

# Asbury Child Enrichment Center Spring / Summer 2020 Consignment Sale

Dear Participant:

It is time for our Spring / Summer sale which will be held on Wednesday, March 25<sup>th</sup> through Saturday, March 28<sup>th</sup>. We will be located at the Greene County Fairgrounds on 123 Fairgrounds Circle in the two commercial buildings. **We will accept appropriately seasoned items by appointment on Saturday, March 21<sup>st</sup> (12:00 pm to 7:00 pm) and Sunday, March 22<sup>nd</sup> (12:00 pm – 7:00 pm) and Monday, March 23<sup>rd</sup> (8:00 m – 4:00 pm).** Remember on Monday, we are only taking items till 4 pm. There are more drop off times on Saturday and Sunday to still allow our consignors plenty of time to drop off. **Pick up of your unsold items is on Sunday, March 29<sup>th</sup> 4:00 pm to 6:00 pm.** This is a spring and summer sale so please no fall and winter clothes. Also please go through your items before you bring them and make sure the barcodes are not faded. If they are faded, please order more and replace them. Please make sure all of your clothes have the hangers going in the right direction like a question mark (?). Remember to bring only your best items for the sale! This will result in higher sales for you. At drop off, we will be going through the clothes to make sure the clothes that are torn, missing buttons, have faulty zippers, are stained, smoky or musty smelling will not be put in the sale. **The registration fee is \$15.00. We will waive \$10.00 of that if you volunteer 4 hours. If you volunteer 6 hours or more, we waive \$10.00 of your registration fee and you can attend the volunteer presale on Tuesday, March 24<sup>th</sup> from 11:00 am till 2:00 pm.**

## NEW ADDITION TO TAGGING ITEMS

If you want to keep items that are unsold, you will highlight your tag. Simply use any color highlighter and put a stripe on the right-hand side. These items will be put back in your tote and be ready to be picked up on Sunday. If you want to donate items, do not do anything new to your tags (no highlighting). Any item that is “not” highlighted will be donated. This allows you to donate those items you wish to and keep others.

**Registration:** [www.asburylife.org](http://www.asburylife.org) click on ACEC

- Past consignors will register on our website as returning consignors.
- To register as a returning consignor go to ACEC and click on “Consignment Sale” and click on “Returning Consignors”. Then you can click on “ACEC Consignor Homepage” and this will allow you to order barcodes, sign up for work shifts and drop off times.
- New consignors will need to go to ACEC and click on “Consignment Sale” and click on “New Consignors” and fill out your information and you will be a consignor number. Then you need to go back to “Consignor Homepage” and log in so that you can order barcodes, sign up for work shifts and drop off times.

## **Barcode Ordering:**

- Any labels left over from previous sales can be used for the current sale (as long as they are not faded).
- Barcodes are free to the consignors. Minimum price on the barcodes is \$1.00. You can go up in \$.50 increments.
- Put your price in (ex. 1.00) with no dollar sign. Then put in the number of labels (ex. 10). Choose if you want your barcode to allow discount or not. If you click yes, any unsold items will be ½ price on Friday and Saturday. If you click no, they will sale at full price on those two days.
- When done with that price and amount click on “Submit Barcode”. A running total of the different barcodes that you ordered will show at the bottom of the screen. When you are done with your order, click on “Submit Barcode Order.”
- Your labels will be printed at ACEC. **You will receive an email when your barcodes are ready to be picked up.**
- Barcodes can be picked up Monday through Friday at ACEC between 8:30 am and 5:30 pm.
- Friday, March 27<sup>th</sup> and Saturday, March 28<sup>th</sup> are ½ price days on everything unless it says “no disc” on the barcode. If you **DO NOT** want an item sold at half price on these two days, please order the bar code labels coded for “no discount”. **DO NOT** manually write on the tag “no discount”.
- Use only one barcode per index card.
- Make sure the barcode is on an index card. **Do not put barcodes on the merchandise.**

