

Children's Ministry

Kids Consignment Sale

Kids' Clothing | Toys | Maternity

Consignor Handbook

1. Consignor Registration:

- Sale Dates: Thurs, Sept 8 – Presale – varied entry times 6pm-8pm
Fri, Sept 9 – Opening Day – 9am-2pm
Sat, Sept 10 – Half Price Day – 9am-12pm
- Location: St. James UMC Activities Building, off Loridans Drive
- Consignor Registration is a 2-Step process:
 1. Register online: <https://myconsignmentmanager.com/stjamesatlantaconsignmentsale/>
 2. Pay Registration Fee: \$10 until July 25. \$15 Jul 25-Aug 15. \$20 Aug 16-Sep 6.
 - Check your registration confirmation email for payment instructions.
 - **Payment must be made within 10 days of registering.** Unpaid consignors may forfeit their consignor spot and be automatically removed, or \$25 may be deducted from the consignor's earnings check.
- Limited consignor spaces available! Sign up early to secure your spot!
Registration closes on Sept 6 or when all spots filled.
- Choose your own four-digit seller number. Must be numeric.
- Choose to donate or pick up your unsold items. Unsold items marked as pick up must be picked up on **Saturday Sept 10 between 2-3pm.**
- Only tags with compatible barcode accepted. Enter items online or transfer compatible tags from a previous sale. See "Section 4: Consignment Guidelines".
- **All data must be entered into tagging system before Tues, Sept 6, 11:59pm.**
- Consignor Percentages:
 - Consignors receive 65% of the selling price & enter presale at 7:00.
 - 3+ hour volunteers receive 70% of the selling price & enter presale at 6:30.
 - 6+ hour volunteers receive 75% of the selling price & enter presale at 6:00.
- Guest Pass holders enter presale at 7:00.
- Proceeds benefit the St. James UMC Children's Ministry and missions.
- Consignors receive a tax receipt for the retained portion of sales.

- Checks will be mailed 4-6 weeks after the sale. Checks must be cashed within 90 days.

2. Consignor Check-In

- Consignors must schedule a time to drop off their tagged items.
- Book a Consignor Check-In slot online under the section titled “Check-In”:
<https://myconsignmentmanager.com/stjamesatlantaconsignmentsale/>
- By delivering consigned items, the Consignor accepts all the terms of this Consignor Handbook and the Consignor Contract.
- Check-In Slots available on Wed evening Sept 7 and Thurs morning Sept 8.
- Email us to reserve 2 Check-In slots if you have more than 2 carloads to sell.
- All items must have a barcode tag generated through the online tagging system. Items that do not have a barcode tag will be rejected. No hand-written tags.
- Upon arrival at your check-in slot, first visit the front desk. Then, deliver your items to volunteers for quality control.
 - Volunteers will check each item to ensure compliance with the Consignment Guidelines. See “Section 4: Consignment Guidelines”.
 - Use wire hangers only. No plastic hangers.
 - Incorrect items may be rejected or flagged.
- Pick up unsold items between **2:00-3:00pm on Saturday, Sept 10.**
Any items remaining Saturday after 3pm will be donated.
- We may use your cell number to contact you about the Sale. We will not sell or use your cell number for other purposes.

3. Volunteer

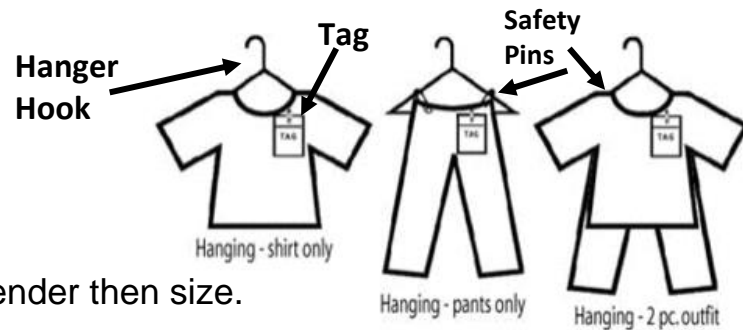
- We need your help! <http://www.signupgenius.com/go/20f0a4ea8aa2da57-stjames2> Anyone can volunteer! Volunteers earn more and shop early!
- Volunteer here: [Volunteer Sign Up](#)
- Volunteer Benefits
 - 6+ volunteer hours = enter presale at 6:00 & receive 75% of selling price
 - 3+ volunteer hours = enter presale at 6:30 & receive 70% of selling price
 - Less than 3 volunteer hours = enter at 7:00 & receive 65% of selling price
- Youth volunteers can earn service hours.
- St. James Youth Group can earn support for the group’s missions.
- Mature youth, parents, grandparents, spouse, friends, can earn hours on your behalf!

