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2021 Fall/Winter Online & In-Person Children's Clothing & Toy Resale Seller Instructions

Thank you for choosing the DuPage Area Moms Children's Clothing and Toy Resale. We take pride in the quality of items sold at our resale and would like to continue selling only the best. This starts with YOU, the seller, so **please read all the following information carefully**, and together we can have a successful resale!

While our resale is a great way to put money back in your pocket it is also a wonderful way to help our community too. A portion of the resale proceeds funds scholarships for a mom who is going back to school at the College of DuPage! We are proud to support a fellow mom who is working hard to take care of herself and her family!

Additionally, the DuPage Area Moms actively supports our community through donations and community service. We believe it is important to use our strengths to work together to be a force of positive good in our community and set a great example for our children.

Thank you for your participation in our resale. It is with you, that we are able to give back to the community!

Resale Information

Our 2021 Fall/Winter Resale will be a bit different this time as we will have both an online and in-person resale! Sellers may choose to participate in either online or in-person or both resales! Our online resale will be open to the public August 25-28 with sold items drop-off occurring on September 9-10 (same timeframe as our in-person resale drop-off items). Our in-person resale will be open to the public on Saturday, September 11 at 7:30am-12:00pm full price sale and half-price sale 1:00pm-2:15pm. Sellers will drop-off items for in-person resale on September 9-10. Our half-price sale is only available for our in-person resale.

Both resales will use the same database system and categories for inventory. Each seller will enter their items and set their own prices. Sellers may choose to sell all, some, or none of their inventory on our online shopping site. Sellers who chose to sell items online are required to upload a photo of the item and check the "ready to be sold online" box. For items being sold at in-person resale only do not need a photo. Sellers who opt to sell items at our in-person resale are required to volunteer, sellers who opt to sell items at our online resale only are not required to volunteer but will receive a lesser percentage back on sold items (see Rules & Regulations for more information). Drop-off for both online and in-person resales will take place at the same time at the DuPage County Fairgrounds, 2015 Manchester Rd, Wheaton, IL 60187. Checks will be mailed to sellers by September 20, 2021.

Online shoppers will be able to search through items for sale in our Online Store, buy items, and then pick up their items at the DuPage County Fairgrounds during our in-person resale on Saturday, September 11, 2021.

Contact Information

Website: www.DuPageAreaMoms.org

Email: DuPageAreaMomsResale@gmail.com

Phone call/text: 630-909-9283

Facebook: @DAMResale

Instagram: @DuPageAreaMoms

Please note that we are ALL volunteers and it may take us some time to get back to you when you contact us. Please give us 2-3 business days, Monday through Friday, to respond. Thank you in advance for your patience.



Fall/Winter 2021 **Online** Resale Schedule

Seller Registration begins for both online & in-person resales	Monday, June 21	10:00am www.DuPageAreaMoms.org
Volunteer Registration begins (all in-person sellers required to volunteer)	Monday, June 21	10:00am www.DuPageAreaMoms.org
FREE Cardstock Pickup at Panera, 25 Rice Lake Square, Wheaton, IL	Thursday, July 8	7:00pm-8:30pm This is a drop-in when you can event
FREE Cardstock Pickup at Panera, 25 Rice Lake Square, Wheaton, IL	Saturday, July 24	2:00pm-4:00pm This is a drop-in when you can event
FREE Cardstock Pickup at Panera, 1400 Butterfield Rd, Downers Grove, IL	Sunday, July 25	1:30pm-3:00pm This is a drop-in when you can event
FREE Cardstock Pickup at Panera, 2775 Showplace Dr, Naperville, IL	Thursday, August 12	6:00pm-8:00pm This is a drop-in when you can event
Last day to enter items for Online resale	Sunday, August 15	11:59pm all items for ONLINE RESALE ONLY will be uploaded to DAM Shopify Store, no new photos or changes to items for ONLINE RESALE
Resale Committee Online Shopping Begins	Saturday, August 21	Times and link will be sent out prior
All Volunteers Online Shopping Begins	Sunday, August 22	Times and link will be sent out prior
All Sellers Online Shopping Begins	Monday, August 23	Times and link will be sent out prior
DAM Members Online Shopping Begins	Tuesday, August 24	Times and link will be sent out prior
Public Online Shopping Begins	Wednesday, August 25	7:00am
Online Shopping Ends	Saturday, August 28	11:59pm
FREE Cardstock Pickup at Panera, 25 Rice Lake Square, Wheaton, IL	Saturday, August 28	1:30-3:30pm This is a drop-in when you can event
Sold items from Online Resale available	Sunday, August 29	12:00pm (noon)
Last day to sign up for volunteer shifts (all in-person sellers required to volunteer)	Tuesday, August 31	10:00am the volunteer portion will close, and no new entries or changes will be allowed
IN-PERSON Seller's Items Drop-Off AND Seller ONLINE Sold Item Drop-Off	Thursday, September 9	7:00pm-9:00pm
	Friday, September 10	8:00am-11:30pm
In-Person Resale Day Open to the public	Saturday, September 11	7:30am-12:00pm & 1:00pm-2:15pm (half-price sale)
Buyer Pickup from ONLINE RESALE	Saturday, September 11	7:30am-12:00pm & 1:00pm-2:00pm
Seller Checks Mailed	Monday, September 20	



