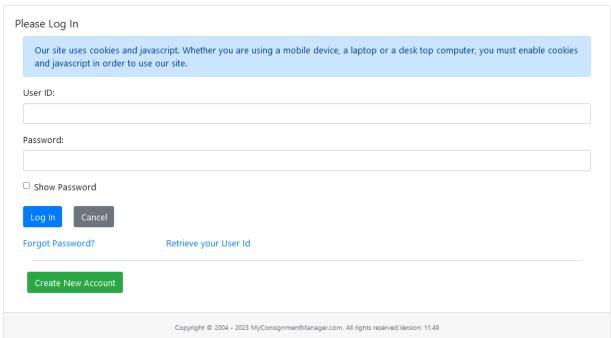


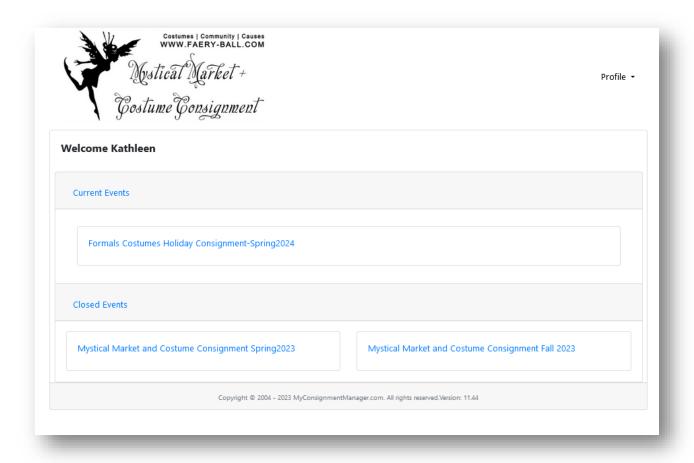
Sign in to MyCM account

https://myconsignmentmanager.com/faeryballmysticalmarket





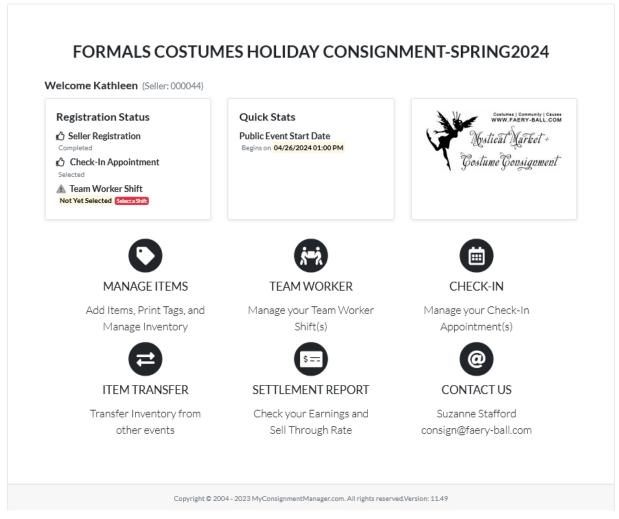
Sign in with your User ID and password which are case sensitive



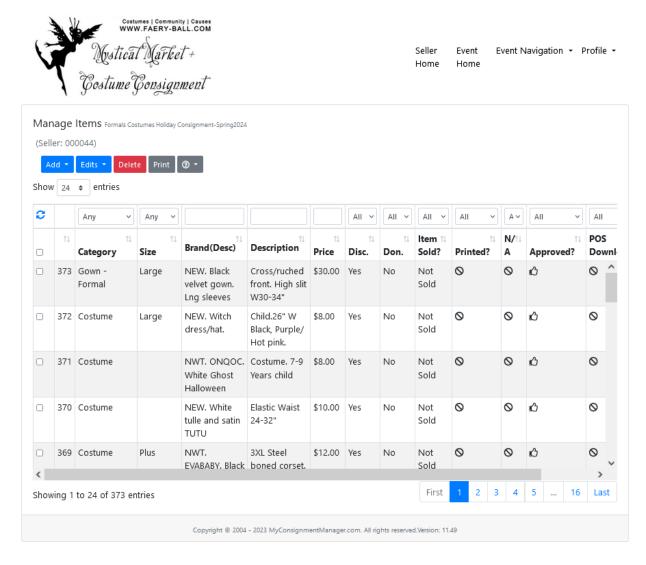
If you have your log in and password saved, you will get to this screen. Select current sale.