## **Items Accepted for the Spring / Summer Sale:**

- **Spring and summer** clothing, sizes infants through girl’s junior and boy (size 20)
- Junior clothes need to be age appropriate and items that a teenager would wear
- Long sleeve shirts (only if they are light weight or pastel colors)
- **Spring and summer** maternity clothes
- Dance and imaginative play outfits
- Children’s accessories such as hair bows, back packs, lunch boxes, and purses
- Children’s DVDs, CDs, and video games (that are age appropriate)

- Games, books, and puzzles
- Seasonal shoes (only in good condition)
- Children's toys, bikes, scooters, ride on toys, wagons, outdoor play equipment (Little Tykes, Step 2, slides), etc.
- Infant accessories – diaper bags, blankets, bath seats and tubs, bath towels, etc
- Baby and children's furniture – gliders, changing tables, bassinets, non-recalled cribs, toddler beds, children's tables/chairs, etc.
- Baby equipment – high chairs, booster seats, car seats (that have not expired), strollers, bouncy seats, pack-n-plays, swings, baby gates, etc.
- Feeding accessories – bottles, sippy cups, breast feeding accessories, children's dinnerware sets and utensils, etc.
- Infant/children bedding, sheets, blankets, pillows, sleeping bags, infant/children/teenage home décor (including pictures, wall art, mobiles, rugs, and lamp) etc.
- **Please make sure your items are smoke free.** You will receive a phone call on the day of drop off if they smell of smoke. You may bring them back on Monday if they have been washed.
- All items should be clean, in good condition, and properly hung on hangers.

### **Tips for Tagging and Procedures:**

- Use 3x5 index cards. See tagging guide on our website.
- Use good descriptions of items in the middle of the index card. If the tag and item get separated we need to match it. The better the description the better we can match it to lost items.
- Put size on left top corner and gender in right top corner of the card. **Please use the number size and not S, M, or L.**
- If you use bags to put items in such as bibs, blankets, shoes, bulk pants or onesies, please tape your card to the inside of the bag. Tape the bag shut so that they items do not get separated.
- Attach card to clothes with safety pin or with tape if it's a hard surface. Please no straight pins.
- Do not use the tiny pins or pins that are labeled "basting pins" because they are not sturdy enough.
- If you are using plastic ties and hole punching the index card to attach the tie, please put a piece of tape on the index card before you whole punch it. By putting the tape on the index card before you hole punch it, that will make it more secure.
- Make sure your clothes hangers are facing left. It should look like a question mark.
- Please do not fold clothing over hangers. Use safety pins to attach them to hangers. See hanging guide.
- Toys and equipment with multiple parts should have all parts in sealed bags and secured to item with tape. Puzzles should be wrapped in plastic and taped on back so pieces do not fall out.
- Items that have no barcode with the index card **will not** be sold. Check your tags before drop off.
- **Please make sure that CD/DVDs cases all have the correct item in them. Tape container shut so that the item does not come out.**
- Half price days are on Friday and Saturday. If you **do not** want it sold at half price you will need to select "no discount" when you order barcodes.
- Group your clothing by size and gender. Then place the various sizes alternately facing opposite directions. If items are not separated by size AND gender, they will be racked last.
- In previous sales we noticed that barcodes have been removed or came off. A simple solution to this is to use a piece of clear packing tape and put it over the barcode **only**. See tagging guide on the website for picture.
- Any equipment, furniture, toys or baby items that need assembly must be assembled at the sale.
- Toys or equipment that requires batteries should have them included. If you do not include the batteries, please make sure it works and state on the index card that batteries are not included and that the item has been tested and it works.
- Toys with small parts need to be in a sealed bag and taped shut. The bag with extra parts needs to be securely taped to the toy and taped shut so that it does not get separated from the toy. We are not responsible for toys that have lost parts or become disassembled.
- Make sure all items are taped or secured for theft purposes while maintaining visibility of barcode.

