



Spring 2019 Seller Reference Guide

Please read this entire document

Sale Location & Schedule

St. Elizabeth Ann Seton Church
1023 S. McHenry Ave. (at Dartmoor by the HS)
Crystal Lake, IL 60014

Thursday, April 25

4:00 pm – 8:00 pm Equipment Moving
8:00 pm – 8:45 pm *Seller Drop-off

Friday, April 26

8:00 am – 10:00 am Seller Drop-off
1:00 pm – 2:00 pm Sale Setup
6:30 pm – 8:30 pm Presale for Volunteers

Saturday, April 27

8:00 am – 10:45 am Public Resale
10:45 am – 11:00 am All shoppers get in line,
doors closed and floor
reset for Discount Hour
11:00 am – 12:00 pm Discount Hour
12:00 pm – 5:00 pm Cleanup
3:00 pm – 3:30 pm Seller Pickup

Contact Information

Resale Manager:

Jenni Perz (847) 791-5650
kidstuffresale@gmail.com
(e-mail is preferred)

Sellers may enter items until Thursday, April 25 at Noon.

~The tagging system will be LOCKED on
Thursday, April 25 at NOON. Tags already
entered may be printed after the system is locked.
Tags can be printed at any time.~

All sellers will receive 300 tags

Volunteers - Please DO NOT place your items on the floor during your volunteer time.

Cardstock & Hanger Pick-Up Locations

Woodstock	Crystal Lake (North)	Crystal Lake (near church)	Algonquin
Emily Kunash 239-233-5818 emilykunash@gmail.com	Katie Carlon 773-820-1861 kres2@yahoo.com	Jenni Perz 847-791-5650 jkperz@hotmail.com	Cathy Hahn 224-622-3807 cat_isme@yahoo.com

Please contact pick-up locations directly and tell them your color & how many tags/hangers needed

Cardstock Colors – NO WHITE ALLOWED

#001-099 Pastel Pink	#200-299 Ivory	#400-499 Ivory
#100-199 Pastel Green	#300-399 Pastel Purple	#500-599 Pastel Yellow

- Sellers have the option of purchasing their own cardstock (specific type/color based on seller number) or picking it up from one of our paper distribution locations listed above.
- KidStuff Resale will also supply hangers (if available) and pins.
- Tags MUST be printed on 60-67 lb. cardstock. NO WHITE PAPER OR WHITE CARDSTOCK PLEASE!!
- No tagging gun can be used to attach tag to clothing.

Other Key Information

- Inventory stays in sellers' accounts for at least 18 months. Items from all past resales may be transferred to this resale.
- Sellers must make sure the items they are selling are not on any recall lists. See www.cpsc.gov for a complete list of recalled items. A recall look-up tool can be found at <http://wemakeitsafer.com/>
- Please do not contact the church for resale information. Use the contact info above for questions.

Volunteering at the KidStuff Resale

Sellers who sign up to volunteer will receive 70% of their sales instead of 65%!

KidStuff Resale volunteers are invited to shop at our exclusive presale Friday night from 6:30-8:30 pm. The presale is our way of saying THANK YOU for volunteering and helping to make this sale possible!

Volunteer Opportunities:

Prior to Sale: Hanging posters and passing out flyers – must distribute in at least 20 locations

Thursday: Equipment moving and setup (some lifting required – men needed, too!)

Friday: Sorting and setting up items for sale

Saturday: Sale & Cleanup (lifting is required for cleanup – men needed, too!)

Volunteers - Please DO NOT place your items on the floor during your volunteer time

Visit www.myconsignmentmanager.com/mchenrymothers to view/choose open shifts.

Would you like to bring a guest to shop at the presale with you?

Two ways to do that:

1. You may work an additional shift for them! For each volunteer shift worked, one person is invited to shop at the presale. 2 shifts = volunteer +1 guest, 3 shifts = volunteer +2 guests, etc.
2. Anyone who works the Clean-Up shift on Saturday from 2:00-5:00 pm OR the Check-Out shift on Saturday from 8:00-Noon may bring a guest to the presale.