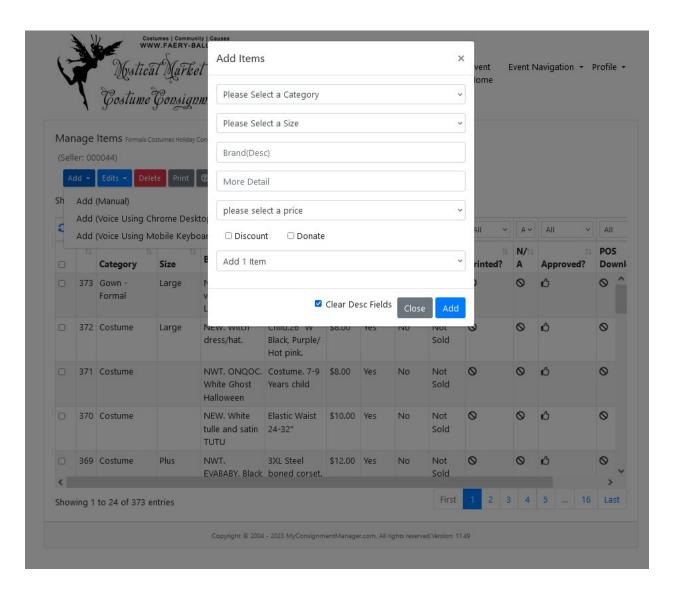
Seller Event Navigation ▼ Profile ▼ Home



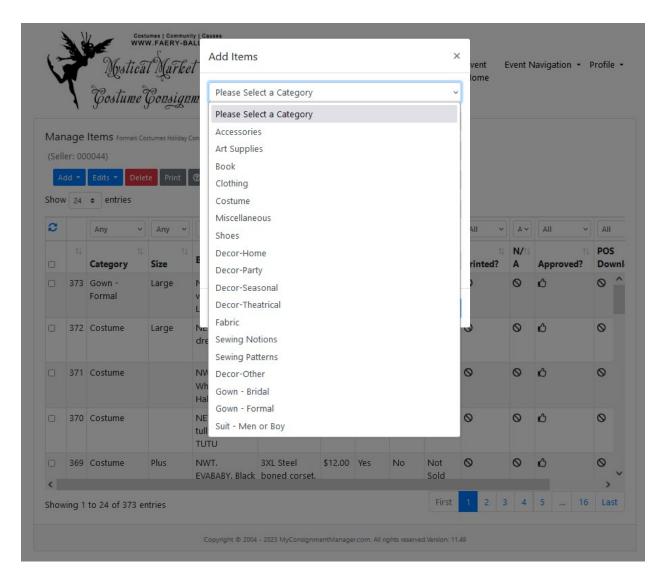
- This is your main dashboard.
- Click Manage Items to add items to the sale.
- You can also choose check-in appointment time to drop off your tagged items or select team worker shift.
- During the sale, click Settlement Report to see what has sold and how much you have earned. This will be updated each night.



From this screen you can add items, edit items, or print tags.

