalls here: www.safekids.org/product-recalls or <https://www.cpsc.gov/Recalls/>
- ✓ Pack 'n Plays and non-drop-side cribs. These items sell better if they are set up, but you must set them up. We are not responsible for set up or take down of these items.
- ✓ Baby and children's furniture and room décor. Again, be sure to check for any product recalls. No drop side cribs!
- ✓ Gently worn shoes ONLY. No worn-out shoes! No shoes in boxes.
- ✓ Current style maternity (limit of 10 per seller, purchased within last 3 years). Nursing bras accepted.
- ✓ Purses, diaper bags, and totes.
- ✓ Bicycles, tricycles, scooters, wagons,
- ✓ Battery-operated ride-on toys. **BATTERIES MUST BE CHARGED AND CHARGER MUST BE INCLUDED.**
- ✓ Toys requiring batteries. **Must have batteries and demonstrate working condition at drop-off.**
- ✓ Outdoor toys and playground equipment.
- ✓ Children's sports equipment.
- ✓ Leotards, dance costumes, tap, and ballet shoes.
- ✓ Training bras, junior's bras (as with clothing, make sure these are bras for teen girls, not mom), and nursing bras. We reserve the right to reject any item we deem inappropriate for our sale.
- ✓ New underwear in the original package. **NO USED UNDERWEAR OF ANY KIND!**
- ✓ Young men's clothing. Shirt sizes in S-XL are available in the drop down menu, as well as waist sizes for pants and shorts. However, please note that you will need to include the length of pants in the description.
- ✓ Pretty much anything that has to do with kids! If in question about an item, just ask!

WHAT WE DON'T SELL

- ✘ No inappropriate items. We reserve the right to reject any item we deem inappropriate (clothing, media, etc.). Please remember **this is a children's consignment sale in a church.**
- ✘ Car seats or bases of any kind.
- ✘ Drop side cribs.
- ✘ No recalled items. Check the Consumer Product Safety Commission's website for recalled items: www.cpsc.gov/Recalls/
- ✘ VHS tapes.
- ✘ No stuffed animals unless they meet the criteria of stuffed animals in the "What We Sell" section above.
- ✘ Broken toys.
- ✘ Stained or torn clothing.
- ✘ No "distressed" jeans where skin shows through above mid-thigh.
- ✘ Clothing with inappropriate words/content.
- ✘ Outdated maternity wear.
- ✘ Worn out shoes.
- ✘ Out of season clothing and shoes (see list of **Season Appropriate Clothing**).
- ✘ Adult clothing.
- ✘ No used underwear.
- ✘ Ladies or men's clothing: These sizes are an option on the size drop down menu, but we do not accept them at this sale. Other sales may accept them, but you will need to check their guidelines.
- ✘ No shoes in boxes. We continue to accept seasonal appropriate shoes, but please see below for appropriate methods to secure and tag shoes.
- ✘ No used underwear. We will continue to accept **new underwear in its original package.**
- ✘ No pajamas or onesies in bags. We continue to accept pajamas and onesies, but please see below for appropriate methods to secure and tag items.
- ✘ No bibs, blankets or sheets on hangers. We continue to accept these items, but please see below for appropriate methods to secure and tag items.
- ✘ Items that smell musty, like moth balls or smoke. If you smoke, please have someone else check your items before bringing them to the sale.

WE RESERVE THE RIGHT TO REJECT ANY ITEM THAT WE DEEM INAPPROPRIATE FOR OUR SALE!

SEASON APPROPRIATE CLOTHING

You may enter inventory, and print and tags for any season, but please only bring season appropriate clothing for the Spring or Fall sales. If your items are not accepted because they are out of season, save them for the next sale.

Spring Appropriate Clothing (February/March sale dates)

- All short-sleeved shirts except those themed for fall/winter holidays.
- All shorts, capris, and jeans. Please note that if the racks become too full, jeans will be removed and returned to sellers at the end of the sale.
- Short-sleeved and sleeveless dresses, as well as spring/summer appropriate skirts. Denim skirts are acceptable, but no heavyweight skirts such as corduroy. No velvet, corduroy, or otherwise fall/winter dresses, even if they are short-sleeved.
- Lightweight sweaters for girls.
- Sweater vests and long-sleeved dress shirts in pastel colors for spring are allowed for boys clothing.
- Boys khaki pants and dress pants accepted for Easter and church dress.
- Tennis shoes, dress shoes, sandals, flip flops, and water shoes. No boots except cowboy/cowgirl boots. No dark colored or fall/winter type dress shoes for girls.
- Swimsuits and coverups.