Fall/Winter 2021 **In-Person** Resale Schedule

Seller Registration begins for both online & in-person resales	Monday, June 21	10:00am www.DuPageAreaMoms.org
Volunteer Registration begins (all in-person sellers required to volunteer)	Monday, June 21	10:00am www.DuPageAreaMoms.org
FREE Cardstock Pickup at Panera, 25 Rice Lake Square, Wheaton, IL	Thursday, July 8	7:00pm-8:30pm This is a drop-in when you can event
FREE Cardstock Pickup at Panera, 25 Rice Lake Square, Wheaton, IL	Saturday, July 24	2:00pm-4:00pm This is a drop-in when you can event
FREE Cardstock Pickup at Panera, 1400 Butterfield Rd, Downers Grove, IL	Sunday, July 25	1:30pm-3:00pm This is a drop-in when you can event
FREE Cardstock Pickup at Panera, 2775 Showplace Dr, Naperville, IL	Thursday, August 12	6:00pm-8:00pm This is a drop-in when you can event
FREE Cardstock Pickup at Panera, 25 Rice Lake Square, Wheaton, IL	Saturday, August 28	1:30-3:30pm This is a drop-in when you can event
Last day to sign up for volunteer shifts (all in-person sellers required to volunteer)	Tuesday, August 31	10:00am the volunteer portion will close, and no new entries or changes will be allowed
Last day to enter items FOR IN-PERSON RESALE	Thursday, September 9	12:00pm (noon) the system will close, and no new entries or changes will be allowed
IN-PERSON Seller's Items Drop-Off AND Seller ONLINE Sold Item Drop-Off	Thursday, September 9	7:00pm-9:00pm
	Friday, September 10	8:00am-11:30am
Presale Committee Shopping	Friday, September 10	2:00pm-5:00pm
Presale Shopping Super Volunteers 12+ Hours	Friday, September 10	4:00pm-7:00pm
Presale Shopping Volunteers <12 Hours	Friday, September 10	6:00pm-10:00pm
DAM Members, Sellers, Guest Passes, Expectant Parents Passes, & \$20 Presale Passes	Friday, September 10	7:00pm-10:00pm
Late Night \$10 Presale Passes	Friday, September 10	8:30pm-10:00pm
In-Person Resale Day Open to the public	Saturday, September 11	7:30am-12:00pm & 1:00pm-2:15pm (half-price sale)
Buyer Pickup from ONLINE RESALE	Saturday, September 11	7:30am-12:00pm & 1:00pm-2:00pm
Unsold Items Pickup for IN-PERSON RESALE	Saturday, September 11	5:15pm-5:45pm
Seller Checks Mailed	Monday, September 20	

Rules & Regulations

- Sellers must comply with acceptance to these guidelines as outlined in this document.**
- The Seller assumes all responsibility for confirming none of their items placed for sale at the DuPage Area Moms Children's Clothing & Toy Resale ("the resale") are, or have been, subject to a recall, as well as that the items do not exceed the lead limits for children's products set by the Consumer Products Safety Commission ("CPSC") and should avoid putting products in the resale that have lead content, unless they have testing or other information to indicate the items being sold have less than the limit set by the CPSC. The seller assumes all liability for selling items at the resale that have either been recalled or exceed the lead limits set by the CPSC. DuPage Area Moms assumes no responsibility.



3. Unlimited seasonal items will be accepted. A non-refundable registration fee of \$10.00 is charged for each seller number upon registering. Sellers submitting their items to our IN-PERSON resale are required to volunteer for at least one 4-hour shift per seller number.
4. **Only DuPage Area Moms Clothing Sale tags printed from our resale software will be accepted** (please go to our website for our software links www.DuPageAreaMoms.org). **No handwritten tags will be accepted.** All sellers must use the approved cardstock, or your items will be rejected. There are several days where you can pick-up cardstock, **free of charge**, that are listed in our Resale Schedule. If you are unable to make any of the scheduled times to pick-up cardstock then you may purchase cardstock, cardstock information found below under Tagging Instructions.
5. We have the following graduated percentage back on a seller's sold items:
 - 85% for DuPage Area Moms Resale Committee
 - 80% for Board and Committee members of DuPage Area Moms
 - must be in position by May 1 for Fall Resales and by Nov 1 of prior year for Spring Resales, continue in a position through the month of the resale AND be in good standing
 - 75% for DuPage Area Moms members and Super Volunteers (12+ volunteer hours)
 - 70% for sellers who fulfill their volunteer shift(s) per seller number
 - 60% for online sellers who do not volunteer
6. We have the following presale shopping order for our resale, exact days/times will be sent out prior to the presale. For **ONLINE Resales** all volunteers are the second group to shop.
 - First - DuPage Area Moms Resale Committee
 - Second - Super Volunteers, those volunteering 12+ hours
 - Third - Volunteers, those volunteering <12 hours
 - Fourth - Sellers **ONLINE Resale only**
 - Fifth - DuPage Area Moms Members & Guest Pass Holders (**IN-PERSON Resale**)
7. Note the seller drop-off ending times for both ONLINE sold items and IN-PERSON inventory. No seller will be allowed to drop-off their items for either online or in-person resales after Thursday 9:00 pm or Friday 11:30 am. No exceptions.
8. **For ONLINE RESALES ONLY: Sold items not brought to the fairgrounds by the seller drop-off deadlines will result in the cost being refunded to the buyer(s), including transaction fees, at the seller's expense.**
9. **DuPage Area Moms Clothing Sale Committee has the right to reject items to be sold that do not meet the suggested criteria without explanation.**
10. **All IN-PERSON sellers are required to volunteer for at least 4 hours or for our Super Volunteer sellers at least 12 hours. Please note that these hours cannot be shared with another person (this is how we staff the resale).** There are no exceptions to this requirement. Any seller who does not fulfill their 4 hours or 12 hours for Super Volunteers or find a replacement for their assigned shift(s) will be assessed a fee of 10% from their total sales, this fee will be deducted from their seller check. After two violations of this policy the seller will no longer be welcome to sell at the resale. **Be sure to read our volunteer policies found in the Resale Policies document on our website www.DuPageAreaMoms.org.**
11. If an **IN-PERSON** seller drops out of selling within two weeks prior to the resale, that seller must still fulfill your assigned volunteer shift(s) of 4 hours or 12 hours for our Super Volunteer sellers or find someone who will work the shift(s). **If a seller does not fulfill this requirement or find a replacement to fulfill their shift(s) then that seller will not be allowed to sell at the next resale.**
12. **If a problem occurs twice with a seller (please note it can be any problem and not just two occurrences of the same problem), they will no longer be welcome to sell at the resale.**



How to Prepare Your Items

Select items that are in good to excellent condition making sure your items do NOT have tears, stains, missing buttons, broken zippers, etc.

