

Oxford WeeCycle

CONSIGNOR INSTRUCTIONS

1. REGISTER ONLINE

- *Visit our website oxfordweecycle.com then click **Consignors** then **Consignor Homepage**.
- *Follow the steps to register and pay your registration fee (payment is made via PayPal).
- *To request the tagging service, click **Request Tagging Service** on the website.

2. GATHER AND ORGANIZE YOUR ITEMS

- *A minimum of 10 items is required and maximum of 300 items is allowed.
- *Refer to **page 2 of this document** to determine what items you are permitted to sell.
- *Wash, iron, and organize your items by GENDER and SIZE first.

3. ENTER ITEMS INTO INVENTORY, PRINT TAGS, THEN TAG YOUR ITEMS

Materials needed (unless you request the tagging service):

Computer, printer, cardstock paper, hangers, tagging gun or safety pins, mailing tape, and zip ties.

- *Login to your consignor homepage and choose "Work with Active Inventory". Enter your items into the inventory, and be sure to include the BRAND NAME of items in the description. This helps us look up lost tags.

Deadline for Item Entry: Thursday before the sale by 7:00 p.m. CST (strict deadline).

- *After your items are entered, insert **plain white cardstock** paper into your printer and print your tags. Do not use colored paper or regular thin printer paper. If you do not have a printer, you can have Office Depot print your tags.
- *After you print your tags, cut out tags and attach tags according to instructions on **pages 3 & 4**.
- *Schedule a drop-off appointment and sign the seller agreement via your consignor homepage.

4. DROP OFF YOUR ITEMS AT YOUR SCHEDULED TIME

Login and schedule a drop off time for Friday (the day before the sale).

- *Arrive at the Oxford Activity Center (400 Price Street) promptly at your scheduled time and bring your tagged items sorted by gender & size with sizes separated by rubber banding hangers together (please do not use zip ties).
- *Enter through the side door of the Activity Center to unload (look for our banner). Volunteers will greet you and inspect your items with you; then your items will be placed on the sales floor (unless you are a restock consignor, in which case your items will be placed on the sales floor as there is room, often immediately).
- *Be sure your PayPal account email is correct before you leave.

5. SHOP EARLY & SPREAD THE WORD!

- *Consignors may shop Friday during the time listed on your pre-sale shopping pass you will receive at drop-off, which will admit you and one guest. Consignors who volunteer will shop even earlier; time depends on # of shifts.

6. PICK UP YOUR UNSOLD ITEMS

Pick up Sunday (the day after the sale) between 12:00 p.m. and 3:00 p.m.

- *At pick up, you will find your unsold items sorted into a pile (except those you marked "donate").
- *ALL ITEMS NOT PICKED UP BY 3 P.M. WILL BE DONATED. SORRY, NO EXCEPTIONS!!

7. RECEIVE PAYMENT

- ☐ Consignors who volunteer for at least one shift will earn 70% of their sold items.
- ☐ Consignors who do not volunteer will earn 65% of their sold items.
- ☐ Consignors who use the tagging service & volunteer at least one shift will earn 50% of sold items minus the per item fee. Consignors who use the tagging service and do not volunteer will earn 45% of sold items minus the per item fee (see tagging service agreement on tagging service request form).
- *Consignors will receive payment for net earnings within 3-5 business days of the close of the sale. Consignors will receive earnings via PayPal, and the payment link will be sent to the email listed on the consignor's account. An email will be sent once payments have been issued.

Oxford WeeCycle

ACCEPTABLE & UNACCEPTABLE ITEMS

Oxford WeeCycle only accepts the best in gently used children's items. We will not accept anything that is stained, torn, outdated, broken, etc. All toys that require batteries should include them so we know they are in working condition. All items must be clean. Items must be current season (fall and winter clothing at the Fall Sale, spring and summer clothing at the Spring Sale). Unacceptable items will not be placed on the sales floor. Oxford WeeCycle reserves the right to determine what items are acceptable and unacceptable.