Men are needed, too, especially for Thursday Set-Up and Saturday Clean-Up! Anyone can volunteer – create an account online! You may also contact me to sign up a husband/mother/sister, etc.

Children ages 12+ may volunteer! – We will not be allowing children into the Presale unless they volunteer or are a qualified guest (see above). If your child would like to volunteer with you, please e-mail me at kidstuffresale@gmail.com.

Selling at the KidStuff Resale

Step 1: Registration

Sellers will receive 65% of their sales or 70% if they also volunteer. All sellers must register at www.myconsignmentmanager.com/mchenrymothers

Registration Fee

- All sellers will pay a registration fee of \$10 at the time of registration through Paypal.
- The registration fee covers the use of our system, cardstock, pins and creating 300 tags.
- Registration is not complete, and sellers cannot enter items, until the \$10 registration fee is paid.

Discount Option – Increase your sales! – Important Information

- **If you CHANGE the DISCOUNT option when transferring items, you MUST PRINT A NEW TAG!**
- Sellers have the option of offering items at a discount. Discounts will begin at 11:00 am on Saturday.
- If an item has not sold by 11:00 am, a 50% discount can be applied.
- Discounts will be read by the scanner at the check-out – discount info is embedded in the barcode on the tag.
- Each item must be individually marked in the tagging system to indicate the 50% discount.
- **IMPORTANT - If an item is marked for discount, the seller MUST highlight the "Discount:YES" discount option directly on the tag (see illustration below).** Any highlighter color is fine – make sure it can be seen. This is so shoppers can easily see that the item is discounted.
- The discount field is activated and read through by the scanner through the barcode printed on the tag, so when creating tags online, sellers must check the box for YES or leave it unchecked for NO for a discount for each tag (see Step 2 below).
- This is a great way to sell extra items! If donating an item, consider marking it YES for discount, too.
- The sales floor WILL BE CLEARED at 10:45 – All shoppers MUST get in line and check-out. The doors will be closed, the sales floor will be reset, and door will reopen at 11:00 for Discount Hour.

Step 2: Tagging Your Items

Tag Information

- Tags are created online and printed directly from the website:
www.myconsignmentmanager.com/mchenrymothers - **make sure you are at this web address.**
- Items from previous KidStuff Resales may be transferred to this resale.
- All sellers will receive 300 tags.

Creating a Tag

- Login to your account at www.myconsignmentmanager.com/mchenrymothers
- Click on "Enter Items"
- **PRICE** is a drop-down menu – click on the field to choose your price.
- **SIZE** is a drop-down menu – click on the field to choose your size. Clothing sizes are at the top and shoe sizes are at the bottom. **Note:** For maternity clothes choose size "not applicable" and indicate size in category field (Maternity – XS, Maternity – S, Maternity – M, Maternity – L, Maternity – XL)
- **DESCRIPTION** – allows up to 2 lines of writing with about 50 characters per line.
- **CATEGORY** is a drop-down menu – click on the field to choose your category. Read through all options before choosing. **Note:** For maternity clothes indicate size here.
- **DONATE** – click box to donate unsold item and keep box unchecked to receive your unsold item back. **Each item tag** must indicate yes or no – see next page for more info.
- **DISCOUNT** – Click box to indicate a discount and keep box unchecked for no discount. Discounted items will be automatically discounted 50% at 11:00 am on Saturday.
 - * Each item must be individually selected for 50% discount or not.
 - * **IMPORTANT - If an item is marked for discount, the seller MUST highlight the "YES" discount option directly on the tag (see illustration below).** Any highlighter color is fine – make sure it can be seen.
 - * It is up to the seller whether or not each item is marked for discount – it is not mandatory.
 - * If discount is changed in the computer, print a new tag.
- At any time, click "print tags" and follow the on screen instructions.
- **Do not use "best print" quality** as it is too dark – draft or normal work best with the scanners.
- Cut out tags and pin/tape according to instructions below. 8 tags fit onto 1 sheet of cardstock.



