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| SALE SCHEDULE & LOCATION | REGISTRATION |
| * **Date:** Saturday April 1st 9 AM-1 PM
* **Place:** McCarthy Middle School cafeteria and gym, 250 North Road, Chelmsford
* **Drop-off:** Friday, March 31st, 5:30-7:15 PM
* **Presale:** Saturday, April 1st, 7:00-8:30 AM
* **Half-Price Sale:** Saturday, April 1st,11:30-1:00 PM
* **Pick up unsold non-donated items:** Saturday, April 1st, 1:30-2:00 PM. Unsold, yellow-tagged items not picked up by 2:00 PM **will be donated**.
 | * **Register early!** There are a limited number of consignor spaces, and they go quickly. If registration has closed, please email info@kidstagsale.com to be added to a waiting list.
* Please register online using the registration link <http://www.kidstagsale.com/> . **Returning consignors** **who sold at any previous sale that used the online system** 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.
* **You must be a CMC member to consign or volunteer. All registrations from non-members will be cancelled.**
* The Consignor Registration Fee is $20, which will be subtracted from the final check that you will receive after the sale.
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|  SELLER BENEFITS |  SELLER REQUIREMENTS |
| Earnings * Consignors receive 85% of their sale profits within three weeks of the sale. The remaining 15% is used for sale expenses.

Presale* The presale is open to all consignors and volunteers from 7:00-8:30AM on Saturday, April 1st
* All presale shoppers must leave the sale hall and go to the cashier line by 8:30 AM.
* **Important:** Only the seller is allowed into the presale; guests, spouses, partners or other family members are not permitted.
 | * All consignors must work a 3-hour shift during the sale setup on March 30th or during the sale hours or breakdown on April 1st. **Consignors who do not work their assigned shift will receive 50% of their sale profits, instead of 85%.**
* All items must be entered into the online inventory system and individually tagged with a tag printed on **cardstock**.
* **Consignors agree that their items will be clean, complete, in good condition, and not on the CPSC recall list.** Items deemed unacceptable will be removed from the sale.
* Consignors are asked to do their best to publicize the sale by posting flyers and sharing info on Facebook and with friends, family, neighbors, etc. **Tell more to sell more!**
* Consignors must pick up their unsold, yellow-tagged (“do not donate”) items on April 1st from 1:30-2:00 PM.
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| ACCEPTABLE ITEMS |
| **The following items can be sold at the Fall Sale. All items should be for children from newborn to size 14.** |
| * Children’s clothing, Size 0-14 (Fall/Winter only)
* Accessories (belts, headbands, socks, bibs, etc.)
* Shoes
* Books (children & parenting)
* Children’s movies (**DVD ONLY**) & music. G and PG only
* Holiday Items (Costumes, Clothing, Toys, Accessories)
 | * Nursery items, décor & bedding
* Diapers/Pull Ups
* **UNOPENED** packaged underwear
* Bathing/feeding/diapering items
* Baby equipment (bouncy seats, high chairs, exersaucers, pack and plays, booster seats, infant swings, etc.)
* Sports equipment (balls, bats, helmets, bicycles, tricycles, scooters, etc.)
 | * Toys, games, puzzles and crafts
* Outside toys (wagons, swings, play structures, cozy coupe cars, sleds, etc.)
* Strollers
* Electronic toys and game cartridges, rated E only
* Seasonal items (jackets, snowsuits. boots etc.)
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| UNACCEPTABLE ITEMS |
| **The following items MAY NOT be sold at the sale and will be removed from the sale floor.** |
| * Maternity clothes
* Underwear (opened/used)
 | * Stuffed animals & plush toys
* Cribs and crib mattresses
 | * Breast pumps & nursing bras
* Bumbos (even with recall fix)
 | * Car seats
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| RECALLED ITEMS |
| **It is the responsibility of the consignor to ensure ALL items placed for sale are not on any recall list. A list of recalled items may be found at www.cpsc.gov.** |

**Questions? Contact the Sale Committee at** **sale@chelmsfordmothersclub.org**

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| 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
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| PREPARING YOUR ITEMS |
| * NOTE: **ALL clothes (including tops, bottoms, PJs/robes, dresses, dress-up items) must be on hangers**, except accessories such as hats, bibs, belts and socks.
* 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.
* **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 may not be permitted to sell at future Kids Tag Sales 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.
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| TAGGING & PRICING YOUR ITEMS |
| * Consignors must use the 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.
* All items you have decided to donate will also be automatically 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 masking tape to attach tags to toys, baby gear, books, movies and games. Tape MUST NOT extend below description line on 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 masking 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 50 cents.
* The online inventory system will close at 12:00 PM (Noon) on Friday, March 31st. All items must be entered by this time. Tags may be printed after the inventory system closes.
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| 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. Shoes (separate by size)
3. Toys (separate into following categories: Infant, Toddler, Blocks, Educational, Science & Nature, Vehicles, Pretend Play, Electronic, Dolls & Action Figures, Arts & Crafts, Games, Puzzles, Age 6+)
4. Books (board books, preschool, picture, chapter, parenting)
 | * Bring all tagged items to the sale location on Friday,March 31st from 5:30-7:15 PM. **You must arrive and check in by 7:15 PM.** All consignors must finish distribution and depart by 8:00 PM, except those who are assigned to work until 9:00 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 8:00 PM. You must register in advance for babysitting 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.
* Consignors **may not** bring more inventory on Saturday morning.
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| 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. We sell 17 sheets (equivalent to 102 tags) for $1; email consignors@KidsTagSale.com to arrange pickup. Use white for “**donate**” items, and **yellow** for “**do not donate**” items.
	+ 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. We have a limited supply of tagging guns for $8 each; email consignors@KidsTagSale.com to arrange purchase. You can also purchase tagging guns and barbs on Ebay, Amazon or at Staples.
	+ Clear packing tape, scotch tape or masking tape to attach tags to toys 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 Fall 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.
* 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 sale@chelmsfordmothersclub.org 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/Kinkos 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 pinned to the right shoulder ON A SEAM using a safety pin, or can be attached with a tagging gun to the sleeve on the right, when the garment is facing you. For pants, attach the tag to the waistband ON A SEAM.
* 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 **Hanger Direction and Tag Placement**tape. **Tape the top half of the tag only (tape should not** *(Note: Choose ONE tag location. Only one tag per garment.)***extend below the Description) and do not cover the bar code.**
* **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 see separate Pricing Guidelines and Tagging Tips document for helpful information on tagging.*** |