**2018 PWMOMC Fall Consignment Sale**

**Seller Guidelines**

# **Manassas Church of the Brethren**

10047 Nokesville Road, Manassas, VA 20110

**Friday, October 5th, 2018**

**5:00 PM to 9:00 PM Set-up – All sellers must deliver and set-up their own items.**

**Saturday, October 6th, 2018**

**8:00 AM - 9:00 AM Pre-Sale for Club members, Sellers, and Vendors**

**9:00 AM – 12:00 PM Sale open to the public**

**12:00 PM – 1:00 PM Half-Price sale open to the public**

**1:00 PM All sellers must return to pick up their items at 1 pm. Items not picked up will be donated at PWMOMC discretion.**

**All sellers are required to work a minimum of one VOLUNTEER SHIFT**

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| **Friday** | **Shift #1** | **3:00 pm – 5:00 pm** | **Assist with retrieving racks from storage and bringing them to the church for set-up. Meet at the Church at 2:45 pm.** |
|  | **Shift #2** | **5:00 pm – 7:00 pm** | **Assist with sale set-up (placing signs, racks, tables, etc.)** |
|  | **Shift #3** | **6:00 pm – 9:00 pm** | **Assist with the seller set up** |
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| **Saturday** | **Shift #4** | **8:00 am – 12 pm** | **Assist with sales** |
|  | **Shift #5** | **10:00am – 2:00pm** | **Assist with sales and clean-up/take-down \*\*** |
|  |  |  |  |

**\*All sellers must return to pick up their own items at 1:00 PM Saturday.**

**\*\* Shift #5 ends when EVERYTHING is cleaned up and put away.**

**\* Sellers can indicate their shift preference on their Consignment Sale Registration Form. Shifts will be assigned, based on the order that registration forms are received (as determined by email time/date stamp and/or postmark on mailed-in forms).**

**Seller Registration**

1. **To participate as a Seller, you must register by emailing a completed Sellers Agreement form to PWMOMC c/o Julie Burke at** [**Julie.burke@hotmail.com**](mailto:Julie.burke@hotmail.com) **or via mail to:   
   PWMOMC c/o Julie Burke, 8468 Lanier Overlook Court, Bristow, VA 20136**

* All seller registration forms need to be submitted by **Saturday, September 29th.**
* If you are selling anything at the consignment sale, you must be present for 1) set-up on Friday evening to place your items on the sales floor, 2) your assigned volunteer shift either Friday or Saturday, and 3) item pick-up after the sale.
* If you do not show up for your assigned volunteer shift, a $10 fee will be subtracted from the check that PWMOMC sends you with your sale proceeds. This fee will be assessed to all sellers, including club members.
* Whatever does not sell at the sale, you are responsible to get the items home or to a donation center.
* If anyone would like to donate their sales proceeds to the Club, the donated items still must be tagged. If 100% of the money is to go to the club, write “Club Donation” in as the seller’s name. That way we know that 100% of the funds will be credited to the club.

**Set up**

* Set up will be throughout the day Friday, with *sellers to drop-off and put out their tagged items between 5:00-9:00 PM*.
* All items must be tagged correctly ***prior*** to your arrival. If they are not, this will add to set-up time.