Suggestions for Pricing Your Items:

- ❖ Prices are in \$0.50¢ increments with the lowest price allowed \$0.50¢. If you check the Discount box that item will be reduced to 50% during our in-person half-price sale.
- ❖ Prices at this resale are generally less than a resale shop. We suggest that you price your items approximately 1/4 or 1/3 of the original price of the item.
 - **For Clothing:**
 - **Bargain Brands**, retail for less than \$10 each – Resell at \$1-4
 - **Basic Brands**, retail for \$5-15 each – Resell at \$3-6
 - **Better Brands**, retail for \$10-20 each – Resell at \$4-10
 - **Boutique Brands**, retail for \$20+ each – Resell at 25-35%
 - **Toys, gear, books and everything else** Resell at 25-30% of retail price
- ❖ Be careful when pricing items that you are sentimental about...if it is priced too high, it won't sell.
- ❖ Because they don't stay babies long, we receive a large quantity of infant clothing. We recommend you price these items to sell (i.e., low prices).

For Stains Try:

8 cups very hot water, ½ cup powdered dishwasher detergent, and 1 cup Clorox 2 powdered non-chlorine bleach. Mix well, check for colorfastness, and soak like-colored garments overnight. Or you may try: Mixing powdered Tide with water to a paper-maché consistency. Leave on stain for 24 hours then wash. **DO NOT USE Tide with bleach.**

Categories:

Our categories have been expanded to help our buyers for our ONLINE Resale and to help our volunteers placing items on the sale floor for our IN-PERSON Resale. We recommend that sellers with existing inventory take some time to update the category, especially for those submitting items for ONLINE Resale. Below are the categories listed in the software system, any prior category is highlighted in blue.

MSM Category	Description
Baby Equipment	Activity mats, baby carriers, car/car seat accessories, excersaucer, infant carriers & covers, infant swings, jumperoos, pack-n-plays, potty chairs
Baby Equipment – Nursery	Baby scales, boppys, changing pads & covers, diapers & diaper covers, diaper caddy, diaper pails, mesh bumpers, mobiles, nursing covers, nursing pads, nursing & pregnancy pillows, pregnancy belts, swaddlers, wipe warmers
Baby Equipment – Safety	Baby gates, bath temperature readers, bed rails, cabinet locks, door handle covers, door stop/jammers, monitors, outlet covers, refrigerator locks, shopping cart/highchair covers, spout covers, stove locks & knob covers, table/hearth edge protectors, thermometers
Bedding - Full Size	Sheet sets, comforters, multi-piece bedding sets
Bedding - Twin Size	Sheet sets, comforters, multi-piece bedding sets
Books – Chapter	Chapter books

MSM Category	Description
Books – Children's Stories	Any young children story books (e.g., Disney Books, Dr. Seuss, Little Golden Books, Look & Find, etc.)
Books – Early Readers	Level 1, 2, 3 readers
Books – Infant/Toddler	Board Books, soft books
Books – Non-Fiction	Biographies, science, space, animals, etc.
Books - Other	Only use this category when others do not apply
Books – Parenting	Parenting books, pregnancy books
Boys - Accessories	Ties, belts, sunglasses, watches, wallets, cell phone accessories
Boys – Hats	Sun hats, visors, baseball caps, winter hats (Fall Only), earmuffs (Fall Only), thermal headbands (Fall Only)



MSM Category	Description
Boys – Swimwear (Spring Only)	Swimsuits, swim shirts, swim cover ups, rash guards, swim towels
Boys Clothing - Bottoms	Pants, shorts, jeans, sweatpants
Boys Clothing - Holiday	Fancy holiday clothing or holiday themed clothing
Boys Clothing - Other	Other & anything not categorized
Boys Clothing – Outerwear	Raincoats, windbreakers, zip hoodies, outerwear vests, winter coats (Fall Only), snow pants/bibs (Fall Only)
Boys Clothing - Outfits	Top & bottom outfits, rompers
Boys Clothing - Pajamas	Pajama sets, pajama tops, pajama bottoms, robes
Boys Clothing – Socks	Socks
Boys Clothing - Sports	Jerseys, sports team clothing, sport uniforms, baseball pants
Boys Clothing - Suits	Suit jackets, suit pants, suit outfits
Boys Clothing - Tops & Onesies	Long sleeve, short sleeve, sleeveless, onesies, hoodies
Boys Clothing – Undergarments	Underwear (new only), boxer shorts (new only), long underwear
Car Seats & Booster Seats	Car seats & boosters
CDs	Music CDs
Costumes - Accessories	Masks, wigs, hats & ears, wands, swords, costume makeup, Halloween trick-or-treat bags
Costumes - Boys	Dress-up costumes, Halloween costumes (Fall Only)
Costumes – Gender Neutral	Doctor, firefighter, police officer, and other community helpers, capes
Costumes - Girls	Dress-up costumes, Halloween costumes (Fall Only)
Crafts	Easels, crafts projects, paint crafts, beads, crayons, markers, colored pencils, coloring books, stickers, scrapbooking, construction paper
Dancewear	Leotards, tights, tutus, leg warmers
Diaper Bags	Diaper bags
Dinnerware	Bottles & unopened nipples, plates, cups, sippy cups, utensils, placemats, lunchboxes, thermoses, baby food makers, food storage, formula pitchers, pacifiers and clips, bibs, teethers, burp cloths
DVDs	Movie DVDs rated G, PG, or PG-13
Furniture	Bassinets, toddler beds, dressers, changing tables, kid tables & chairs, train/Lego tables, book racks & shelves, toy chests, desks, gliders, highchairs, rocking chairs, gaming chairs, bean bag chairs
Girls - Accessories	Hair stuff, belts, sunglasses, watches, wallets, cell phone accessories

