

EMOMs Consignment Sale Information Packet

Hello! Thank you for selling in our Consignment Sale. Here is the information you need to get started. If you have any questions, contact one of the sales coordinators:

Katie Oekerman
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emomconsignmentsale@gmail.com

Emily Gillis
703-628-1603

LOCATION

Quail Springs United Methodist Church
14617 N Pennsylvania Ave., Oklahoma City, OK 73134

SALE SCHEDULE

Thursday

- 4 - 6pm** - Pick up racks and set up sales floor
- 6 - 8pm** - Seller drop-off

Friday

- 10am - 4pm** - Quality control check
- 4 - 5pm - Seller/Volunteer Pre-Sale**
- 5 - 7pm - Pre-Sale** (free for EMOM members)
 - \$5 admission per person (+1 guest)
- 7:30pm** - EMOM dinner at a restaurant. All members are invited for a fun night out!

Saturday

- 8 - 9am - Early Bird Sale**
 - \$5 admission per person (+1 guest)
- 9am - 12noon - General Sale**
 - \$1 admission per family
- 12 - 12:30pm** - Sale closed in preparation for the half-price sale
- 12:30 - 3pm - Half-Price Sale**
 - \$1 Admission per family (unless they paid earlier)
- 3 - 5pm** - Clean up and rack return

IMPORTANT CHANGES

Note the new location and times. Don't show up at the wrong place at the wrong time!!

Pricing must be done in \$1 increments; we will no longer accept \$.50 increments.

There will be a raffle to give one seller a chance to take home 100% of their sales: # of shifts worked = # of times your name is entered to win!

SELLER REQUIREMENTS

We have several options for members wishing to sell:

Option 1: Drop off and pick up your items only, take home **65%** of your sales. This is for sellers who still want to sell but are unable to volunteer for any shifts.

Option 2: Work ONE shift, take home **70%** of your sales.

Option 3: Work TWO shifts, take home **75%** of your sales.

Option 4: Work THREE shifts, take home **80%** of your sales.

Option 5: Work FOUR shifts, take home **85%** of your sales.

There will be a raffle to give one seller a chance to take home **100%** of their sales: # of shifts worked = # of times your name is entered.

Note: If you are interested in participating in the sale but don't have the time to tag your items, we have a few members who have offered to tag items for people. Look for that information on the EMOM Facebook Page.

IMPORTANT: All members must be current on their dues to sell in the consignment sale or to shop the Friday evening pre-sale. Dues are \$32 and can be paid online at
<http://www.edmondmoms.org/membership-renewal.html>

Available Shifts to Choose From:

Thursday

4 - 6 pm - Rack Pick up and Sales-floor Set up

Friday

10 am - 4 pm - Quality Control Check (EMOM board members only)

4 - 7 pm - Pre-Sale

Saturday

7:30 - 11:30 am - Morning Shift

11 am - 3 pm - Afternoon Shift

3 - 5 pm - Clean Up and Rack Return

****Seller Sign-Up:** <https://www.signupgenius.com/go/4090F44AFAA2EA0F49-seller4>

****Volunteer Shift Sign-Up:**

<https://www.signupgenius.com/go/4090F44AFAA2EA0F49-volunteer5>

GENERAL SALE INFORMATION

- **What we sell:** Clothing and shoes from preemie to teen sizes, as well as maternity. Baby gear, toys, books, movies, bath items, kids furniture, kid/baby room decor, and much more!
- **What we DO NOT sell:** **Stuffed animals**, car seats that are more than 5 years old, or any recalled items (ie drop-side cribs and rock ‘n plays). If you aren’t sure if an item has been recalled, you can check at: <http://www.babycenter.com/product-recall-finder>
- **SPRING SALE - Spring/Summer Clothing:** This is the time for Easter, 4th of July, swimwear, tank tops, shorts, and other warm-weather clothes. Pants and jeans are permitted. Long-sleeve shirts and light-weight jackets will only be sold if there is room on the racks. Off-season items will not be put out on the sales floor
- **FALL SALE - Fall/Winter Clothing:** This is the time for Halloween costumes, Christmas apparel, coats, boots, mittens, and other cold-weather clothes. Short-sleeve shirts are permitted. Shorts will only be sold if there is room on the racks. Off-season items will not be put out on the sales floor.
- **No Stained, Overly Worn/Faded, or Outdated Items:** This can be tricky! Items that look fine at home may actually show stains under the fluorescent lights on the sales floor. Try to examine your items in natural sunlight for imperfections. There will be a quality control check Friday morning before the sale begins. Anything pulled during that check will be returned to you after the sale closes on Saturday. Lightly stained clothing can be marked ‘As Is’ and sold at a lower price. **Note: If you have more than 10 items pulled during the quality control check, there will be a 2% deduction in your profits.**
- **Everything should be clean and in working order.** Please wipe down your items and include all pieces, if available. Clearly mark all your items. If there are multiple pieces, put those pieces in a plastic baggie, tape the top of the bag closed, and note the total number of pieces on the tag (ex: “4-pc set”). This helps prevent the pieces from “walking off.” If your item requires batteries, you need to provide them. **EMOMs will not provide batteries.**
- **Save your plastic grocery bags.** Bring your Walmart/Braums/Target bags to drop-off on Thursday. We use them to bag items for our customers.
- **Help us advertise!** We will have flyers available for you to help us get the word out. Schools, churches, libraries, coffee shops, after-school activities, etc. - just ask before you post!
- **Sign In/Out of your Shifts** - Don’t forget to sign in and out of the shifts you work. Remember, for each shift you work, your name will be entered into a raffle to take home 100% of your sales! So the more shifts you work, the higher your chances!
- **We will not sell anything we would not let our kids wear.** No one wants our trash.