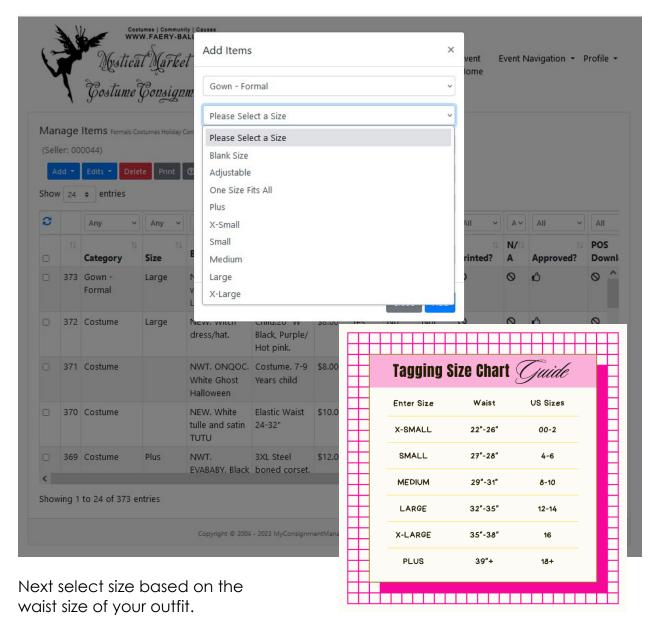


Items can be added Manual (typing) or by Voice. Kathy likes to handwrite her descriptions and price, then input from her list. Suzanne types directly into the computer.



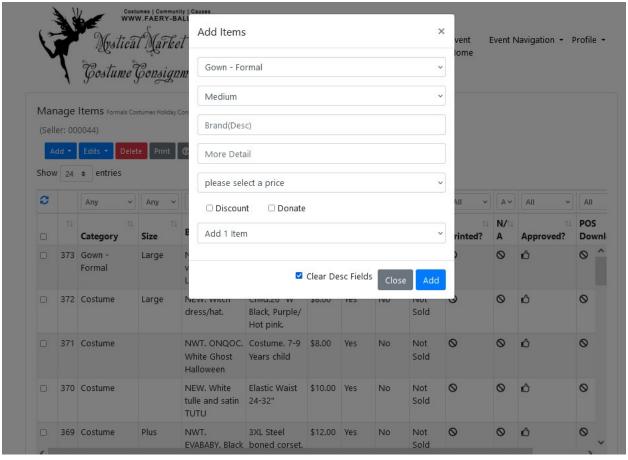
First select category

- Gown Formal: any length evening wear, prom dresses, bridesmaid dresses, separates (formal jackets, tops, skirts or pants), or wraps / capes
- Gown-Bridal: wedding dresses
- Costume: historical, fantasy, or cosplay outfits and pieces
- Clothing: vintage / eccentric / artsy / geeky / fandom clothing
- Accessories: anything related / added to an outfit



Since adult clothing sizes are not consistent and vary wildly, plus often do not have a size on the tag, measure the flat narrowest part/waist of the garment (times 2 for front and back) and add to the tag description. If the waist is elastic or really stretchy, measure the unstretched and stretched waist size. The true waist is the slimmest part above the belly button. Not all clothing uses the US Women's Size chart, the waist measurement is the most accurate sizing.

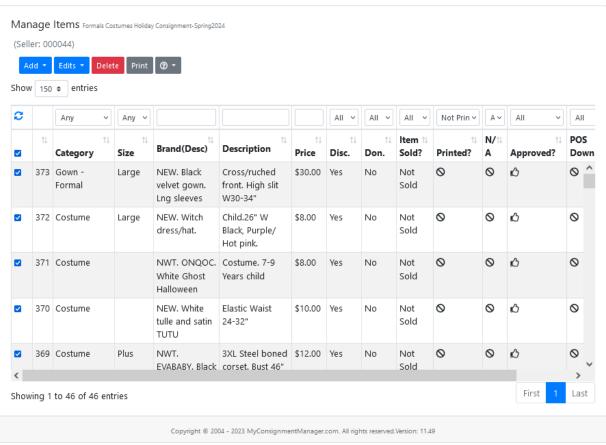
Example: Waist 42" or Waist 24-36"