MSM Category	Description
Girls – Hats	Sun hats, visors, baseball caps, winter hats (Fall Only), earmuffs (Fall Only), thermal headbands (Fall Only)
Girls – Swimwear (Spring Only)	Swimsuits, swim shirts, swim cover ups, rash guards, swim towels
Girls Clothing - Bottoms	Pants, shorts, jeans, sweatpants, skirts, capris
Girls Clothing - Dresses	Long sleeved dresses, short sleeved dresses, sleeveless dresses
Girls Clothing - Holiday	Fancy holiday clothing, communion dresses, holiday themed clothing
Girls Clothing - Other	Other & anything not categorized
Girls Clothing – Outerwear	Raincoats, windbreakers, zip hoodies, outerwear vests, winter coats (Fall Only), snow pants/bibs (Fall Only)
Girls Clothing - Outfits	Top & bottom outfits, rompers
Girls Clothing - Pajamas	Pajama sets, pajama tops, pajama bottoms, robes
Girls Clothing – Socks	Socks
Girls Clothing - Sports	Jerseys, sports team clothing, sport uniforms, softball pants
Girls Clothing - Tops & Onesies	Long sleeve, short sleeve, sleeveless, onesies, hoodies
Girls Clothing – Undergarments	Underwear (new only), training bras (new only), long underwear
Miscellaneous	ONLY use when item doesn't fit any other categories
Purses	Purses, coin purses
Room Decor	Wall hangings, pictures & pictures frames, lamps, clocks, piggy banks, shelves, rugs, decorative pillows, jewelry boxes, locker shelves
Shoes – Boys Big Kid Sizes 1-12	Sneakers, dress shoes, boots, crocs, rainboots, slippers, sandals (Spring Only), water shoes (Spring Only), snow boots (Fall Only)
Shoes – Boys Little Kid Sizes 0-13.5	Sneakers, dress shoes, boots, crocs, rainboots, slippers, sandals (Spring Only), water shoes (Spring Only), snow boots (Fall Only)
Shoes – Girls Big Kid Sizes 1-6	Sneakers, dress shoes, boots, crocs, rainboots, slippers, sandals (Spring Only), water shoes (Spring Only), snow boots (Fall Only)
Shoes – Girls Little Kid Sizes 0-13.5	Sneakers, dress shoes, boots, crocs, rainboots, slippers, sandals (Spring Only), water shoes (Spring Only), snow boots (Fall Only)
Shoes – Sports	Ballet, cleats (indicate sport), cycling, skating, tap, shoes designed for a specific sport
Sports Equipment	Bike & sport helmets, balls, bats, golf clubs, bowling sets, basketball hoops, racquets, sport gloves, pads, goals, bases, hockey & lacrosse sticks, pucks, equipment bags, yard games, kiddie pools (Spring Only)



MSM Category	Description
Strollers & Accessories	Strollers, stroller rain covers, stroller travel bags, stroller accessories
Toys – Action Figures	Cartoon characters, superheroes
Toys – Animals	Animals, dragons, dinosaurs, dogs, horses, insects
Toys - Building	Blocks, Duplo, Erector sets, K'nex, Legos, Lincoln Logs, Magnatiles, Mega Bloks, Tinker Toys, Stacking Toys
Toys – Dolls & Accessories	Dolls, doll beds, doll carriers, doll clothing, doll houses, doll strollers, doll toys
Toys – Games	Board games, card games, dice, baseball cards, Pokémon cards
Toys – Infant	Soft toys, crib toys, stroller toys, rattles, shape sorters, lovies
Toys – Learning	ABCs toys, brain teasers, flash cards, number toys, STEM toys
Toys – Musical Instruments	Musical instruments, music stands, music toys
Toys - Other	Only use this category when others do not apply
Toys – Outdoor	Climbing toys, teeter totters, sand boxes, slides, water tables, playhouses, swings, bag chairs, lawn chairs

MSM Category	Description
Toys – Pretend Play	Cash registers, play food, play tools, play money, puppets
Toys – Puzzles	Board puzzles, wood puzzles, jigsaw puzzles
Toys - Riding	Bicycles, tricycles, Cozy Coupes, push cars, rocking toys, stick horses, wagons, hippety hops, power wheels, scooters, Big Wheels, sleds (Fall Only)
Toys – Stuffed Animals	Stuffed animals
Toys – Swim (Spring Only)	Water toys, water wings, pool floats, puddle jumpers, life jackets, swim goggles, snorkels, flippers, sprinklers, slip-n-slides, bubble makers
Toys - Transportation	Airplanes, cars, construction equipment, tractors, trains, trucks
Travel - Boys	Backpacks, luggage, sleeping bags, totes, travel beds
Travel - Girls	Backpacks, luggage, sleeping bags, totes, travel beds
Video Games & Devices	Video games rated EC, E, E+ or T, LeapPads, VTech, Nintendo DS, Playstation, Xbox
Winter Mittens/Gloves (Fall Only)	Winter mittens, winter gloves

Clothing Sizes:

Girls Clothing:

newborn, 3M, 6M, 9M, 12M, 18M, 24M, 2T, 3T, 4T, 5, 6, 6X, 7, 8, 10, 12, 14, 16, 18*, 20*, Jr00, Jr0, Jr1, Jr3, Jr5, Jr7