Fall Season Appropriate Clothing (August sale dates)

- Long sleeved shirts of all kinds.
- Sweaters and sweater vests.
- Long sleeved and $\frac{3}{4}$ sleeve dresses in fall/winter fabrics and colors. Short sleeve/sleeveless must be appropriate for fall/winter. No spring/summer colors or fabrics.
- Pants, jeans, and overalls. Capris will be accepted if space allows.
- Short sleeved t-shirts in boy's size 5 and up if space allows.
- Short and long-sleeved sports team shirts for sports that are played in fall and winter. Save spring/summer sports teams spirit wear for the spring/summer sale.
- Tennis shoes, boots, loafers, slip on dress shoes for boys and girls, Mary Janes. Basically, closed toed shoes, but no spring-colored shoes.
- Jackets, coats, hats, mittens, and winter gloves.

PRICING GUIDE

We don't have any pricing guidelines per se (except stuffed animals, see below), but if you're having trouble pricing, ask yourself two questions: 1) What would I be willing to pay for this item? 2) Am I pricing too high because I have an emotional and personal attachment to this item? Consider the item's age and condition. We want you to make as much money selling your items as possible, but if you price your items too high, they will likely not sell. Also keep in mind brands and how much items can be purchased for during store sales.

As a general rule, price items at about 1/4 to 1/3 of their original price. Boutique brands and name brands such as Gymboree, Baby Gap or Hanna Andersson can be priced closer to 1/3 of their original price. Clothing from Target or Wal-Mart should be priced on the lower end.

An exception to the 1/4 – 1/3 rule is indoor/outdoor toys – plastic kitchens, playhouses, climbers, etc. (Little Tikes type items). These items are in higher demand and you can get as much as 1/3-1/2 of original retail price – especially if they have only been used indoors and are in great condition.

Outfits & sets tend to sell better. Whenever possible, pair up tops & bottoms. Attach a matching hair bow, socks, tights or belt to make a truly complete outfit.

Price infant clothing size 0-24 months low – there is often an abundance of like new, barely worn clothing in this size. These sizes get little wear and so many are given as gifts. The lower your prices, the better chance it will sell.

Bundle like-items together to make a better value. Examples: Board books, chapter books, small infant toys, puzzles, DVD's, baby bottles, sleepers, onesies, etc.

Allow your items to be reduced on 1/2 off day – it's better to get less and clean out your closets, than to have to take back home items you don't need. (Especially true if you are donating your unsold items anyway.) Sellers who price reasonably and allow items to be discounted on half-price day, generally sell a higher percentage of their items.

You will make more if your items are presented nicely. Clothing must be clean and free of rips, but also take a little time to clean up toys and shoes. You may want to quickly press any clothing you want top dollar for.

Once the sale is over look at what did not sell and consider whether or not price was a factor.

If you are still stuck, consider a quick search on the Internet, there are many pricing guides out there.

Stuffed Animal Pricing: Named brand stuffed animals that are a character from a children's book, show, or movie that are less than 12 inches tall, must be priced at \$4.00 or less per animal with a limit of 5 stuffed animals per seller.

GETTING CLOTHES READY

Good supplies to have on hand include hangers, safety pins, zip ties, packing tap, freezer/storage bags.

- All clothing must be on hangers, with hangers to the left. (The hook on top of the hanger will be in the shape of a question mark).
- Tags should be placed on the upper right side of clothing so that it is easy to read when people are shopping. Make sure the tag is for our sale and the barcode hasn't been cut off. Did you give a good description of the item so we can search the system if the tag becomes separated from the item during the sale?
- **All items must be sorted by gender, and then by size within gender.**
- Clothes should be clean and stain free, with no stains, missing buttons, broken zippers, etc. Iron them if necessary.
- Button all buttons and zip all zippers.
- Secure any matching accessories for outfits in Ziploc bags, and attach bag to the hanger or the clothing with a safety pin. You can also pin items such as matching socks directly to the item without a bag.
- Skirts and pants must be safety pinned to the TOP of the hanger. Do not fold them over the hanger, and do not safety pin them by the bottom part of the hanger. They move, droop, and generally look messy when hanging from the bottom. Remember: the goal is for your item to look its best so it will sell!
- We strongly recommend keeping shoes together using a zip tie. We recommend this for all sized shoes whenever possible! To strengthen the tag for the shoes, either tape both sides with clear packing tape and punch a hole for the zip tie or place the tag in a small Ziploc bag and push the zip tie through the bag. Taping the tag to the bottom of the shoe is not recommended.
- Bibs should be attached with safety pins and should also be free of stains. **DO NOT PLACE BIBS IN ZIPLOC BAGS! Also, DO NOT PUT BIBS ON HANGERS!**
- Onesies must be on hangers and safety pinned together. **ONLY BRING STAIN FREE ONESIES! DO NOT BAG ONESIES IN ZIPLOC BAGS!**
- Socks can be placed in a bag. Please label with a size! Even if it's just an approximate shoe size, that will help buyers better determine if they will fit their child. We recommend putting the size in the "description" area of the tag along with a brief description.