- Next add Brand (Descr) and More Detail. Include brand and good description of item so we can match lost tags. Include the waist size on the More Detail line (Waist 42", Waist 24-36", or W 42"). Characters are limited.
- If you need more description you can use the "Let me tell you my story" tags in addition to the scan tag.
- NWT (new with tags), NWOT (new without tags), NIB (new in box), Vintage
- Price: The golden rule of gently used pricing is 75% OFF retail (an item that
 was originally \$40 should be priced at \$10). You cannot go wrong with that
 price point. Brand new items with new tags at 50% off retail. Price items to sell
 before discount days. In other words, don't price high in hopes of selling at a
 discount.
- ✓ Discount. We recommend you check here to participate in the 50% sale.
 This encourages people to buy at full price to not miss out.
- ✓ Donate if you want to donate your unsold items to charity at the end of the sale rather than picking up your unsold items on Sunday night.
- Choose Discount and Donate if you don't want to see an item again!
- Multiple identical items: pick the "Add 1 item" pull down and select the number you want to add.



Seller Event Event Navigation → Profile →
Home Home



- Ready to print your tags? Tags print 8 per page.
- Click Show XXXX entries and pick a number larger than the tags that you have.
- Select <u>not printed</u> category.
- Click refresh at left. Now only items with tags not printed will show.
- ullet Click the check box ullet at the left under the refresh symbol to look like ullet
- Then click Print. A pdf of your tags will open.
- Print to minimum 60-67# white or pastel cardstock paper (NO dark colors are acceptable; no multicolored or patterned paper).

Formals, Costumes and Holiday Treasures Market (TM) Consigner Agreement

- TM has the right to accept or reject any items at drop off.
- The consignor understands and agrees that TM, Faery Court Ball, Elemental Design, LLC; The D'Iberville Civic Center; or any of their affiliates, directors, officers, employees, agents, contractors, or volunteers are not liable for any damage to consignor's items beyond their control: fire, flood, tornado, hurricane, theft, customer damages, etc. the consignor assumes the risk of these events by participating in the sale. All possible steps will be taken to keep consignor's items safe and secure. Consigner will not receive any compensation if such risk should occur.

Preparation for Consignment Sale

- Consignor is responsible for appropriately tagging, sorting, and organizing all of the items per guidelines prior to drop off at the sale. See Seller Registration Attachment for more details about entering items into the sale.
- The consignor gives TM the authority to price any item that does not have a price on the tag. Any item found without a tag during the sale will be placed in a lost and found area. TM will make every effort to find any lost tag. If the tag is not found, the item will be available at pickup for the consignor to identify and claim. If it is not identified during pickup, it will become the property of TM.
- Consigner can select if they want items to be part of the 50% off sale.
- Consigner can select if they want to pick up or donate unsold items at end of sale. Items marked for donation must also participate in the 50% off sale.
- The consignor understands and agrees that any item marked "donate" on the tag
 will become the property of TM and will be donated to charity. Consignor will not be
 able to get items back.
- The consignor understands and agrees that any item not picked up during pick-up hours following the sale will become the property of TM. Consignor will not be able to get items back.

Sale terms. The consignor understands and agrees that:

- \$12 non-refundable registration fee to register as a consigner.
- Consigner will earn 65% of sales. TM will keep 35% of the gross proceeds.
- Register and volunteer as a Team Member to receive additional benefits.
- All consignors are required to post photo from drop off to your social media account and tag the sale. Our Team Members volunteers will make this super easy.
- Within 2 weeks after the sale closes, Consignor will receive settlement payout through PayPal to the email used to pay the registration fee. Contact us if you require a different arrangement.