Boys Clothing:

newborn, 3M, 6M, 9M, 12M, 18M, 24M, 2T, 3T, 4T, 5, 6, 7, 7X, 8, 10, 12, 14, 16, 18

*Justice stores carry girl's sizes 18 & 20

The sizes for clothes that we use are in the order you will find them in the software system:

Kid's Sizes - Clothes
10
11
12
12 Months
13
14
16
18
18 Months
2
24 Months

2T
3
3 Months
3T
4
4T
5
5T
6
6 Months
6X
7

7X
8
9
9 Months
Girls 20
Girls Jr 0
Girls Jr 00
Girls Jr 1
Girls Jr 3
Girls Jr 5
Girls Jr 7
Newborn



Shoe Sizes:

Little Kid: 0, 1, 1½, 2, 2½, 3, 3½, 4, 4½, 5, 5½, 6, 6½, 7, 7½, 8, 8½, 9, 9½, 10, 10½, 11, 11½, 12, 12½, 13, 13½

Big Kid: 1, 1½, 2, 2½, 3, 3½, 4, 4½, 5, 5½, 6, 6½, 7, 7½, 8, 8½, 9, 9½, 10, 10½, 11, 11½, 12

The sizes for shoes that we use are in the order you will find them in the software system:

Kid's Sizes - Shoes		
	13	6
0	13 1/2	6 1/2
1	2	7
1 1/2	2 1/2	7 1/2
10	3	8
10 1/2	3 1/2	8 1/2
11	4	9
11 1/2	4 1/2	9 1/2
12	5	
12 1/2	5 1/2	

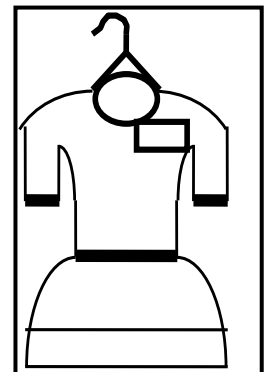
Girls up to 6Youth & Boys up to 12. Only shoes in **like-new condition** will be accepted. As a guideline, if the shoes were your child's everyday shoe and were worn for over a month, they are probably not acceptable. Use plastic lock ties or safety pins to secure shoes together, not a plastic bag, rubber bands, or packing tape. Shoes in plastic bags do not sell and will not be accepted. Packing tape is easily separated from shoes. If you need help in attaching loafers together, please bring them to drop-off and someone will help you. We also accept sport and dance shoes such as tap, ballet, etc. **For sport cleats, please specified the sport as they differ for each sport.**

Why do we only accept girl's shoes up to 6Youth? Because women's shoes run approximately 1.5 sizes larger than youth size shoes therefore, a women's size 7 shoe would be closer to 5.5Youth size shoe. This doesn't occur moving from the boys/youth to men shoe sizes.

Inventory Preparation For **In-Person** Resales

Hanging Items:

Use standard WIRE hangers only (i.e., hangers from the dry cleaners) and secure with safety pins. **Please hang all formal outfits, dressy/formal dresses, dress shirts, jackets, snowsuits (Fall Resale only), all dress-up clothes, leotards and dancewear, backpacks without wheels, bags and purses with straps.** Hang them with the open side of the hanger to the left (as shown). It looks like the top of a question mark. Secure hanging items using safety pins at least 1 inch or longer.



Multiple-Piece Clothing Items:

Pin multiple-piece items at each shoulder! This means shoulder to shoulder or shoulder to waist. Please avoid pinning through elastic waistbands as it may compromise the elasticity. **We discourage the use of small safety pins please make sure they are at least 1 inch in length.** We also discourage pinning multiple unrelated items together.



Bedding & Linens:

Must be in like-new condition ONLY. **We will accept the following with a children's theme:** twin and full sized sheet sets, twin and full sized bedding sets, twin and full sized comforters, and sleeping bags. Only curtains and valances that are packaged in a bedding set will be accepted. **We do not accept infant towels, bath towels, washcloths, hooded towels, blankets, crib or toddler sized bedding of any kind.** Kid themed swim towels will be accepted at the Spring resale only.

Baby Gear & Equipment:

Bassinets, strollers, infant swings, pack-n-plays, etc. Most **large equipment items** will have an easier time selling if they are **clean** and set up for easier viewing. Put instructions and small pieces (remotes) in a clear Ziploc-type bag sealed with clear packing tape (not Scotch tape) and fasten securely to the item (plastic lock ties work well for securing parts, reinforce a hole punched in the side of bag with packing tape). **Items in boxes do not sell;** you will be asked to remove the item from the box unless the box is **FACTORY SEALED** with a brand-new item and has a picture on the box. **Make sure all battery-operated equipment has working batteries installed including any remote controls.**

Pack-n-plays

You will need to open them up at drop-off at the large items check-in area for a clean and safety check by our volunteers. Due to floor space limitations, after inspection you will have to break it down again to be placed on the sales floor.

Bottles & Sippy Cups

Please remove any nipples that are **not in the original unopened package.** For sanitary reasons, **we do not sell any used sippy cups/water bottles that have bite/scuff marks or a rubber mouthpiece.**

Books, CDs, DVDs, & Video Games:

Books

Books taped together will not be accepted, place multiples in a Ziploc-type bag or use stretch wrap film (type used for shipping not the type for food). Please only bag books together that are part of the same book series (i.e., Magic Tree House, American Girl, etc.) and place in a clear Ziploc-type plastic bag or secure with stretch wrap film. Do not staple the bag, instead use clear packing tape (not Scotch tape) to tape the bag closed and to tape the tag on outside of the bag. **For a single book carefully tape the tag using clear packing tape to the back of the book covering the manufacturers' barcode to avoid problems during scanning at checkout.**

CDs, DVDs, & Video Games

Please make sure all CDs, DVDs, and Video Games items are complete and in working order **(think of how disappointed you would be if you bought an item that had a missing or damaged CD, DVD, or Video Game).** Be sure and tape the CD, DVD, and video game boxes shut to discourage theft.