4. Consignment Guidelines

➤ Tagging Instructions

I. Prepare your items for sale

- For faster entry, group clothing by gender then size.
- For clothing, only Fall/Winter items accepted. See below for a list of Accepted / Excluded items.
- **Use wire hangers only.** Hang clothing on wire hangers so the hanger hook points left (see illustration). No plastic hangers. Complementary wire hangers available in the church foyer, while supplies last.
- Ensure all items are clean, in good working condition, have all pieces, and meet the criteria outlined in this Consignor Handbook.
- Items that require batteries **MUST** have working batteries. This includes large ride-on toys such as jeeps, cars, etc.



II. Enter items online

- Enter items and create tags here:
<https://myconsignmentmanager.com/stjamesatlantaconsignmentsale/>
- Computer, iPad or tablet with internet access required. Firefox or Chrome browsers preferred.
- **All items must be entered into the tagging system before Tuesday, Sept 6 at 11:59pm.**
- Only tags with a compatible barcode will be accepted. Enter items online or transfer compatible tags from a previous sale. Tag transfer instructions can be found in the “Manage Inventory” section of the online tagging system.
- Select an appropriate Category and Size for each item.
- Include the brand name and a brief description of each item - this allows us to match lost tags to items and prevent switching of tags.
- Choose to DONATE or PICK UP (not donate) unsold items.
 - Items marked as donate will be discounted by 50% on half price day.
 - Items NOT marked as donate (pick up) are strongly recommended to be discounted by 50% on half price day.
 - Unsold items marked as not donate/pick up must be picked up on **Saturday Sept 10 between 2-3pm. After 3 pm, ALL remaining items will be donated.**
- Select a price. Shoppers typically respond best to approximately 1/4 - 1/2 of the retail price for items in good/very good condition.

III. Generate, Print, then Tag Your Items

- **Generate Tags:** Follow instructions found in the “Print Tags” section of the online tagging system. Only tags with a compatible barcode will be accepted; no handwritten tags.
- **Print:** Use a laser printer to print tags. No ink jet printers.
 - Use only cardstock for tags. White or bright colors only. No dark colors, no patterns, no sticky-back paper, no regular copy paper.
 - Use ‘landscape’ paper orientation to print only 8 tags on each sheet of cardstock in the original size of 3” x 2”. Do not resize the tags. Tags sized smaller than this may be rejected.
- **Cut:** Neatly cut all four sides of each tag at the black line.
- **Safety Pins:** Use only 1” or larger safety pins. No tiny safety pins, no straight pins, no staples.
 - Attach safety pin at top of tag to upper right corner when looking at the garment. Use only one pin. One hanger per tag. See example on page 3.
- **Tape:** For non-clothing items use Scotch Tape or Painters Tape only. No Packing Tape or Masking Tape.
 - Do not apply tape over the bar code.
 - Only tape 2 sides or 2 corners of the tag. Do not tape all 4 sides. Do not use too much tape.
 - Do not apply tape directly to decorative items, tape can cause damage.
- **Secure parts and pieces:** Prevent any pieces from getting lost.
 - Place items with multiple pieces in a baggie. Tape the bag shut. Tape or pin tag on the outside of the bag. No tags inside a baggie.
 - Plastic wrap secured with tape or large baggies can be used for puzzles, toys, etc. Attach tag outside of baggie or plastic wrap.
 - String, zip ties, or baggies can be used to attach shoes in pairs.
 - Clothing items with multiple pieces can be safety pinned together on one hanger, use only one tag per hanger.
 - Large items with multiple pieces or sold as a set (ex. crib and mattress) must have a tag on each piece - label one tag with the price and indicate that multiple pieces are included (ex. “1 of 4” with the item price, “2 of 4”, etc. showing price \$0.00 on all additional tags).
- If an item does not have a tag, that item becomes property of the sale. Every effort will be made to reunite lost tags with their respective item.
- Items missing a tag, or tags that are unable to be scanned, may be priced by sale volunteers and may not be attributed to your consignor profits.