Additional Terms:

- By participating in the TM event presented by Faery-Ball.com ("event"), Consigner acknowledges that an inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending the event, Consigner voluntarily assumes all risks related to exposure to COVID-19 and agrees not to hold TM, Faery Court Ball, Elemental Design, LLC; The D'Iberville Civic Center; or any of their affiliates, directors, officers, employees, agents, contractors, or volunteers liable for any illness or injury.
- Consigner grants and conveys to TM, Faery Court Ball and Elemental Design, LLC, all right, title, and interests in any and all photographs, images, video, audio recordings, likeness or voice of Consigner made in connection with attendance at the event. Attendee hereby irrevocably authorizes Elemental Design, LLC to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose in any and all of its publications, including web-based publications, without payment or other consideration. Consigner waives any right to inspect or approve the finished product wherein his / her likeness appears. Consigner waives any right to royalties or other compensation arising or related to the use of the photo.

Consignor Registration Details

2024 Fall Formals, Costumes and Holiday Treasures Market (TM)
D'Iberville Civic Center: 10395 Auto Mall Parkway, D'Iberville, MS 39540

Deadline to enter items for the sale: Sunday, 8/18/2024 11:00 PM CST. Tags can be printed after this but NO MORE ITEMS CAN BE ENTERED TO SELL.

Drop Off: Friday, August 23, 2024 – Sign up for a time slot

Super Team Member Early Pre-Sale Shopping: Friday, August 23, 2024 from 7pm – 9pm

Team Member Pre-Sale Shopping: Friday, August 23, 2024 from 7:30pm – 9pm

Consignor Early Shopping: Saturday, August 24, 2024 from 8am – 9am Sale open to the Public: Saturday, August 24, 2024 from 8am – 5pm

Sunday, August 25, 2024 from 9am – 5pm.

Super Team Member Early Half Price C. Shopping: Sun. 8/25 from 12pm – 5pm Team Member Early Half Price C. Shopping: Sunday, 8/25 from 12:20pm – 5pm Consignor Early Half Price C. Shopping: Sun., August 25, 2024 from 12:40pm – 5pm Public Half Price Shopping: Sunday, August 25, 2024 from 1pm – 5pm Pickup: Sunday, August 25, 2024 from 6pm to 8pm. Items not picked up by 8pm will be donated.

- Start entering your items today at the consignor portal https://myconsignmentmanager.com/faeryballmysticalmarket
- Sign up as a Team Member in the Consignor portal to earn more money for your sales and early shopping privileges. https://myconsignmentmanager.com/faeryballmysticalmarket
- Follow the basic tagging instructions. Consignor is responsible for appropriately tagging, sorting, and organizing all of the items prior to drop off at the sale.
 Consignor must provide their own hangers which will not be returned to you (sold with the item). TM will provide hanging racks and tables to display consignment items. More details on the Seller Registration Attachment in this email or on our website https://mystical-market.com/
- Join the Facebook Consignors Only group for more tips and tricks to make the
 most money. We will be posting contests during tagging to share photos of your
 awesome items. https://www.facebook.com/groups/1265155494400899
- Read the FAQ section https://mystical-market.com/
- Share the event and flyer with your friends on social media and in person. More shoppers will help make the event a success and put more \$\$\$ in your pocket.
- Be sure to read the Formals, Costumes and Holiday Treasures Market (TM)
 Consignor Agreement. Go to the Consignor portal at

 <u>https://myconsignmentmanager.com/faeryballmysticalmarket</u> Click Enter Items.
 Click grey? pulldown, then View Contract.
- Within 2 weeks after the sale closes, Consignor will receive settlement payout through PayPal to the email used to pay the registration fee.

Formals, Costumes and Holiday Treasures Market (TM) More information for Seller / Consignor

Be sure to read the FAQ at the bottom of the page https://mystical-market.com/

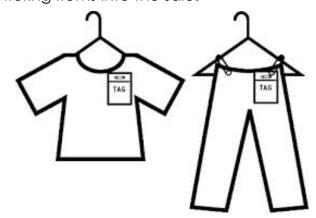
Join the Facebook Consigners Only group for more tips and tricks to make the most money. https://www.facebook.com/groups/1265155494400899

