



# Chelmsford Mothers' Club KIDS TAG SALE

## Spring 2019 Guidelines & Tagging Instructions

SALE SCHEDULE & LOCATION		REGISTRATION	
<ul style="list-style-type: none"> <li>• <b>Date:</b> Saturday May 4<sup>th</sup> 9 AM-1 PM</li> <li>• <b>Place:</b> McCarthy Middle School cafeteria and gym, 250 North Road, Chelmsford</li> <li>• <b>Drop-off:</b> Friday May 3<sup>rd</sup> 5:30-7:30 PM</li> <li>• <b>Presale:</b> Saturday May 4<sup>th</sup>: 7:00-8:30 AM for consignors 7:30-8:30 AM for volunteers</li> <li>• <b>Half-Price Sale:</b> Saturday May 4<sup>th</sup> 11:30-1:00 PM</li> <li>• <b>Pick up unsold non-donated items:</b> Saturday, May 4<sup>th</sup> 1:15-2:00 PM.</li> </ul> <p>Unsold, yellow-tagged items not picked up by 2:00 PM will be donated.</p>		<ul style="list-style-type: none"> <li>• <b>Register early!</b> There are a limited number of consignor spaces, and they go quickly. If registration has closed, please email <a href="mailto:sellers@kidstagsale.com">sellers@kidstagsale.com</a> to be added to a waiting list. <ul style="list-style-type: none"> <li>• Please register online using the registration link <a href="http://www.kidstagsale.com/">http://www.kidstagsale.com/</a>. <b>Returning consignors who sold at any previous sale that used the online system</b> should log into the system using their consignor login and password. After logging in, choose "Update My Account Information" to confirm that your contact information is correct. Then choose "Register for Our Upcoming Sale" to register as a consignor for the Fall Sale.</li> </ul> </li> <li>• <b>You must be a current CMC member who has volunteered at a prior CMC tag sale to be eligible to consign. All registrations that do not meet this criteria will be cancelled.</b></li> <li>• <b>All volunteers must be current CMC members. All registrations from non-members will be cancelled.</b></li> <li>• The Consignor Registration Fee is \$25, which will be subtracted from the final check that you will receive after the sale.</li> </ul>	
SELLER BENEFITS		SELLER REQUIREMENTS	
<p>Earnings</p> <ul style="list-style-type: none"> <li>• Consignors receive 85% of their sale profits within 4-5 weeks of the sale. The remaining 15% is used by the CMC to sponsor club events and pay expenses.</li> </ul> <p>Presale</p> <ul style="list-style-type: none"> <li>• The presale is open to all consignors and volunteers from 7:00-8:30AM on the day of the sale – see above for entrance times</li> <li>• All presale shoppers must leave the sale hall and go to the cashier line by 8:30 AM.</li> <li>• <b>Important:</b> Only the seller or volunteer is allowed into the presale. Guests, spouses, partners or other family members are not permitted to attend.</li> </ul>		<ul style="list-style-type: none"> <li>• All consignors must work 4 hours of time during a specified seller shift on the day of the sale. <b>Consignors who do not work their assigned shift will receive 20% of their sale profits, will not be allowed to shop the presale, and will not be permitted to sell in the CMC Fall 2019 Tag Sale.</b></li> <li>• All items must be entered into the online inventory system and individually tagged with a tag printed on <b>cardstock</b>.</li> <li>• <b>Consignors agree that their items will be clean, complete, in good condition, and not on the Consumer Product Safety Commission recall list.</b> Items deemed unacceptable for sale will be removed from the sale and the seller will not receive profits from these items.</li> <li>• Consignors are asked to do their best to publicize the sale by posting flyers, sharing info on Facebook, and telling friends, family &amp; community.</li> <li>• <b>Consignors must pick up their unsold, yellow-tagged ("do not donate") items on the day of the sale from 1:15-2:00 PM.</b></li> </ul>	
ACCEPTABLE ITEMS			
<p><b>The following items can be sold at the Spring Sale. All items should be for children from newborn to size 14.</b></p> <ul style="list-style-type: none"> <li>• Children's clothing, Size 0-14 (<b>SPRING/SUMMER ONLY</b>)</li> <li>• Accessories (belts, headbands, socks, bibs, hats, mittens, etc.)</li> <li>• Shoes</li> <li>• Books (children &amp; parenting)</li> <li>• Children's movies (<b>DVD ONLY</b>) &amp; music. <b>G and PG only</b></li> <li>• Costumes and Dress-Up Play</li> <li>• Nursery items, décor &amp; bedding</li> <li>• Diapers/Pull Ups</li> <li>• <b>UNOPENED</b> packaged underwear</li> <li>• Bathing/feeding/diapering items</li> <li>• Baby equipment (bouncy seats, high chairs, exersaucers, pack and plays, booster seats, infant swings, etc.)</li> <li>• Sports equipment (balls, bats, helmets, bicycles, tricycles, scooters, etc.)</li> <li>• Toys, games, puzzles and crafts</li> <li>• Outside toys (wagons, swings, play structures, cozy coupe cars, sleds, etc.)</li> <li>• Strollers</li> <li>• Electronic toys and game cartridges, rated <b>E only</b></li> <li>• Seasonal items (jackets, swimsuits, sandals, beach wear, etc.)</li> </ul>			
UNACCEPTABLE ITEMS			
<p><b>The following items MAY NOT be sold at the sale and will be removed from the sale floor.</b></p> <ul style="list-style-type: none"> <li>• Maternity clothes</li> <li>• Stuffed animals &amp; plush toys</li> <li>• Breast pumps &amp; nursing bras</li> <li>• Car seats</li> <li>• Underwear (opened/used)</li> <li>• Cribs and crib mattresses</li> <li>• Bumbos (even with recall fix)</li> </ul>			

