

# *St. John Church - MOPS Spring 2015 Consignment Sale*

**Location:** St. John Church  
15800 Manchester Rd.  
Ellisville, MO 63011

**\*\*\* We are really excited to announce that we are moving the sale to a new room! It is in the Cornerstone Youth Center, same building just 2 doors down! New Location will be marked with signs and balloons. This is also where you will drop off your items for the sale.**

## **Sale Dates and Times:**

Wednesday, April 15, 2015 (midnight): Last day to register as a consignor.

Thursday, April 16, 2015:

1pm – 8pm drop off of items for sale

Friday, April 17, 2015:

9:30am -12:30pm Continued drop off of items for sale

Saturday, April 18, 2015:

8am – 1pm Public sale

12:00 pm – 1 pm 50% off sale (on selected items)

2:30pm – 3:30pm Sellers return to collect unsold items

3:30pm Remaining items donated to charity

## **Sellers Must:**

- Register at:  
[myconsignmentmanager.com/mopsstjohn](http://myconsignmentmanager.com/mopsstjohn)
- Read and follow the rules below. They may seem lengthy, but they are really easy to follow and will help make the sale a success!

## **Drop off Procedures:**

- Can be done during the designated times (see above).

- Have clothing items sorted and **rubber banded by gender and by size.**
- Sign in with consignment sale volunteers.
- **Bring printed inventory report (see Drop-Off below)**

### **End of sale Procedures—Two Options:**

- Retrieve unsold items. To do so, pick up unsold items during the designated pick up time (see above). All items MUST be picked up by this time as we are required to be out of the building. Any items not claimed by 3:30pm will be donated to charity.
- Donate unsold items (see procedure listed in guidelines). No further action is needed.

Thank you for your interest in our consignment sale. What a great opportunity to serve your community and outreach to a charity all while enjoying fellowship with other moms. A 30% seller fee will be assessed to all sellers – you keep the remaining 70%!!! .

### **Sorting items for the sale:**

The following items are permitted: children/baby clothing and shoes (preemie to pre-teen), maternity clothing, baby equipment (cribs, changing tables, strollers, car seats, playpens, highchairs, liners, bibs, bottles, etc...), and toys for children of all ages (games, books, puzzles, scooters, tricycles, DVDs, videos, CDs, dress up clothes, play huts, etc...).

All items must be clean and in good condition. The sale committee reserves the right to withdraw any items deemed unfit to sell (i.e. clothing with stains or tears). **Also, sell only those clothing/equipment items that relate to the respective season (i.e. fall/winter or spring/summer).**

Car Seat Guidelines: All car seats must adhere to the following criteria—the seat is less than 6 years old, the history of the seat is known, there is no recall on the seat, the seat has not been in an accident, the owner’s manual is with the seat or obtainable, there is no visible damage, and all of the original parts are present.

### **The following items will not be permitted:**

- Standard stuffed animals, beanie babies, and Webkinz. Stuffed animal electronic games/toys may be sold at the discretion of the sale committee.
- Used items such as: bottle nipples, pacifiers, sippy cups, underwear, eating utensils & plates, cups and bath sponges that are out of package.
- Clothing items that are not seasonally appropriate
- Traditional drop-side rail cribs.

### **Preparing items for the sale:**

Remember we are trying to establish a quality consignment sale. We want our buyers to return to shop our future sales! Instructions for tags and pricing follow this section.

## Clothing:

- Must be clean and in good repair.
- Preemie to pre-teen sizes. Please note clothes sized 2T and under are in abundance and are very competitive.
- Hang on (or pin to) a hanger with the opening of the hanger facing left (like a question mark).
- With the item facing you, consignment tags should be attached on the upper right side of the garment with a safety pin.
- Items sold as a set tend to sell better than alone (i.e. match up a shirt with a pair of shorts and sell it as an outfit on one hanger with one price).

## Shoes:

- Shoes must be in good condition free of dirt and debris.
- For infant/toddler sizes (up to size 13) place each pair of shoes inside a clear plastic bag (i.e. Ziploc) **and tape top of bag closed**. Place consignment tag in a clear plastic bag (snack size bags work best) and tape it to the shoe bag on three sides, leaving the zipper side accessible.
  - o **Do not use fold-over bags**
  - o **No tape should be directly on the card**
  - o **You MUST use packing tape!**
- For youth sizes (size 1 & up) or rain/snow boots use zip ties/heavy string to secure shoes. Attach tag with safety pin. Or, use a larger Ziploc bag and follow directions above.

## Toys:

- Place consignment tag in a clear plastic bag (snack size bags work best) and tape it to the item on three sides, leaving the zipper side accessible.
  - o **Do not use fold-over bags**
  - o **No tape should be directly on the card**
  - o **You MUST use packing tape!**
- Note on the consignment tag if any pieces are missing.
- Any loose pieces should be placed in a clear plastic bag and taped to item.
- Toys must be in complete working order. Battery operated toys sell better with working batteries. Generic batteries can be purchased at local dollar stores.
- **Large toys**
  - o Should be broken down, when possible, to help conserve floor space.
  - o If pieces do not fit in one bag, create a separate tag for each item/bag.
  - o **Remember to only put the price on the 1<sup>st</sup> tag all other should be \$0.00.**
  - o The Description should read "Car track 1 of 3 pieces, car track 2 of 3 pieces, car track 3 of 3 pieces".
  - o You may attach a photo of the completely assembled item.