Consignment Items

- Items accepted: new or gently used costumes, cosplay, garb, reenactment, formals (Mardi Gras or prom), wedding dresses, tuxedos and accessories, eccentric / quirky / geeky / fan clothing, accessories, fabric or patterns to make costumes, and other items related to costuming. Majority of items consigned should be for adults. You can also include décor, backdrops and props for events, theater, photography business, holiday or home.
- Consigned items must be clean and in good condition.
- No real weapons, illegal material, pornographic material, or sexual paraphernalia above an R rating will be accepted.
- TM has the right to accept or reject any items at drop off.
- TM will provide hanging racks and tables to display consignment items.
- The consignor understands and agrees that TM, Faery Court Ball, Elemental Design, LLC; The D'Iberville Civic Center; or any of their affiliates, directors, officers, employees, agents, contractors, or volunteers are not liable for any damage to consignor's items beyond their control: fire, flood, tornado, hurricane, theft, customer damages, etc. the consignor assumes the risk of these events by participating in the sale. All possible steps will be taken to keep consignor's items safe and secure. Consigner will not receive any compensation if such risk should occur.

Preparation for Consignment Sale

- Consignor is responsible for appropriately tagging, sorting, and organizing all items per guidelines prior to drop off at the sale. See Seller Registration Attachment for more details about entering items into the sale.
 - Consigner must provide their own hangers which will not be returned.
 - Place your completed tag on the left shoulder or side of each of your items with a safety pin or tagging gun or other location to not damage the item.
 - Garments should be hung on hanger with hook to the left like a question mark.



Since adult clothing sizes are not consistent and <u>vary wildy</u>, plus often do not have a size on the tag, measure the flat narrowest part / waist of the garment (times 2 for front and back) and add to the tag description. If the waist is elastic or really stretchy, measure unstretched and stretched waist size. True waist is slimmest part above belly button. Not all clothing uses the US Women's Size chart, the waist measurement is most accurate sizing. Example: Waist 42" or Waist 24-36"

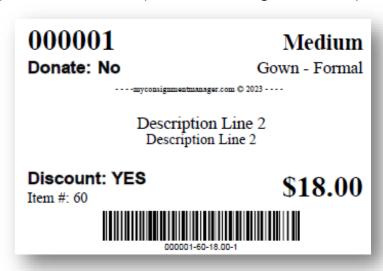
| Size in Tagging System Pulldown | US Women's Size | Waist Size |
|---------------------------------|-----------------|------------|
| Adjustable | | |
| One Size Fits All | | |
| X-Small | 00-2 | 22"-26" |
| Small | 4-6 | 27"-28" |
| Medium | 8-10 | 29"-31" |
| Large | 12-14 | 32"-35" |
| X-Large | 16 | 35"-38" |
| Plus | 18+ | 39"+ |

- For clothes: Safety pin the tag to the top right corner of garment, when it is facing you. No straight pins or staples! Pin pants, skirts, and shorts at the top of the hanger, with the zipper facing front. Hang clothes on appropriate sized hangers, with the opening of the hanger facing left. (see picture)
- o If your clothing is falling off the hanger at home, then it is going to fall off the hanger at the sale. Pin it to the hanger so that you do not risk your items falling off and getting lost.
- Accessories / non-clothing items need to be labeled with the cardstock tag attached using clear packing tape. No scotch tape!!!!
- Small or difficult to tag items such as jewelry or accessories should be placed in ziplock bag with tag taped on the outside. Any items placed in a Ziploc bag must have a ticket in each bag. Tape bag together with enough tape to keep it closed.
- Tag items with multiple pieces grouped together on a hanger, or in a bag or box.
- Shoes should be in a box, ziplock bag or attached together with pin, zip tie, rubber band, or pipe cleaner. Attach the tag to the sole.
- If your item needs more description / instructions please pin / tape that onto the item. Tags will be removed during checkout process.
- Any item found without a tag during the sale will be placed in a lost and found area. TM will make every effort to find any lost tag. If the tag is not found, the item will be available at pickup for the consignor to identify and claim. If it is not identified during pickup, it will become the property of TM.