ACCEPTABLE ITEMS

- ☒ **Current Season** girls and boys clothing and accessories, size newborn to size 14
- ☒ **Current Season** children's shoes, size newborn to Kids 7 (limited to 10 pairs)
- ☒ Maternity clothing, all seasons (limited to 10 items)
- ☐ Breast pumps & prenatal equipment
- ☒ Baby furniture such as cribs (except drop down cribs), changing tables, and rockers
- ☒ Baby gear such as strollers, high chairs, bouncers, walkers, entertainers, play mats, bathtubs, potties, infant carriers, breast pumps, safety equipment
- ☒ Baby items such as crib bedding, crib sheets, receiving blankets, bottles, towels, etc.
- ☒ Books (limit 10 bundles), DVDs, video games
- ☒ Toys, educational/learning tools, board games, puzzles
- ☒ Sporting equipment and clothing

UNACCEPTABLE ITEMS

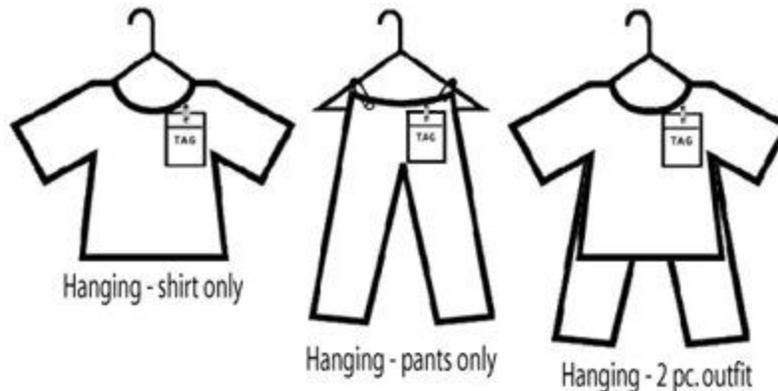
- ☒ **The following brands: Cherokee, Circo, Faded Glory, Garanimals, & George**
- ☒ **Onesies (unless they are NWT and they must be hung on hangers)**
- ☒ Off-Season Clothing: (swimsuits in the fall, heavy coats in the spring)
- ☒ Items priced less than \$3 (the software now prevents pricing items lower than \$3); rule of thumb: if you can buy it for less than \$5 at the store, do not enter it into the sale.
- ☒ Regular (non-maternity) women's clothing and sizes larger than kids size 14
- ☒ Outdated or worn-out clothing, or clothing smelling of mothballs or other odors
- ☒ Items with holes, missing buttons, or otherwise damaged
- ☒ Stained clothing and items with mold/mildew stains
- ☒ Drop side cribs (dangerous and unlawful to sell)
- ☒ All car seats and booster seats (we cannot ensure they've never been in an accident)
- ☒ Toys without batteries (all battery operated toys must have batteries included)
- ☒ Stuffed animals and restaurant toys (kids meal toys, etc)
- ☒ Recalled items (call the Consumer Product Safety Commission at 1-800-638-2772 to check).

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TAGGING INSTRUCTIONS

CLOTHING - CURRENT SEASON ONLY!