Toys:

Make certain that items are in working order and are **CLEAN AND COMPLETE (think of how disappointed you would be if you bought a toy that had missing or damaged pieces).** Please keep in mind that we will need to ensure **that all battery-operated toys work (i.e., have working batteries installed);** package the toy so that it is easy to test during the inspection process. **Remember to clean all outdoor items such as slides, playhouses, riding toys, bikes, etc.**

Games

Must include instructions. Tape the box shut on two sides to keep items inside.



Board Puzzles

Must be placed in Ziploc-type bags to contain all the pieces and prevent destroying the picture when removing tape **or use stretch wrap film (type used for shipping not the type for food). Do NOT use "grocery-store produce" weight plastic bags or cling wrap/press-n-seal;** they tear easily, and items fall out. For large board puzzles, you may need to use two Ziploc-type bags placed on opposite ends and taped together or use stretch wrap film. **Make sure to tape the bag closed along the entire top to keep items inside using packing tape (not Scotch tape) and then tape the tag on the outside of bag.**

Outdoor Equipment

Needs to be clean and free of water (drill a hole in the bottom if needed to drain accumulated water). Most **large equipment toys** will have an easier time selling if they are **clean** and set up for easy viewing (if it is an outdoor playhouse please disassemble it, attaching a picture of it set up may help it to sell).

Bicycles

For bikes please list the size of the bike on your tag. The size of children's bikes is the diameter of the bike wheels and usually can be found on the tire, children's bike sizes range from 12" to 24".

Jewelry:

We no longer accept stand-alone jewelry except for children's watches (must have working battery). Jewelry that is part of Halloween costumes (Fall resale only) and outfits will be accepted. Place jewelry and any other accessories in a Ziploc type bag, tape the bag shut with clear packing tape (not Scotch tape) and pin the bag to the outfit or Halloween costume.

Specialty Character, Stuffed Animals, & Promotional Items:

(e.g., Happy Meal toys) in like-new condition. However, we will stop accepting them if we begin to get more than we can handle. We are no longer accepting free diaper bags. **Please note that all promotional items and stuffed animals not sold during the sale will be donated to DuPage Area Moms.** No exceptions.

Car Seats & Booster Seats:

Must not be past the expiration date. Car seats and booster seats must have the manufactured date sticker with expiration date on it to be accepted. Please print and attach our Car Seat form found on our website (www.DuPageAreaMoms.org), which states the car seat has NOT BEEN INVOLVED IN AN ACCIDENT. **Also, if the car seat or booster seat does not sell, you will be responsible for coming to collect it. BY FEDERAL MANDATE, WE CANNOT DONATE USED CAR SEATS OR BOOSTER SEATS.**

Tagging Instructions Online & In-Person Resales

We recommend that you tag ALL your inventory for both ONLINE and IN-PERSON resales to aid in finding items sold online. For ONLINE sellers SOLD tags will need to be printed for each item that was sold, these sold tags will have the buyer code on them and are different from the tags used for our IN-PERSON resales.

1. Go to our website www.DuPageAreaMoms.org, under Resale Registration select *Register – Returning Sellers & Enter Inventory* button to link with MySaleManager. Use your seller number and password to sign in, then go to the Seller Inventory section. More detailed information can be found in the document "Registration and Tagging Instructions" on our website. Below is a snapshot on entering items:
 - a. Choose the appropriate category from the drop-down list
 - b. Choose from the sizes provided in the drop-down list if entering in clothes or shoes
 - c. Enter a Description for Line 1, up to 24 characters. This can be for brand name and/or general item i.e., "Old Navy jeans", "Chronicles of Narnia", etc.



- d. Enter a Description for Line 2, up to 24 characters. This can have any identifying marks i.e., “Dark blue 5 pocket”, “Adjustable waist”, “Book #1”, etc.
 - i. Consider adding inseam length, dress/skirt length, or dimensions for furniture, large toys (playhouse, tool bench, kitchen), artwork, shelves, etc. that may help sell your items.
 - e. Enter the price
 - f. Choose to discount for the half-price portion of the sale, or not (our half-price sale is conducted only for our in-person resale)
 - g. Choose to donate the item if it doesn’t sell, or not (donations are available for unsold items during our in-person resale only)
 - h. **FOR ONLINE RESALE ONLY** Upload 1 photo per inventory item, only .jpg, .jpeg, .gif, .png photos are allowed to be uploaded that are 5 MB or smaller. Note: if you see the “camera” icon under “inventory status” that means your photo has been uploaded.
 - i. Tip: use a square format on your camera phone
 - ii. For multiple views of an item use a collage setting or app like Pic Stich and Pic Collage to merge several photos into one.
 - i. **FOR ONLINE RESALE ONLY** Check the box – **This item is ready to be sold online. This is very important! If this box is not checked, your item will not be included in the online sale.** Note: if you see a “lock” symbol that means the item has been exported into Shopify and cannot be modified.
2. **IN-PERSON Tags** and **ONLINE Sold Tags** are to be printed on **Neenah Bright White Premium Cardstock 65 lbs., 8.5” X 11”**, **manufacture# 91904**, which can be found at Amazon and Office Max/Depot. Please note that Office Max/Depot uses item# 458621.
 3. **IN-PERSON** Tags must be attached to **clothing** with **safety pins**. Please only **use safety pins that are 1 inch or longer**, we have found that smaller safety pins do not stay closed. No other method is acceptable including plastic taggers.
 4. **IN-PERSON** Attach the tags to **non-clothing items** with **CLEAR PACKING TAPE not Scotch tape**. If a safety pin cannot be used, place the tape in the same location as the safety pin.
 5. **IN-PERSON** **When tagging books, place the tag over the manufacturer’s barcode on the back of the book**, this will avoid problems scanning the tag.
 6. **IN-PERSON** If the packing tape might damage the surface of an item place it in a clear Ziploc-type plastic bag. When using Ziploc-type plastic bags, make certain that the tag is on the **OUTSIDE**, and that the bag is clear. The buyer needs to see what is inside. **DO NOT STAPLE THE BAG. TAPE BAGS CLOSED ALONG THE ENTIRE TOP WITH CLEAR PACKING TAPE (not Scotch tape) TO KEEP ITEMS INSIDE.** Do not use "grocery-store produce" weight plastic bags; they tear easily.
 7. We are unable to provide tax receipts for donated items, but you can print a list of your donated items from My Sale Manager’s homepage after the resale for your records.