GETTING NON-CLOTHING ITEMS READY

- **Larger items that are higher in cost (for example, dollhouses, baby equipment, furniture, should have tags zip tied to the item if at all possible. Either place the tag inside a Ziploc bag and run the zip tie through both the bag and the tag, or tape both sides of the tag with packing tape, punch a hole, and run zip tie through it. Please do this so tags on large items cannot be switched!**
- Bedding is best if placed in a large see-through bag, but pieces can be safety pinned if needed.
- Toys with multiple pieces should be labeled (you can use 1 of 3, 2 of 3, 3 of 3, etc. tags-optional in the inventory system) and taped together if at all possible. Smaller pieces can be placed in Ziploc bags and securely taped to the toy or placed in a bag and secured to the toy. We recommend wrapping the tape multiple times. We do try to be sure that kids in the toy section are supervised by a parent, but there will still occasionally be unattended children, and they will do their best to pull the toys apart to play. Consider this as you are preparing toys to sell.
- Please make sure games and puzzles have all pieces.
- Hair accessories can be bagged and tagged.
- Single items with no loose pieces can simply have the tag attached with a piece of clear packing tape, or if it is a soft item, the tag can be attached with a safety pin.
- A word on clear packing tape: Try to avoid placing packing tape across stickers for example on a Barbie RV so the sticker does not tear when the buyer is removing the tape at home. Typically, packing tape can be safely removed from paperback books. If you are concerned with tape damaging an item, you can wrap it in a single layer of plastic wrap, then wrap the tape around the plastic wrap. Tape doesn't stick well to the soles of shoes and tags often come off when affixed this way.
- You may have to be creative when attaching tags and securing items, but just keep in mind that the ultimate goal is to keep everything together and to keep the tag attached!
- Examples of creative packaging:
 - One seller assembled Lego sets, taped them to the bottom of an appropriately sized box, then put clear packing tape over the top of the box. This kept all pieces within the box, and assured the buyer all pieces were included.
 - One seller wrapped wooden puzzles in plastic wrap, inserted them into a metal puzzle rack, wrapped the entire rack with Saran Wrap, then secured with packing tape. The seller also included a list of all puzzles included.

SAMPLE CONSIGNOR'S AGREEMENT

Seller No.: _____ Volunteer: Y / N
Name: _____
Address: _____

Phone: _____
Email: _____

1. A consignor's fee of \$13 will be deducted from my check unless I volunteer. If I volunteer, my fee will be reduced to \$8. If I work the Thursday Preview Sale shift, my fee will be waived.
2. Items marked "DONATE" that have not been sold by the end of the sale will be donated and not returned to me.
3. Seller Pickup Acknowledgement: Please initial one
_____ I will return on Saturday between 6 pm and 8 pm to pick up any unsold items. Canton First Baptist Kids Sale is not responsible if I forget to pick up my items. Any items not picked up by 8 pm will be donated.
_____ I will not return to pick up my unsold items on Saturday and any remaining items may be donated to a charity.
4. Lost, Stolen, Damaged Items Acknowledgement: Please initial
_____ I release Canton First Baptist Kids Sale and Canton Frist Baptist Church from responsibility for any lost, stolen, damaged, or destroyed items due to fire, flood, burglary, theft, accident, etc. I understand I will not be paid for any items not sold or not returned due to any of the above reasons.
5. All checks will be mailed approximately 2 1/2 weeks after the sale. Please check one
6. If I shop the preview sale at a time allotted for volunteers, but do not work my shift, or if I shop the preview sale at a time designated for more shifts than I actually work, I will be charged a \$25 fee.

I have READ and UNDERSTAND both the Canton First Baptist Kids Sale Seller Information Packet and this Consignor's Agreement for Canton Frist Baptist Kids Sale, and I agree to all of the terms listed above and in the Seller's Information Packet. If someone, other than the seller, is dropping off a seller's items, their signature will count as the seller's signature and the seller is still responsible for the above items.

Seller Signature _____ Date _____