1. All clothing must be washed and hung on plastic or velvet hangers (please do not use wire hangers).
NOTE: Use small hangers on sizes Newborn-8, and larger hangers on sizes 10-14.
NOTE: You may pick up hangers after the sale, but you may not get the exact hangers you brought.
2. Pants or shorts can be hung on plastic shirt hangers using clothes pins or on plastic children's pants hangers.
3. The tag must be attached on the front of the item's upper left-hand shoulder seam or waistband - see photo below. Delicate items may have the cardstock tag attached to the garment tag.
4. Hang the garments on the hanger so that the hanger makes a question mark (?) when the clothing is lying on the table in front of you. See the photo below.
5. Tags should be attached to clothing using a tagging gun (attach the barcode tag through the garment tag) – be sure to tape the tagging gun barb ONTO the cardstock tag so it's reinforced and less likely to fall off. **Tagging guns make your items more secure to theft – you may purchase one for about \$10 on Amazon.** You may also use large safety pins (no small gold safety pins!), but be aware, it's easier for shoppers to switch tags if you use safety pins.
6. Clothing **must be sorted by gender and size** before you bring them to the sale. Please band the hangers together by size and gender with rubber bands!!
7. Accessories (hats, socks, bows, bibs, etc.) can be placed in Ziploc bags and the tag should be taped to the outside of the bag. Use clear packing tape to tape the tag and TAPE THE BAG CLOSED to ensure that your items are not removed from the bag. ***NOTE: we no longer accept onesies unless they are new with tags.**
8. When entering your items into online inventory, **include the brand name** in the first line of the description. This helps us search for items in the system if a tag falls off. Also, note if an item is new or barely used. This will catch the buyer's eye. Also, state how many pieces (if there are multiple pieces) are included in a set, i.e. 2-piece outfit.



SHOES (shoes are limited to 10 pairs- bring your best and newest!)

1. Attach them together with zip ties. Knotting their shoelaces together is also helpful, but zip ties are the best.
2. Shoes can also be placed in a Ziploc bag. Place a strip of clear packing tape over the seal of the bag so that it cannot be opened during the sale. If you attach your tag directly to the shoes, tags will easily get ripped off shoes. Therefore, we recommend "laminating" the top of your tag with packing tape before you affix the tag to your shoes - that way the tag won't be so easily ripped off.

TOYS (leave the cheap ones at home)

1. Toys that require batteries must have working batteries.
2. If the toys have loose parts, secure these extra parts in a plastic bag and securely tape them to the main toy. Shoppers (read: their children) are very adept at playing with unsecured toys. If parts aren't secured well enough, they will get lost and separated and make it difficult for your toys to sell.
3. Tape your product information tag securely to the toy so that it cannot be torn off easily by the customer.
4. Tape shut or place in bags any games, puzzles or other "boxed" items to ensure that the pieces don't get pulled out during the sale.
5. Bikes or outdoor toys should be clearly labeled. Tape tag to the toy in a location that makes it easy to see.
6. Stuffed animals (hygiene issues) and random kids meal toys are NOT allowed.

BOOKS (limited to 10 or 10 bundles)

Tape the product tag to the back cover of the book. Use regular scotch tape and only tape two sides of the tag down. This will prevent damaging the books' covers when removing the tag. You can also bundle similar books by tying them together with yarn and tagging the bundle of books.

BABY GEAR (strollers, bouncers, exersaucers, play gyms, high chairs, and furniture):

1. Instruction manuals are always helpful - include them when you can. Most of them can be downloaded from the internet if you've lost them.
2. Ensure everything is clean – trays, pads, bars, etc. – spit up and gunk get caught everywhere!
3. If items have multiple pieces that might get separated (e.g. bouncy seats and their activity bars, the 7 pieces that come with your pack and play, cribs with 8 pieces), make sure that the product tag is on the main piece. Handwrite additional tags with your consignor #, the description and mark them with 1 of 8, 2 of 8, 3 of 8, etc.
4. Car seats and drop-down cribs are NOT allowed!