## RECALLED ITEMS

**It is the responsibility of the consignor to ensure ALL items placed for sale are not on any recall list. We do not accept recalled items, even if the problematic part has been fixed or replaced per the CPSC site. A list of recalled items may be found at [www.cpsc.gov](http://www.cpsc.gov).**

Questions about acceptable items? Contact the Tag Sale Committee at [info@kidstagsale.com](mailto:info@kidstagsale.com)

## LARGE ITEMS

The following items are considered Large Items and are accepted on a space available basis. Please enter a complete description in the inventory system, so we can monitor inventory and allocate space.

- Changing tables
- Kid furniture (tables, bookcases, dressers)
- Little Tikes (or similar) large outdoor structures
- Gliders, rocking chairs
- Bassinets
- Toddler beds (no mattresses)
- Toy chests

## PREPARING YOUR ITEMS

- NOTE: **ALL clothes (including tops, coats/jackets, bottoms, PJs/robes, dresses, dress-up items, costumes, leotards) must be on hangers**, except accessories such as hats, belts, mittens and socks.
- NOTE: **ALL nursery items (including sheets, blankets, crib sets, towels, baby carriers, swaddles/sleep sacks, shopping cart covers, changing pad covers, Boppy covers, mattress pads, diaper bags, stroller covers, car seat buntings) must be on hangers**
- All hanging items must have the hanger hook curving right to left, with the opening on the left side (similar to a question mark). See illustrations on next page. Items that are hung incorrectly (facing the wrong way) do not sell well and make it difficult for customers to shop.
- Reusable cloth diapers, bottles, cups, feeding utensils and tableware must be grouped together in plastic bags.
- Bibs, Burp Cloths and Onesies are **NOT** to be placed in plastic bags!! These items must be grouped together and attached by ribbon, safety pins or zip-ties. Onesies must be separated by size
- **All items must be clean and in good condition.** Examine clothing carefully. Items that are stained, dirty, torn or very worn will be removed from the sale floor.
- Socks can be bagged several of the same size together and sold as a package.
- **Puzzles, games and toys must be complete with all pieces OR must state that pieces are missing.**
- **Consignors who sell incomplete or broken items will be required to reimburse the buyer if a complaint is submitted and will not be permitted to sell at the Fall 2019 CMC Kids Tag Sale if there are repeated issues or complaints.** The reputation of the Kids Tag Sale depends on you. If you wouldn't buy it, DON'T SELL IT.
- Battery-operated and electrical items must be functional. Batteries do not have to be supplied, but including them may result in a faster sale.
- Multi-part items (shoes, two-piece outfit) should be connected with safety pins, curling ribbon, or zip ties and noted in the description.

## TAGGING & PRICING YOUR ITEMS

- Consignors must use the CMC Kids Tag Sale online inventory system to enter their inventory, price items, and print tags. See specific instructions on the next page for entering your inventory.
- **VERY IMPORTANT: Tags for "donate" items must be printed on WHITE card stock. Tags for "do not donate" items must be printed on YELLOW card stock.** All unsold white-tagged items are sorted out and donated at the end of the sale. It is very important to use yellow card stock for unsold items you want returned to you.
- All items you have decided to donate will also be automatically be marked **YES** to discount at the half price sale.
- Tags should be attached to clothing with tagging guns or safety pins. Use packing tape, scotch tape, or blue painters' tape to attach tags to toys, baby gear, books, movies and games. Tape **MUST NOT** extend below the description line on the tag. See tagging instructions on next page for specific information on where to attach tags and how to hang clothing items.
- For items marked over \$10.00 please include a piece of tape somewhere on the item (not in plain sight but where it can be located easily) that contains the **Item #, Consignor # and Price**. This information can be found on the top of your printed tag. This helps ensure that if a tag becomes separated from a large item, the listed price can still be charged.
- All items must be individually priced in 50-cent increments with a minimum price of \$1.00 (except books which have a \$0.50 minimum).
- The online inventory system will close at **11:59 PM on Monday, April 15<sup>th</sup>**. All items must be entered by this time, **NO EXCEPTIONS!** Tags may still be printed after the inventory system closes.