Tape anywhere on tag except over bar code

Seller # 333	Size: 12-18 Months
Price: \$4.50	Category: Boys Clothing
---myconsignmentmanager.com---	
Description: 2 pc. outfit - blue long sleeve turtleneck and Osh Kosh overalls	
Donate: Yes	Price: \$4.50
Item # 26	Discount: YES

Pin tag on dotted line Highlight discount if YES

- All clothing items must be on hangers when you arrive to drop off your items.
- Keep matching outfits together by using an outfit hanger, rubber-banding hangers together or pinning items together on one hanger.
- Position hangers with open side of hanger to the left when looking at the front of the outfit as shown in the illustration – like a question mark.
- To save tags combine similar items together and use 1 tag. For example, pin 2 or 3 t-shirts together or rubber band multiple hangers together. Indicate multiple items in the description on the tag (ex: Description: 3 t-shirts – 2 red, 1 blue).

Sizing Your Clothing Items

The size chart to the right corresponds to the display signs on the hanging racks. If the item has shrunk or runs small/large, please use the **fit size** and note as such on the tag. For example, pajamas usually run small, so it helps in selling the item if size 4T is used on the size 5T pajamas. (ex: Description: 5T Pajamas – fits like 4T).

Donating Items That Do Not Sell

KidStuff Resale Size on Racks
0-3 months
3-6 months
6-9 months
9-12 months
12-18 months
18-24 months
24 months
2T
3T
4-4T
5-5T
6-6X
7
8
10
12
14
16

You may donate any of your unsold items. **Please indicate on each tag all items you wish to donate.** Donation receipts can be picked up at Seller Check-In.

We cannot accept donations during clean up; however, any unsold items not picked up by 4:00 pm will be distributed to charities at the discretion of the Resale Manager.

Suggestions for Pricing Your Items

Prices at this sale are generally less than at a resale shop, but more than a garage sale. A good rule of thumb is approximately 10 – 25% of the original price of the item. For example, if you paid \$20 for an item new, then mark the item \$2 - \$5. Be careful when pricing items that you are sentimental about – if it is priced too high, it may not sell. Here is a guide to help you out...

KidStuff Resale Price Guide

General Rule:
10-25% of retail price

Charge Less For:
Good Condition Infant Items
Casual Clothing
Older Toys

Charge More For:
Excellent Condition New with Tags
"Dressy" Items
Clothing Sets
With Manuals/Box
Hot Brands & Toys
Large Items
Rare Items

Bargain Brands
Circo, Garanimals, Just One Year,
Retails <\$10
Resell at \$1-\$2.50

Basic Brands
Old Navy, TCP, Carters,
Osh Kosh, Retails \$5-\$15
Resell at \$1.50-\$4

Better Brands
Gymboree, Gap Polo,
Retails \$10-20
Resell at \$3-\$5

Boutique Brands
Hanna Andersson, Janie and Jack,
Retails >\$20
Resell at 10-25%

Step 3: Seller Drop-Off (Thurs. 8:00-8:45pm OR Fri. 8:00-10:00am)

- ❖ **Sellers may not check-in after the allotted time.** All sale items must be placed on the sales floor by Friday at 11:00 am.
- ❖ Volunteers scheduled to work from 8:00-11:00 am on Friday - please DO NOT place your items on the sales floor on Friday during that shift. Either choose a different shift to work or come Thursday night.
- ❖ Enter the church through the back doors. DO NOT PARK IN THE FIRE LANE – you may be towed!
- ❖ Check-in BEFORE you unload your car at the check-in desk located just inside the back door.
- ❖ **Please bring in any games, puzzles and electronic toys that use batteries FIRST and leave them at the Quality Control table next to the check-in table.** Quality Control Supervisors will be checking to make sure all items are in working condition. Sellers DO NOT need to supply new batteries – we will have batteries on hand to test electronic toys for quality control purposes.
- ❖ It is the seller's responsibility at drop-off to place/hang your items in the designated areas. Volunteers will be available to help on Friday only.
- ❖ Every seller must leave us usable boxes or bins with lids for returning items. If you leave a bin, please make sure your seller number is on the bin and lid. Any additional boxes in good condition you can provide us would be greatly appreciated. Diaper boxes or bigger are best! Place boxes and bins in the back room.