- The consignor understands and agrees that any item marked "donate" on the tag will become the property of TM and will be donated to charity. Consignor will not be able to get items back.
- The consignor understands and agrees that any item not picked up during pick-up hours following the sale will become the property of TM. Consignor will not be able to get items back.

Tagging

- You must enter EACH item / set that you plan to sell into the system. Each item brought to the sale must have only one unique tag with its own unique item number for each item to be sold (seller cannot make copies of tags). If you have multiple quantities of an item, you can add the number when entering them. If you have a group / set of items, that can be entered as one item (ie: complete costume and all accessories). One full costume, outfit and accessories count as one item and can be sold together.
- Print your tags on minimum 60-67# white or pastel cardstock paper (NO dark colors are acceptable; no multicolored or patterned paper). The system will print up to 8 tags per page.
- Use an inkjet or laser printer (no dot matrix) with a normal (not best quality) printout to print tags. Faded barcodes may not work and some that are too dark may not work because the lines bleed into each other. The barcode needs to appear crisp and clear. Up to 8 tags print on one page. Cut out after printing and put on your items.
- Do not place tape over the barcodes.
- Items that are missing tags will not be sold and will be available for pickup at the end of the sale.
- TM will only sell items at the price entered into the online system and printed on the tags. If you want to change price or details on a tag, you must enter details in the system and REPRINT the tag. Do not handwrite price or discount option on the tags. This is for your protection at the sale.



You can handwrite additional description about the item on the tag or
use the "Let me tell you my story..." tag. This is for you to use when you
have a special treasure with an origin story you want to pass on to the
new owner. Where did I come from? Any special events I was in? Print this
page on cardstock to add to your special item. The sheet is on the last
page of this packet.



• If you are using tags and transferring items from another sale: verify 3 items on your tags. Make sure that the 1) seller number on printed tags matches the registered seller number in this sale, 2) tag's discount/donate options do not conflict with those on your tag, and 3) tag's description length from the previous tag is not too long for your sales' tag. Simply generate a list of tags to print and the system will confirm this for you.

Tagging and Pricing tips:

- Sellers that price reasonably and allow items to be discounted at the halfprice sale generally sell a high percentage of their items. Marking to discount encourages shoppers to buy at full price. There is no limit on how many total items you can bring to the sale as long as they all meet our quality standards.
- You want to price your items to move and sell. We suggest you start at 50% of retail for pricing for new items. If items are gently used, we suggest you start at 25% of retail. Think about what you would want to pay for the same item you saw at a sale.
- Sort your items by Category and Size before you sit down to enter them online. The system remembers all previous information entered except price, so by having them sorted you can take advantage of the pre-filled fields and re-enter only price and description fields. This will make your tag time even more efficient!
- Voice entry is available. Many people find this is a great time saver.
- If you mark your items to donate, we will include those items in the next sale. Then 50% of the sale price will go directly to a non-profit when they sell. This helps clear your closet and raise money for a good cause.

Team Members

- Volunteering as a Team Members offers extra money and early shopping perks. If you work at least 2 shifts, your seller fee will be refunded and included with your consignor payout. This is a great way to talk with new friends interested in costuming. Plus you get to look at all the inventory with early shopping privileges!
- Super Team Members have volunteered for 2 or more work shifts.
- Team Members have volunteered for 1 work shift
- Sign up for your Team Member shift in the consignor portal https://myconsignmentmanager.com/faeryballmysticalmarket

Contact **Suzanne Stafford** for questions regarding:

Consignors/Inventory Marketing Sponsors/Vendors Volunteering Pre-Sales General Questions

504-701-9994 consign@faery-ball.com

D'Iberville Civic Center: 10395 Auto Mall Parkway, D'Iberville, MS 39540



| TREASURES-MARKET.COM Let me tell you my story | TREASURES-MARKET.COM Let me tell you my story |
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