## DROPOFF NIGHT PREPARATION

## DROP-OFF NIGHT PROCESS

**ALL CLOTHES MUST BE ON HANGERS and ready to hang on racks when you arrive!**

### **SORT AND SIZE clothes as follows:**

1. Tops/Outfits, Bottoms, PJs, Robes – by gender, then by size
2. Dresses and Boys Dress Clothes – by size
3. Outerwear/Jackets and Swimwear – by size

### **SORT other items as follows:**

1. Socks (0-12 mo, 12-24 mo, 2-4T, 5T+)
2. Onesies (NB, 3 mon, 6 mon, 12 mon, 18 mon+)
3. Shoes (separate by size)
4. Toys (separate into following categories: Infant, Toddler, Blocks, Educational, Science & Nature, Vehicles, Pretend Play, Electronic, Dolls & Action Figures, Arts & Crafts, Games, Puzzles, Age 6+)
5. Books (board books, preschool, picture, chapter, parenting)

- Bring all tagged items to the sale location on Friday May 3rd at your assigned drop-off time. **You will have 1 hour to distribute your items.** All consignors must finish distribution and depart by 7:30 PM.
- You are required to stay during Drop-Off and help to put your items out on racks and tables; estimate one hour, depending on how many items you have. **DO NOT** drop your bins/bags and leave. Workers will be available to help you bring items in and distribute them, but YOU are responsible for final distribution. You may stage your bins in the hallway & bring them in one at a time.
- If you do not want volunteers to help distribute your items, please bring bins in one at a time and **POLITELY** inform volunteers you would like to do it yourself.
- Children under the age of 10 are not allowed on the sale floor during drop-off. A babysitter will be provided from 5:30 to 7:30 PM. You must register in advance for babysitting service. Payment is due at the time of service.
- **Shopping is NOT permitted during the drop-off evening.** We understand it is tempting to look through all the items but we need sellers to depart as soon as their items are distributed so that the committee has enough time to look over the sales floor to make sure it is ready for the presale on Saturday.
- Consignors **may not** bring more inventory on Saturday morning.

