



Spring 2022 Seller Reference Guide

Please read this entire document Changes have been made

Sale Location & Schedule

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

Thursday, May 19

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

Friday, May 20

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, May 21

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

Please DO NOT place your items on the floor during your shift time.

Contact Information

Resale Manager:

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

**Sellers may enter items until
Thursday May 5 at Midnight.**

~The tagging system will be LOCKED on
Thursday, May 5 at Midnight. Tags already
entered may be printed after the system is locked.
Tags can be printed at any time.~

All sellers will receive 300 tags

Cardstock & Hanger Pick-Up Locations

Woodstock
Emily Kunash
239-233-5818
emilykunash@gmail.com

Crystal Lake (North)
Katie Carlon
773-820-1861
kres2@yahoo.com

Crystal Lake (West)
Nicole Perry
312-217-8544
nicole.perry18@gmail.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

#100-199 Pastel Green

#200-299 Ivory

#300-399 Pastel Purple

#400-499 Ivory

#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, paperclips or stapler 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.

Team Member Shifts and Volunteering at the KidStuff Resale

Sellers will now receive 70% of their sales instead of 65%!

KidStuff Resale Sellers/Team Members and 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 selling (or) volunteering and helping to make this sale possible!

Shift Opportunities:

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!)

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

Log in [here](#) 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 shift worked, one person is invited to shop at the presale. 2 shifts = You +1 guest, 3 shifts = You +2 guests, etc.
2. Anyone who works the Clean-Up shift on Saturday from 12:00-3:00, 2:00-5:00 pm OR the Check-Out shift on Saturday from 8:00-Noon or 8:15-12:15 may bring a guest to the presale.

Men are needed, too, especially for Thursday Set-Up and Saturday Clean-Up! Anyone can help – 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

1: Registration

Sellers will now receive 70% their sales.

Registration Fee

- All sellers will pay a registration fee of \$15 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 \$15 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:

<https://www.myconsignmentmanager.com/sellerapp/home.mycm?eventId=14468&lfCode=mchenrymothers>

- 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

<https://www.myconsignmentmanager.com/sellerapp/home.mycm?eventId=14468&lfCode=mchenrymothers>

- Click on "**Manage Items**"
- On the top left is a drop box labeled "**Add**" click it and select **Add (Manual)**
- **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.
- **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)
- **Brand and DESCRIPTION** – Type in the information, being as descriptive and succinct as possible. Example: Brand: Janie and Jack Description- Green cardigan w/ wood buttons.
- **PRICE** is a drop-down menu – click on the field to choose your price.
- **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.
- **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. If yes please **circle donate yes** on the tag, If you are not donating the item please do nothing. – see next page for more info.
- **Add 1 item** is a drop-down menu- select how many items you want to create with this option. **Note** this is usually used for items you have multiples of. **Example** if you have 5 pairs of 2T black leggings you can create 5 tags by entering the information once.

Add When you are finished entering all the information **click "Add"**

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

- * If discount is changed in the computer, print a new tag.
- To **Print tags**, check each box you want to print tags for. (When the top box is checked it will select all the entries you have showing. Click "print" 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.



- 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).
- * Remember if discount is changed in the computer, print a new tag.

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

You may donate any of your unsold items. **Please indicate on each tag all items you wish to donate and circle with a highlighter.** 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.

Due to changes in what donations local agencies are accepting, we **CONNOT** accept donations of the following items:

Cribs

Crib mattresses

Bassinets

Strollers

Walkers

Excersaucers

Bouncy seats

High Chairs/ Booster Chairs

Pack-N-Plays/ Play Yards

Baby bath tubs

Baby swings

Jump-a-roos

Potty Seats

Car seats/ bases for car seats (these are never allowed)

If any of these items do not seller during the sale you MUST come pick them up.

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

The graphic features a central pink starburst with the text "General Rule: 10-25% of retail price". Below this are four categories of items, each with a corresponding price range and a "Resell at" label. The categories are: 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), and Boutique Brands (Hanna Andersson, Janie and Jack, Retails >\$20, Resell at 10-25%). Additionally, there are two boxes with arrows indicating price adjustments: a downward arrow for "Charge Less For" (Good Condition Infant Items, Casual Clothing, Older Toys) and an upward arrow for "Charge More For" (Excellent Condition New with Tags "Dressy" Items, Clothing Sets, With Manuals/Box Hot Brands & Toys, Large Items, Rare Items).

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. 8:00am-10:00am)

- ❖ **Sellers may not check-in after the allotted time.** All sale items must be placed on the sales floor by Friday at 10:00 am.
- ❖ Anyone scheduled to work from Thursday- 8:00pm-10:00pm or Friday 8:00am-11:00 am on- CANNOT place your items on the sales floor during your shift Either choose a different shift to work or have a family member or friend do it for you.
- ❖ Enter the church through the back doors. DO NOT PARK IN THE FIRE LANE – you may be towed!
- ❖ Do not park up the driveway or block driveway to the Priest's house.
- ❖ Check-in BEFORE you unload your car at the check-in desk located just inside the back door.
- ❖ **Please bring in any games, puzzles (50 pieces or less) and electronic toys (\$5 or more) 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. A few volunteers will be available to help on Thursday night and Friday morning.
- ❖ 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.

Step 5: After the Sale

- ❖ Sellers who worked a Team Member Sift will receive 70% of their sales
- ❖ 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. **Be sure your address is correct in your account.** Checks will be mailed to the address on file.

Reminder: Sellers Contract (agreed to when signing up to be a seller) **Spring 2022 KidStuff Resale**

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(Non seller Team Member Contract is at the bottom of the page)

As a seller, I agree to the following KidStuff Resale policies and understand that I may be rejected as a seller at future sales for not complying with these policies:

1. I agree to the policies described in the Seller Reference Guide (sent after registration or found on the website www.mchenrymothers.org).
2. My items are gently used; to the best of my knowledge, they do not have stains, tears, broken parts or have been recalled.
3. I take responsibility to correctly fill out tags and print on correct cardstock.
4. All Sellers are part of the KidStuff Resale team. As a team member you or someone of your choosing are required to work one shift. If you fail to work your chosen shift you will be banned from selling at future KSR sales and receive 65% of your final sales.
5. Moms of McHenry County is not responsible for any merchandise placed for sale, and is not responsible for any lost or stolen items. Moms of McHenry County will only pay the seller for items actually sold during the KidStuff Resale.
6. If I do not pick up my unsold items by 4:00 pm on Saturday of the sale, I consent to the donation of my items to the resale's chosen charity. I understand that no receipt will be provided from the charity.
7. Any seller(s) or seller who register and does not tag/sell items two sales in a row (or 3 sales total) will not be allowed to sell in future KidStuff Resales. (Unless KSR Manager is notified within two weeks of set Resale date)
8. Registration fees are nonrefundable

Non Sellers Contract:

As a Team Member, I agree to arrive on time for my selected shift(s) and work according to KidStuff Resale policies.

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 (Heavy clothes or items with Fall or Winter Holidays.
- 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 (50 pieces or less) and electronic toys (\$5 or more) 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