Recalled Products

WARNING: The Seller assumes all responsibility for confirming none of their items placed for sale at the DuPage Area Moms Children’s Clothing & Toy Resale (“the resale”) are, or have been, subject to a recall, as well as that the items do not exceed the lead limits for children’s products set by the Consumer Products Safety Commission (“CPSC”) and should avoid putting products in the resale that have lead content, unless they have testing or other information to indicate the items being sold have less than the limit set by the CPSC. The seller assumes all liability for selling items at the resale that have either been recalled or exceed the lead limits set by the CPSC. DuPage Area Moms assumes no responsibility. More information on recalled products and acceptable lead limits for children’s products can be found at Consumer Product Safety Commission at 800-638-CPSC or visit their web site at www.CPSC.gov. You may also contact Central DuPage Hospital at 630-933-5133 to find out if a car seat has a recall. Another resource for recalled products can be found at We Make It Safer www.WeMakeltSafer.com.



Fall/Winter Acceptable and Not Acceptable Items Reference Table

Please note that this quick reference table is to help you find if something is accepted at our resale, it is not a complete list. If you have a question if an item will be accepted, please take a picture of it and email our resale at DuPageAreaMomsResale@gmail.com. We do our best to catch all not acceptable items during our quality inspection process. If an item is overlooked at drop-off and inadvertently accepted, it will be pulled from the sale floor and will be returned or donated depending on your instructions.

Categories	Acceptable	Not Acceptable
Children's Clothing Items Accepted at Both Spring and Fall Resales	short sleeved t-shirts; short sleeved onesies; sweatshirts; hoodies; football jerseys; fleece tops; flannel shirts; long sleeved dresses; short sleeved pajamas with shorts or long pants; long sleeved pajamas; jeans; nylon sport shorts; outerwear vests; raincoats; rain boots, rain pants, boy/girl scout uniforms; St. Patrick's Day themed items	Please note that uniform shorts are only accepted at Spring Resale. Items submitted for the Spring Resale cannot have winter themes or winter holiday themes (Halloween, Thanksgiving, Christmas, Valentine's Day, etc.). Items submitted to Fall Resale cannot have summer themes or summer holiday themes (Easter, 4 th of July).
Sporting Equipment Accepted at Both Spring and Fall Resales	basketball; baseball; cricket; dance; football; golf; hockey; lacrosse; soccer; racquet sports; volleyball; etc.	Please note: kiddie pools accepted at Spring Resale only, sleds accepted at Fall Resale only
Children's Clothing	long sleeved dress; long sleeved casual shirts; football jerseys; long sleeved dresses; sweaters and vests; sweatshirts; hoodies; pajamas; bathrobes; boy/girl scout uniforms (but not shorts); nylon sport shorts; long pants; jeans; corduroy; velvet; fleece; outerwear jackets and vests; snow pants; winter gear; Fall/Winter Holiday wear (Halloween, Thanksgiving, Hanukkah, Christmas, and Valentine's Day)	tank tops; short sleeved dresses; non-nylon shorts; uniform shorts; swimsuits; swim shirts; swim cover ups; spring colored/themed sweater vests; windbreakers, spring/summer holiday wear (Easter, 4th of July); any stained, soiled, excessively worn or odorous items; any damaged items (missing buttons, broken zippers, rips or tears); adult sized or maternity clothing
Socks, Tights, & Accessories	winter socks; winter hats; winter ties; socks; tights; ties; baseball caps; hair accessories; bags and purses; backpacks; watches	spring/summer hats; watches without batteries; jewelry not part of an outfit and attached to an outfit
Dance Clothing & Dress Up	Halloween costumes and masks; leotards; dancewear; dress-up clothes	
Children's Underwear & Training Bras	underwear; boxer shorts; training bras All must be new, and factory sealed.	used underwear; used boxer shorts; used training bras
Children's Shoes	winter boots; sneakers; dress shoes; cowboy boots; rain boots; slippers; dance shoes; sport cleats (indicate sport on tag)	sandals; crocs; water shoes; foam flip-flops; women's size shoes 7+; men's size shoes 13+
Linens & Bedding	car seat covers; shopping cart covers; swaddlers; infant carriers; sleeping bags with kid theme; twin and full sheet sets; twin and full bedding sets; twin and full comforters; mesh bumpers; curtains and valances (must be packaged with a bedding set)	crib sheets; crib bed sets; bassinet sheets; pack-n-play sheets; receiving blankets; baby blankets; blankets; toddler sheets; toddler blankets; infant towels; hooded towels; bath towels; washcloths; beach towels; curtains and valances not part of a bedding set



Fall/Winter Acceptable and Not Acceptable Items Reference Table

Please note that this quick reference table is to help you find if something is accepted at our resale, it is not a complete list. If you have a question if an item will be accepted, please take a picture of it and email our resale at DuPageAreaMomsResale@gmail.com. We do our best to catch all not acceptable items during our quality inspection process. If an item is overlooked at drop-off and inadvertently accepted, it will be pulled from the sale floor and will be returned or donated depending on your instructions.