WHY DOES EMOMS TAKE A PERCENTAGE OF YOUR SALES?

The Spring and Fall consignment sales are our biggest fundraisers. We use the money we make to keep our club going strong. With the percentages kept by the club, we are able to:

- Help our members in times of need through gift cards, flowers, balloons, etc.
- Help other nearby multiples clubs in times of need (i.e. natural disasters)
- Help with the cost of special events our club has throughout the year
- Help make our consignment sale better each year

TAGGING INFORMATION

SAMPLE TAGS:

<p>Full-Price Tag: Item is only to be sold at full price. Item will not go half-price and will not be donated.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"><p><u>Emily Gillis</u></p><p>Size/Description: <u>24 month</u></p><p><u>\$2.00</u></p></div>	<p>Half-Price Tag: Item will go half-price during the half-price sale. Item will not be donated.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"><p><u>Katie Oekerman</u></p><p>Size/Description: <u>Bouncy Seat</u></p><p> <u>\$10.00</u></p></div>
<p>Half-Price & Donation Tag: Item will go half-price during the half-price sale. If it does not sell, it will be donated.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"><p><u>Emily Gillis</u></p><p>Size/Description: <u>6 month (3-piece set)</u></p><p> D <u>\$6.00</u></p></div>	<p>How to Fill Out the Tags</p> <ol style="list-style-type: none">1. Write your name, first and last, on the tag (or edit the tag template and type your name before printing the tags).2. Print and cut out your tags3. Add a short description if needed4. Write the number of pieces, if applicable5. Price your items using \$1 increments

QUICK-START TAGGING TIPS

Suggested Supplies

- Paper and ink for your printer
- Red & Black Marker
- Ink pen
- Safety pins
- Tagging Gun & Barbs (optional)
- Clear packing tape
- Hangers
- Masking tape for labeling hangers
- Zip ties
- Rubber bands
- Plastic baggies (various sizes)
- Batteries
- Cleaning wipes

Step 1 - Print Tags: Open the tag template and edit it to add your first and last name before printing. This step will save you from having to write your name on every tag. If only some of your items are going half-price and/or being donated, you can print the full-price tags and draw the star on with a red sharpie and/or write a “D” for any item being donated. Once complete, print your tags and cut them apart.

Tag Templates:

Full-Price Tags - <https://1drv.ms/w/s!Avxm-wtyXFhJgXcejDizPJQHJIaC>

Half-Price Tags - <https://1drv.ms/w/s!Avxm-wtyXFhJgXXPB8MaAXtmmItb>

Half-Price/Donation Tags - https://1drv.ms/w/s!Avxm-wtyXFhJgXNVmntyI_JlzO7L

Step 2 - Hang Items: When you are hanging items, the hook of the hanger should make a “question mark” (?). All clothing needs to be hung in the same direction. The tags should be placed on the right side of the garment. You can use a straight pin, safety pin, or a tagging gun. Tagging guns can be purchased on Amazon.com or locally at an office supply store. If you use a tagging gun, it is best to put the tag in the original tag of the garment or in the seam under the right arm.

****Note:** Our table space is limited, so if something is able to be hung up, put it on a hanger. Shorts and pants can be attached to hangers with safety pins. Remember, if you have more than one item per hanger, make a note on the tag. If you have several items that are on their own hangers but are to be sold together, rubber band or zip-tie the hangers together.

Step 3 - Price Items: When pricing your items take into consideration the age and condition of the item. If you are unsure of how to price your items, consider taking 65% off the original price paid. If you do not want to take the item home, consider pricing it lower or marking it with a red star to sell at the half-price sale. Although no one wants to give away their things at a consignment sale, we also don't want a reputation for being overpriced.

****All prices need to be in \$1 increments. This makes it easier to add up the tags for “half off” items.**

Step 4 - Tag Items: If the clothing is to be sold as a set, clearly mark “price for set” and the number of pieces on the tag and tie the hangers together using a rubber band. For toys and other items, please keep in mind that although we want the tags to be secure, we need to be able to remove the tags from the items when they sell without causing damage.

****Note:** Organize your items by size to make it easier and quicker to put everything out on Friday. Rubber band, zip tie, or put shoes together in a plastic baggie.

Step 5 - Label Bins and Hangers: Label all your bins, boxes, and lids to ensure you get those back. If you want your hangers back at the end of the sale, label them as well and they will be sorted into your bins and/or boxes. Many people use a sharpie and/or masking tape to label their hangers with their initials. Keep in mind, if an item is too difficult to remove from the hanger, the hanger will be sent with the buyer even if it is labeled.

Step 6 - Drop Off Items: Drop-off is Thursday evening between 6 - 8 pm. The Quality Control Committee will check all items and put them on the sales floor Friday morning.

CHECKS

Checks will be available on Saturday after clean-up is complete. If you do not stay for clean-up, your check will be mailed to you.

THANK YOU FOR PARTICIPATING IN THE SALE THIS SEASON!!