### **Items that CANNOT be accepted:**

- Clothing that are stained, torn, missing buttons or parts, and zippers not working.
- Out of season items will not be racked. If items are out of season they will go to charity.
- **Clothing that smells like smoke or has a musty smell. They will be rejected.**
- Romance novels or other books that are inappropriate for children or teenagers
- Rated R movies
- VHS tapes
- Imagination Library books
- Vacation Bible School and recreation league t-shirts

- Stuffed animals
- Jewelry
- Painted wooden or metal toys.
- Recalled or expired items. Car seats that have expired. Please check with [www.epsc.gov](http://www.epsc.gov) for recalled items. Car seats do have expiration dates and will be checked upon drop off. Any expired car seats will not be put out to be sold.
- Bumbos have to have the safety strap included with it.
- Drop side cribs cannot be sold.

**We reserve the right to refuse any items we feel do not conform to the requirements of the sale. We also reserve the right to stop accepting items once the building capacity has been reached.**

#### **Tagging Service:**

- We will be offering a tagging service. If you use it, the consignor will get 50% of what is sold and ACEC will get 50%. And there is also an administrative charge for this service of \$10.00 to be paid when you drop off your items to be tagged. This is separate from the \$10.00 registration fee. **All clothes must already be on hangers.** We will supply the barcodes, index cards, and safety pins.
- In order to use the tagging service, you would need to arrange to have your items brought to ACEC to be tagged no later than March 11<sup>th</sup>. If you decide to use this service, please contact Sharon Ottinger t 23-798-1060.

#### **Drop off Procedures:**

- We will only be taking items on Monday till 4:00 pm. We will take items on Saturday and Sunday from noon till 7:00 pm.
- Have your \$15.00 registration fee and consignor agreement signed. We will waive \$10.00 of that registration fee if you 4 hours.
- Please bring a self addressed stamped envelope (**business size envelope**) when you pay your registration fee and turn in the signed consignor agreement. This will be to mail your consignors check, tax letter and any new information we have concerning the sale.
- Clothing items will go through an inspection process before our volunteers will be putting them out on the racks. You are welcome to take non clothing items on back to their location or leave them for a volunteer to put out.
- Have items grouped by size and gender. Banding the grouped items together for drop off is not necessary. **Quality checks will go much smoother if you would place various sizes alternately facing opposite directions.**
- If you are donating items, please do not leave a tote. **If you are picking your items up on Sunday, please leave 1 tote with your consignor number on it. Please do not leave lids.**

Thank you for your participation in our sale. It is only with you that we make this a success. Please tell your friends about the sale. If you have any questions please contact Asbury Child Enrichment Center at 423.798.1060 or contact Sharon Ottinger at [ottinger@asburyonline.com](mailto:ottinger@asburyonline.com)

## **Dates to Remember:**

#### **Drop off Dates:**

Items will be accepted at the Greene County Fairgrounds on 123 Fairgrounds Circle.

<b>Saturday, March 21<sup>st</sup>, <u>by appointment only</u></b>	<b>12:00 pm - 7:00 pm</b>
<b>Sunday, March 22<sup>nd</sup>, <u>by appointment only</u></b>	<b>12:00 pm - 7:00 pm</b>
<b>Monday, March 23<sup>rd</sup>, <u>by appointment only</u></b>	<b>8:00 am - 4:00 pm</b>

#### **Pre-sale Dates:**

**Tuesday, March 24<sup>th</sup>, 11:00am-2:00pm (for qualified volunteers only-NO GUESTS)**

**Tuesday, March 24<sup>th</sup>, 4:00pm-7:00pm (for all consignors PLUS 1 guest) \***

\* Remember to get your ticket for the consignor pre-sale.

#### **Sale Dates:**

<b>Wednesday, March 25<sup>th</sup></b>	<b>8:00 am - 6:00 pm</b>
<b>Thursday, March 26<sup>th</sup></b>	<b>8:00 am - 6:00 pm</b>
<b>Friday, March 27<sup>th</sup></b>	<b>8:00 am - 6:00 pm (1/2 price day)</b>
<b>Saturday, March 28<sup>th</sup></b>	<b>8:00 am - 2:00 pm (1/2 price day)</b>

#### **Pick Up Dates:**

**Unsold items must be picked up Sunday, March 29<sup>th</sup> between 4:00 pm and 6:00 pm. We will not call consignors to remind them to come and pick up their items. If items are not picked up by 6:00 pm, we will donate your items to charity including the tote**