Categories	Acceptable	Not Acceptable
Infant Items/Toddler Items	New and unopened diapers (cloth & disposable), diaper covers, rubber pants, teethingers, pacifiers, nipples Gently used bottles; bottle warmers; infant flatware and dishes; training and sippy cups; children's placemats; children's hangers; baby-proofing items	open/used diapers (cloth & disposable); used diaper covers; used rubber pants; used nipples; used teethingers; used pacifiers; breast pumps; sippy cups/water bottles with rubber mouthpieces or bite/scuffed mouthpieces
Baby Equipment	bassinets; pack-n-plays; toddler beds; mesh bumpers, baby gates; highchairs; changing tables and pads; rocking chairs; strollers; baby carriers; infant swings; excersaucers; jumperoos; diaper pails; potty chairs	cribs; breast pumps; mattresses; battery operated items that don't work
Children's Outdoor Equipment	sand & water tables; sand boxes; playhouses; small slides; riding toys; wagons; tricycles; infant bicycle trailers; toddler bicycle seats; bicycles	playground sets and swing sets
Car Seats & Booster Seats	car seats and booster seats must have expiration sticker, not be expired, and have not been involved in an accident	expired car seats and booster seats or been involved an accident; car seats and booster seats missing expiration sticker
Books	children's books; parenting books; pregnancy books	magazines; comic books; valentines; school supplies (notebooks, binders, etc.)
CDs, DVDs, & Video Games	movies rated G, PG, or PG-13; video games rated EC, E, E10+, or T; music (for children only)	VHS tapes; cassette tapes; R rated movies; M or AO rated video games
Toys, Games, & Puzzles	play kitchens; play workbenches; dollhouses; dolls; action figures; toy vehicles; train tables; building toys; children's games; children's puzzles; children's sport equipment	games for adults; puzzles for adults
Electronic Devices	kid themed lamps; kid themed clocks; Nintendo DS; LeapPads; VTech	TVs; DVD players; VCRs; iPods; iPads and tablets; smartphones; any non-kid themed devices

Drop-Off for **Online & In-Person** Resales

Dropping off items that were sold **ONLINE** and items for our **IN-PERSON** resale will occur simultaneously. There will be 2 separate places to drop off items sold **ONLINE** versus items for **IN-PERSON** resale, you will be told where these areas are at the Seller Check-In table. You will need to allow at least 30-45 minutes when dropping off your items. Sign up for your drop-off time on our resale



registration software, you can find a link on our website www.DuPageAreaMoms.org. As a reminder, our drop-off times are:

Thursday, September 9, 7:00pm-9:00pm OR Friday, September 10, 8:00am-11:30am

Please note the drop-off times listed. We will not accept any seller dropping off items after 9:00 pm on Thursday or after 11:30 am on Friday. No exceptions.

Before Coming to the DuPage County Fairgrounds:

1. **ONLINE SOLD ITEMS** are to be bundled together by the entire Shopper Code, placed in grocery bags, and tape the printed sold tags on the outside of the bag making sure the bar codes are easily scannable.
2. **IN-PERSON** items are to be sorted by gender, size, and type to help streamline quality inspection.

If you wish to leave your empty boxes with us, please do, we need them!

At Drop-off You Will:

1. **FIRST**, check in at the Seller Check-In table and get your seller number on the waiting list. We will call your number when it is time to check your items in.
2. **AFTER checking in at Seller Check-In table**, we will let you know where to drop off items that were sold during our **ONLINE** resale versus items to be placed in our **IN-PERSON** resale.
3. **For IN-PERSON**, we will call your seller number when it's time to quality check your items ensuring that tagging instructions have been followed and that all items meet the guidelines detailed in this document. **Please do not leave the fairgrounds until all your items have been reviewed at the Quality Inspection area.** This will also allow you to immediately take home any rejected items. **If items are tagged incorrectly, you will be responsible for redoing them properly so that the item may be placed on the sale floor. If most of your items are tagged incorrectly you will be asked to move to another area to fix them so another seller can have their items quality checked in.**
4. **For ONLINE Sold Items**, please do not leave the fairgrounds until all your sold items have been scanned in.

Please keep in mind that everyone involved with this resale is a VOLUNTEER. We try extremely hard to run an efficient and orderly resale twice a year; one that is both fun and profitable for all involved, so if your drop-off or pick-up takes longer, please be patient with our volunteers, we are doing our best! DuPage Area Moms is not responsible for lost or misplaced items or items accidentally sorted incorrectly by our volunteers.

Seller Pick-Up Unsold Items **In-Person Resale**

We are required to vacate the premises by 6:00 pm. **If you need to reach us during Friday or Saturday of the resale, please call or text us at 630-909-9283** and leave a message and someone will get back to you as soon as we can.

PICK-UP: Saturday, September 11, 2021, 5:15pm to 5:45pm. Please note we are no longer calling sellers who fail to pick-up their unsold items. ITEMS THAT ARE NOT PICKED UP BY 5:45PM ON SATURDAY WILL BE DONATED TO CHARITY. NO EXCEPTIONS.

While waiting to pick-up your items, please take some time to look over the items on the table with unidentifiable items (items missing tags, parts of items, etc.). All unidentified items left at the resale after seller pick-up ends will be donated.

We will bag and/or box all your unsold items for your convenience at pick-up. **When picking up your unsold items, please remember to also pick-up your large items.** We will note them on a card given to you along with your bag(s) of unsold clothing and box(es) of non-clothing items. All reports will be made available online Monday, **September 13** until **September 30**.

Thank you so much for participating in our resale! With your help we can fund a scholarship for a mom at The College of DuPage! Thank you!