Step 4: Seller Pickup of Unsold Items (Saturday 3:00-3:30pm)

- ❖ Please do not arrive before the scheduled time. No one will be allowed to pick up early, as we need the time after the sale to properly sort unsold items.
- ❖ Use the same rear entrance as used for drop-off. DO NOT PARK IN THE FIRE LANE – you may be towed!
- ❖ Check in! If the sorting process is not complete, please wait to remove any items from the site.
- ❖ Check through the “lost tag” items for any that belong to you.
- ❖ If you plan to sell at any other resales, please pick up some hangers. Please take as many as you think you will need.

Step 5: After the Sale

- ❖ Sellers will receive 65% of the money made from the sale of their items, or 70% for sellers that also volunteered at the resale.
- ❖ Sellers may login to their account and click “View Settlement Report” to view items sold and check sales amounts.
- ❖ The sale will be unlocked within 2 weeks after the sale so sellers can manage their inventory.
- ❖ Checks will be mailed within 2 weeks of the resale to the address associated with your account.

Resale Items We Accept and Do Not Accept (Please Read Carefully)

Acceptable items in good/excellent condition

- Spring and Summer children’s clothing sizes 0-16
- Swim suits
- Dress-up or dance/gymnastics clothing/accessories
- Children’s clean shoes - dress, boots, sneakers, sport/dance shoes (ex. cleats, tap, ballet, etc.)
- Maternity Clothes
- Toys
- Electronic plush toys (ex. Tickle-Me-Elmo, talking teddy bears, dancing Dora, etc.)
- Games and puzzles with all pieces
- DVDs, cassettes, software or books that apply to children/pregnancy/parenting
- Feeding supplies (except used nipples or valves)
- Breast pumps
- Cloth diapers
- Receiving blankets (NEW: WE NO LONGER ACCEPT BEDDING: Comforters, sheets, bumpers, pillows, blankets)
- Equipment: toddler beds, cribs (no drop side), crib mattresses, nursery furniture or decorations, changing table pads/covers, strollers, wagons, play yards, high chairs, booster feeding chairs, baby swings, activity mats, baby jumpers, etc.
- Children’s bikes, tricycles, ride on or push toys
- **In original unopened package:** Diapers, wipes, children’s underwear, bottle nipples, pacifiers

Unacceptable items

These will not be sold!

Unacceptable items will be pulled from the sales floor:

- Winter clothing
- NEW: WE NO LONGER ACCEPT BEDDING: Comforters, sheets, bumpers, pillows, blankets
- Stained or excessively worn clothing items
- Heavily worn, smelly or dirty shoes
- Stuffed animals (unless electronic)
- Pillow pets, Stuffies, pillows
- Car seats – even if it is part of a travel system
- Drop side cribs
- Used bottle nipples and other silicone/rubber spouts in cups
- Odiferous items (including, but not limited to the smell of cigarette/cigar smoke or moth balls)
- Damaged items (including ripped, inoperable zippers, missing buttons/snaps, torn, corroded battery compartments, etc.)

Reminder: When you check in, first bring any games, puzzles and electronic toys that use batteries to the Quality Control table next to the check-in table. Quality Control Supervisors will be checking to make sure all items are in working condition. Sellers DO NOT need to supply new batteries – we will have batteries on hand to test electronic toys for quality control purposes.

Please contact us if you have any questions about acceptable items – kidstuffresale@gmail.com