## Equipment:

- Must be clean and in good condition.

- Place consignment tag in a clear plastic bag and tape it to the item on three sides, leaving the zipper side accessible.
  - o **Do not use fold-over bags**
  - o **No tape should be directly on the card**
  - o **You MUST use packing tape!**
- **Large items** - (i.e. cribs) should be broken down to help conserve floor space
  - o If pieces do not fit in one bag, create a separate tag for each item/bag.
  - o **Remember to only put the price on the 1<sup>st</sup> tag all other should be \$0.00.**
  - o The Description should read “Crib 1 of 3 pieces, Crib 2 of 3 pieces, and Crib 3 of 3 pieces”.
  - o You may attach a photo of the completely assembled item.

### **Transfer tags:**

If you have consigned with us before you can transfer your items from a previous sale to the current sale. After you’ve logged in select “Manage Inventory” from either the top of the screen or blue link in middle of the page.

1. Select the “Item Transfer” link from the red section at top of page.
2. Select “MOPS/Fall2014 (closed)” as the Source Event.
3. Select “MOPS/Spring2015 (active)” as the Target Event.
4. Select the items from the list that you want to transfer. You can use the “Status” column and select all “Not Sold” items to make it easier.
5. Once your items are selected then select the “Transfer Item(s) Now” button.
6. Then, select the “Item Actions” link. You will now need to change the “Tag Status” of all the transferred tags from “Generated” to “Not Generated”.
7. If you need to make any changes to these items you can do it now.
8. To enter new items select the “Enter Items” link at the top of the page.

### **Preparing consignment tags:**

1. **Enter items** - Either click on the Enter items link provided on the screen or select the Enter Items Tab on the top middle of the screen.
2. **Price** – Select your desired price from the options listed. Zero is allowed for items with multiple pieces so be careful not to accidentally select this one. Take a few moments to familiarize how the prices are set up. *As a helpful hint - price your items about 1/4th of what you originally paid for them (give or take depending on brand, condition, etc...). Ultimately, however, pricing is up to you (do you want to sell these items or bring them back home?).*
3. **Discount** – select the checkbox if you would like the item included in the 50% discount from 12:00 pm to 1:00 pm. **Only the items selected will be included.**
4. **Donate** – select the checkbox if you would like to have your item donated.
5. **Size** – Select the size from the options listed. **Note – for maternity clothing leave the default “Not Applicable” selected. You will be able to select the correct size from the category field.**

6. **Description/Brand Name** – Use this field for the Brand if applicable and give more detail in the next field.
7. **Description** - Use this field for more detail.
8. **Category** – Select the appropriate category from the options listed. (Maternity clothing sizes are listed here; look for ‘Maternity – S’, etc.)
9. **Power Tagger** – If you have multiple identical items and are selling them for the same price then use this option to create multiple tags. For example: if you have 3 identical toys then you would select ‘2’ and the system will automatically create 2 more tags (each with unique bar codes). **Note: do not use this option for creating ‘1 of 2’, ‘2 of 2’ tags for large items because you don’t want the price on each of the subsequent tags.**
10. **Add Item** – Select the Add Item button. The system will add the item to the bottom of the screen for you to view and will automatically save the item.

### Printing & Attaching Tags:

1. **Print Tags** – Select the “Print Tags” link from the top middle of the screen.
2. **Generate Items List** - Select the “all” check box or the individual items you need to print. Then select the “Generate Items” button.
3. **Use ONLY Cardstock paper, not printer paper.**
4. Use a safety pin to pin the card to the right side of the clothing item. (Remember – hanger opens to the left, like a question mark).
5. For non-clothing items, place the card in a clear plastic bag (snack size bags work best). Tape the bag securely to the item on three sides, leaving the opening of the bag accessible.
  - a. **Do not use fold-over bags**
  - b. **No tape should be directly on the card**
  - c. **You MUST use packing tape!**
6. Make sure your cards are securely attached to the item. We can’t sell any items without a consignment tag. You may use a tagging gun.
7. Small items (socks, hair bows, onesies etc...) may be grouped together in a clear plastic bag and priced as one item. Place the card inside the plastic bag.
8. Tags with alterations – i.e. a crossed out price or description, will be pulled from the sale. The committee can’t tell if you, personally, made the alteration or an “interested buyer” altered the card to get a “better deal”. If you make a mistake on your tag, please recreate it. This is for your benefit.

### Drop-Off

1. Bring at least one cardboard box or plastic tote labeled with your number for sorting.
2. **Print your inventory list and bring with you.**
  - a. Select the “Manage Inventory” link from the top middle of the screen.
  - b. Then, select the “Reports” link from the links highlighted in red.
  - c. Then, select the “Inventory Report” link.
  - d. Print the report.

**Sale proceeds:**

- Sale proceeds will be tallied based on the consignment tags collected off sold items.
- 30% of your sales will be deducted to help cover the expenses of the sale and fund MOPS ministry. Sellers will receive their sale checks in the mail approximately 4 to 6 weeks after the sale.