**Pricing & Tagging**

* TAGS: Items must be tagged with our or another sale’s tag (such as Classy Kids, JBF, FCMOM, etc.). If needed, a Word document will be provided with the PWMOMC tag format. You may modify this file to include your Seller ID to save you time. Please only use this format, or tags from another local sale. *\*\*Please do not use irregular shaped or torn pieces of paper as your tags. \*\**
* TAGS: **Seller ID**-each tag must be marked with a unique Seller ID so that you are properly credited for items sold. This ID may be any combination of letters or numbers that you would like, or assigned to you from another sales organization (CKC, JBF, FCMOM, etc). *Be sure to indicate your Seller ID on the Seller Agreement as well as on the Sign-In sheet the first day of the sale.*
* Please make sure tags are printed by a computer or written legibly. ***If a tag is illegible we cannot guarantee that you will be credited for the sale, or possibly the correct price.***
* TAGS: Please attach tags with a **TAGGING GUN ONLY. NO STRAIGHT PINS, SAFETY PINS OR STICKERS.** If you are looking for a tagging gun, please check Amazon – they have a good selection of inexpensive tagging guns. Saves lots of time.
* You may use tape for items that cannot be safety pinned. If you are using tape, be sure that it is not too easy for the customers to get off, but it is easy enough for us to remove so that you can be credited for the item. **Please only use blue PAINTERS tape for BOOKS**. Masking tape, Scotch tape, and clear packing tape are known to ruin books!
* Items that have multiple pieces should be attached together securely! Ziploc bags and zip ties are great ways to keep little pieces together and to keep shoes in pairs.
* **No item is to be marked for less than 50 cents. Use 50 cent increments when pricing.**
* **HALF-PRICE SALE – If you do not want your items to be sold at half-price on Saturday, simply CIRCLE the price. Only items that are UN-CIRCLED will be sold at half-price on Saturday.**
* Price your items based on brand and condition. See Pricing Guide for ideas on pricing; please note these are suggested prices only. But please consider that this is a fundraiser so don’t mark your items too low!
* Clothing items typically sell at 25-30% of retail cost, toys and larger items 30-50% depending on condition and demand.

**Clothing**

* ALL items must be clean and presentable. PLEASE CHECK YOUR ITEMS FOR STAINS!! Look thoroughly. If you do find a small spot you can still sell your item but only if you make the buyer aware by indicating so on your tag. The price should reflect any signs of wear and tear. We want to sell our best!
* ***We will only be selling FALL and WINTER type clothes and accessories at this sale.***
* Clothing must be free of any unusual odors (mothballs, smoke, musty odors, etc.)
* All clothing must be on hangers, which may or may not be returned. If you would like your hangers returned, mark them with ribbon, colored duck tape, etc. and indicate your ribbon or tape color on your Seller Agreement. This will enable you to collect all of your hangers at the end of the sale for future use. *NOTE: Lime green duck tape, masking tape, silver tape, & blue painters tape are already in use by veteran sellers.* *Please provide your own box, bin, or laundry basket to collect your hangers the days of the sale.*
* Two-piece outfits or outfits with accessories must be pinned together.
* Baby layettes, onesies, socks, etc. should be in Zip-loc bags. Be sure to tag these items put tag inside bag. **Writing** prices on the Zip-loc bag is **not acceptable.** (We have to have a tag for you to get paid.) You may also pin the tag through the bag.
* To make setup go smoothly, clothing will be grouped by size. For example, items may be sorted as follows:

0-3 months 3T

3-6 months 4T

6-12 months 5/5T 12-18 months 6/6x

18-24 months 7/8

24 months/2T 9/10 and up

Kids Coats/Jackets/Raincoats, Maternity/Nursing, and Shoes

**Toys, Nursery/Baby Furniture, Etc.**

* Make sure tags are securely attached to toys via zip ties or tape.
* Small pieces should be placed in a Zip-loc bag and attached securely. (Ex: hardware for cribs, dollhouses, small pieces for toys, etc.) Label all parts bags.
* Please make sure that what you bring is clean (ex: linens, car seats, and strollers)
* Items other than clothing will be placed on tables or on the floor (furniture, larger toys).
* Car seats should have the expiration date sticker attached or engraved in the plastic. NO EXPIRED CAR SEATS will be allowed. We will be checking dates.

**Miscellaneous**

* **All items must be paid for before you leave. NO EXCEPTIONS!!!! If you put something in the holding area, you have agreed to pay for the item before you leave. If you are unsure about an item or clothing, do not put them in the holding area. Someone could miss a real sale!!**
* **Save your boxes and grocery bags!** We will be collecting them Friday night**.**
* ***All sales are final.***
* ***PWMOMC is not responsible for any lost or stolen merchandise or tags.***
* By signing the Sellers Agreement, you agree to all the guidelines.
* Remember this is a fundraiser and PWMOMC is a non-profit organization.