➤ Accepted Items

- The sale **accepts** the following items:
 - Gently used seasonally appropriate clothing, shoes, and accessories (sizes infant to youth 16, no junior or adult sizes)
 - Baby equipment, nursery furniture, children's décor
 - Toys, books, videos, puzzles and games. Outdoor toys, sporting equipment
 - E-Rated video games, G & PG rated movies
 - Handheld gaming units, educational software
 - Maternity clothing - 10 item limit
 - Stuffed Animals – 3 item limit
 - All items must be clean, in good working condition, and have ALL pieces.
 - The Sale reserves the right to reject or flag any item due to stains, signs of wear, seasonality, size, etc.

➤ Excluded Items

- The sale **does NOT accept** the following items:
 - Car Seats or Car Booster Seats with child restraint straps
 - Expired safety equipment, including booster seats
 - Recalled Items (such as drop side cribs, Rock-n-Play, etc.)
 - Junior or Adult Sizes; Maternity Underwear
 - Pacifiers and Teething Toys (even new)
 - Happy meal toys or other 'freebie' or promotional items
 - War Toys or Toy Weapons; Violent Games, Movies, or Books
 - Teen/Adult Books, Marriage or Relationship Books, Encyclopedias, Text Books
 - Copied videos/dvds/cds/etc.
 - Gaming Systems (Playstation, Xbox, Nintendo, etc.), iPads, Televisions, Household Electronics, etc.
 - Household Goods
 - Items hung on a plastic hanger. Use only wire hangers.

5. Donate

- No time to tag but want to support the Children's Ministry? Donate gently used kid's items to the sale!
 - Accepted items: gently used Fall & Winter children's clothing, uniforms, boutique items, play clothes, shoes, books, toys, etc. in good condition.
- Donations in-kind are also accepted: wire hangers, safety pins, clothing racks, reusable bags, laundry baskets, collapsible plastic shelving, etc.
- In exchange you can receive a Tax Receipt.
- Deliver your donations to the church Office: Mon-Thu 8:30 – 4:00; Fri 8:30-noon.
- Volunteers will tag & sell donated items to benefit the Children's Ministry. Unsold donated items may be donated to one of the charities supported by the Sale.

6. Sale Information

- All sale proceeds retained by the Kids Consignment Sale are used to support Children's Ministries and children's missions at St. James UMC.
- ALL SALES ARE FINAL!
- NO REFUNDS!
- **Your assistance in advertising the sale is our best form of marketing!** Yard signs, posters and flyers are available. Post on your social media, tell friends, neighbors, co-workers, share in your mommy and school groups, etc.
- Guest Pass to the presale available [online](#) – share generously!
- The use of the sale to promote personal businesses is strictly prohibited.
- St. James UMC Kids Consignment Sale, St. James UMC, its affiliates, and volunteers are not responsible for any items which become lost, stolen, or damage during the sale, nor for any personal injury resulting from participation in the Sale.
- Consignor agrees to indemnify St. James UMC Kids Consignment Sale, St. James UMC, its affiliates, and volunteers for any claims related to the Consignment Sale (including claims brought by buyers over purchased goods) whether caused by the sole negligence of the indemnitees, or any of them, otherwise.
- Visit our website: <http://www.stjamesconsignment.com/>
- Questions? consignmentsale@stjamesatlanta.org

Thank you for supporting the St. James Kids Consignment Sale!