## TAGGING INSTRUCTIONS

- You will need the following supplies:
  - Hangers. Inexpensive hangers are available at discount or dollar stores, or may be available for free at drycleaners, department stores, or retail clothing stores such as Carters, Old Navy, Dots, etc.
  - Yellow and white card stock (65-67 lb) **MUST** be used for printing tags. Use **WHITE** for “**donate**” items, and **YELLOW** for “**do not donate**” items. If you are unable to print on card stock, Staples can print on cardstock for you.
  - Safety pins (1” or larger): available at dollar or craft stores. **Do not use straight pins.** You may also use a tagging gun and barbs. You can purchase tagging guns and barbs on Ebay, Amazon or at Staples.
  - Clear packing tape, scotch tape or blue painters’ tape to attach tags to toys, books, nursery items and large items.
  - Zip ties or curling ribbon to hold items together
  - Plastic bags to hold small items
- **Tagging Tip: Sort your items into gender, size, and category groups before entering inventory into the system.** Keep your items in the same order that you entered them, to make tagging easier once the tags are printed.
- To access the inventory system, go to [www.KidsTagSale.com](http://www.KidsTagSale.com), click the “Consignor Login” button located in the left column and enter the consignor number and password which you received in an email after you registered.
- Select the “Work with Consigned Inventory” link on the left under Activities, then “Work with my Consigned Items (Active Inventory)”. You may now start entering your items. **Returning consignors:** To activate your inactive inventory that did not sell at the last sale, choose “Work with Consigned Inventory” then “Work with Inactive Inventory”. Select all items that you want to make active for the Spring Sale and click “Make SELECTED Inventory ACTIVE for Upcoming Sale”. If you make **ANY** changes to the re-activated items (especially price), you **MUST** reprint the tag, remove the old tag, and attach the new tag to your item. The cashier will use whatever price is on the printed tag and has no way of knowing if you have changed the price online.
- For each new item, select the correct category then the correct size from the scroll-down menus (choose “Leave Blank” for non-clothing items). (Note: If the item is sized as 6-12 months, place it in the 6 month category). If the item’s size is not in the list, choose “See description”. Enter a brief description of the item, including the size if you did not enter it in the Size field. You may enter two description lines, each 24 characters. Include the brand (i.e., Gap), color, and type, such as “Gap white turtleneck” to help us identify items during the sale if the tag is lost, and to help you identify sold items after the sale.
- Enter the item’s price and choose whether to discount the item during the Half-Price Sale and whether to donate it if it does not sell. (Note: if you will be donating your item, it will automatically be marked as discount.) See the separate Pricing Guidelines for suggested pricing. All prices must be in 50-cent increments with a minimum price of \$1.00 (except books which have a minimum price of \$0.50).
- Click “Submit Item”. To make changes later, select the appropriate item and click “Edit” or “Delete”.
- When you have finished entering inventory, click the “I’m finished for now” link.
- To print tags, log in, click the “Work with consigned inventory” link, then “Print Selected Tags”. Sort your inventory list by “Donate”. Click the checkbox for all items listed as “Yes” in the Donate column, then click “Print Selected Tags”. A separate page will open with the formatted tags, ready to print; six tags will print on each page. (If pop-ups are blocked, choose to allow all pop-ups from this website.) Scroll down the pages of tags and carefully check them to make sure they were generated correctly, with barcodes, descriptions, etc., and to make sure that the layout is correct. (Email [info@kidstagsale.com](mailto:info@kidstagsale.com) if you run into issues. The inventory system works best on Internet Explorer.) Ensure that the appropriate color card stock is loaded in your printer (**WHITE** for “**donate**” items) and print the tags. (You may need to right-click on the tag window to access the print menu, depending on the browser you use.) To print “Do Not Donate” tags, sort the inventory list by “Donate”, click the checkbox next to all items listed as “No” in the Donate column, then click “Print Selected Tags”. Print the “**Do Not Donate**” tags on **YELLOW** card stock.
- If you do not have a working printer, you can log into the system at the library or Fedex Office/ Staples and print tags there.
- Cut apart all of the tags (6 tags per sheet).
- Attach tags to clothing with a tagging gun or safety pins. Tags can be attached to the right shoulder **ON A SEAM** using a safety pin or tagging gun, or can be attached to a **SEAM** on the right sleeve or right armpit (when the garment is facing you). Tags may also be attached to the manufacturer’s tag/label on the back of the shirt using a tagging gun or safety pin. For pants, attach the tag to the

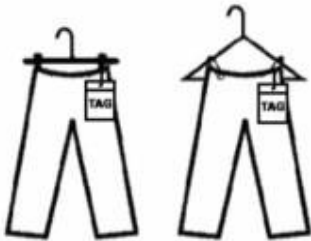
waistband **ON A SEAM** using a tagging gun or safety pin.

- To hang pants, use pants hangers or use 2 large safety pins **ON A SEAM** to pin waistband to the top angled bars of a wire hanger.
- Attach tags to plastic items with clear packing tape or scotch tape. **Tape the top half of the tag only. Tape should not extend below the Description or cover the Bar Code on the bottom of the tag.**
- **DO NOT OVER-TAPE OR USE PACKING TAPE ON BOOKS OR CARDBOARD BOXES; the tag is removed during checkout and too much tape will ruin the item. Please use Blue Painters' Tape for ALL Books and Cardboard Boxes**

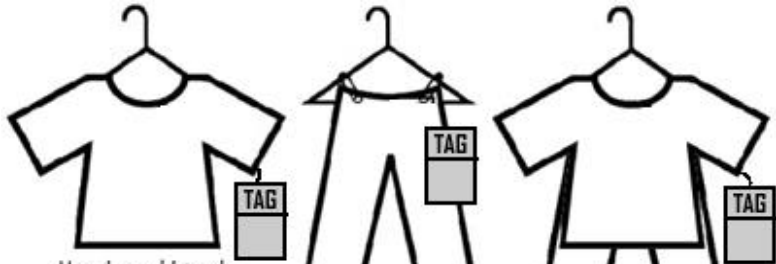
**Please see separate Pricing Guidelines and Tagging Tips document for helpful information on tagging.**



Where to hang the tag on a shirt: 2 options



Hanging pants: 2 options



Hanging - shirt only

Hanging - pants only

Hanging - 2 pc. outfit

#### Hanger Direction and Tag Placement

(Note: Choose **ONE** tag location. Only one tag per garment.)