PRICING

- ☐ You set your own prices for your items. All prices must be in WHOLE DOLLAR increments, **and items must be able to be priced at \$3 or higher**. Rule of thumb: if you can buy something for less than \$5 in the store, DO NOT enter it into this sale.
- ☐ In setting prices, consider what you would be willing to pay at a consignment store for the same item.
- ☐ Most items earn anywhere from 25-50% of their original retail value. Hot brands or "new" items can earn even more, while common items like play clothes will typically earn less.
- ☐ Remember pricing is subjective and depends on the name brand, quality, and fashion. Here is a guide on how to price typical clothing items. A more in-depth guide is available on our website.
 - Shirts and shorts- \$3-\$5
 - Pants and jeans- \$3-\$6
 - 2 piece outfit- \$6-\$10
 - 3 piece outfit- \$8-\$14
 - Dresses/JonJons- \$6-\$10
 - Smocked/Boutique- \$10-\$20 (\$14 avg)
 - Hot Brands- \$12-18 (\$16 avg)
 - Large Toys- \$5-10
 - Furniture- 30% of retail cost
 - Baby Gear- 30% of retail cost
- ☐ Items that are cleaned, ironed and nicely hung on the hanger will bring more money. Attach any instructions to strollers, high chairs, cribs, toys, etc. You can even include the original retail price or a printed description of the item so buyers know what kind of deal they are getting.
- ☐ **Allow your items to be sold for half off the last day (check "discount" when you enter inventory online). Consignors are happier with their sales if they have discounted their items.**

Oxford WeeCycle

CONSIGNOR (SELLER) AGREEMENT

In exchange for participation and selling with Oxford WeeCycle, please read and acknowledge your acceptance of the following agreement and terms as a consignor. You will acknowledge this agreement via your consignor homepage. Consignors agree to the following statements:

- **Consignors who volunteer for at least one shift will earn 70% of their sold items.**
- **Consignors who do not volunteer will earn 65% of their sold items.**
- **Consignors who use the tagging service will earn 50% of sold items (if volunteering) or 45% (if not volunteering).**
- Consignors will hold harmless and make no claim against the organizers, volunteers, or vendors of Oxford WeeCycle for any damages, theft or loss of any items consigned through Oxford WeeCycle. Consignors assume the risks of theft, damage or loss of items consigned. While the organizers of Oxford WeeCycle take many preventative measures to minimize these risks, those risks still exist and consignors will not be reimbursed for those items should such a loss occur.
- Consignors will waive any and all claims for personal injury resulting from participation in the sale from whatever cause against the organizers, volunteers, other consignors, or vendors of Oxford WeeCycle.
- Consignor understands that a non-refundable \$15.00 registration fee is due to participate in the sale, and that **items must be entered into the online system by the Thursday before the sale at 7:00 p.m. CST** in order to remain registered as a consignor; all consignors that have not entered inventory by that time will be unregistered. Consignors must enter a minimum of 10 items and maximum of 300 items.
- **Children's clothing and shoes, size newborn through size 14, are accepted; junior's and women's clothing/shoes are not accepted. Certain brands are not accepted (see consignor instructions on the website. All items must be able to be priced at \$3 or higher. **Rule of thumb: if you can buy it for less than \$5 at retail, it's not worth your time or ours to enter it into this sale.***
- Items checked into Oxford WeeCycle must meet all guidelines stated in the Consignor Instructions document (found online). Items that do not meet these guidelines are subject to rejection/removal. Consignors must remember the following key rules: clothes must be laundered and must not smell of cigarette smoke, moth balls, or any other unpleasant odor. Clothes must be free of stains and tears and blemishes. Items must be tagged correctly with white or ivory card-stock tags and safety pins or by tagging gun. Items must meet current requirements of the Consumer Product Safety Commission. Items must be sorted by gender and size at drop off or they will go into restock. Consignors may not hand write on tags; items that have handwritten tags will not be placed on sales floor.
- All items, unless designated "no discount" on the tag, will be sold for 50% at the half price sale time.
- All items, unless designated "no donate", will be donated to the Pregnancy Center, Holding Hands, or other charitable organizations or families in need after the sale.
- Items, loose pieces and/or accessories found without a tag will be placed in a lost and found box. Stained, damaged, and/or worn items will not be placed on the sales floor. Consignors may re-claim these items at pick up or they will be donated to charity.
- **Unsold items must be picked up on Sunday between 12:00-3:00 p.m. or they will be donated to charity.**
- Consignors will receive payment for earnings within two days of the close of the sale. Consignors will receive earnings via PayPal, and the payment link will be sent to the email listed on the consignor's account.