

KIDS CONSIGNMENT SALE



Sale Prep Guide

Mothers of
Multiples
Society

MOMS SUPPORTING MOMS

UPDATED October 2020

Get Ready to Sell! Kids Consignment Sale by MOMS

It's that time again! Consignment Sale Season. And with the right approach, you'll be ready for the Kids Consignment Sale by MOMS in no time.

Our Sale has a reputation for quality items at great prices, and as a seller, you help deliver on that promise. As you begin the tagging process, here are some things to keep in mind:

- Give yourself plenty of preparation time
- Ensure your items are stain-free, rip-free, and not too worn
- Tag items according to Kids Consignment Sale by MOMS guidelines

Quality Items + Right Price = Sales

First Step for New Sellers: Sign up as a Consigner on MyCM

Go to <https://myconsignmentmanager.com/mothersofmultiples/>
New Sellers: 'Create User Account', Enter Access Information, 'Create Account', Pick Seller number (must read instructions), 'Accept Contract' and start entering!

First Step for Existing Sellers:

Returning Sellers/Volunteers:

- Go to: <https://myconsignmentmanager.com/mothersofmultiples/>
- Select 'Register Here'
 - Enter Existing Seller Number and select 'Register Me'.

Other ways to get help

- Review the MOMS website
- Request a mentor
- Post a question in the MOMS Facebook Group (MOMS Members only)
- Email the Sale Directors

If you've sold with us in the past

If you have sold with us using Flash Consign, you will need to re-tag your items. MyCM will NOT read Flash Consign tags.

Tags from MyCM sales prior to Flash Consign will not need to be re-tagged and will scan in the system.

Which Sale to Sell What Items

Each Sale caters to certain holiday items.

Spring Sale

Holiday wear for

- St. Patrick's Day
- Easter
- 4th of July
- We will allow ski/heavy winter gear at the spring sale if there is room on the racks.
- Otherwise, spring/summer items will take priority.

Fall Sale

- Heavy Winter Coats
- Ski Wear
- Winter Boots
- Holiday wear for**
- Halloween
- Thanksgiving
- Christmas
- Valentine's Day

Questions?

Sale Director
sale.director@mothersofmultiples.com

Gather Your Gear

To get started, you'll need the following:

Tagging

- Computer
- Printer
- Card Stock (60 – 80 lb)
- Tagging Gun
- Tagging Barbs

Hanging and Bagging

- Hangers
- Plastic Zip Bags
- Plastic Grocery Bags
- Rubber Bands
- Zipties/Locking Tag Fasteners
- Scissors
- Sharpie Marker
- Clear Packing Tape

*3% poor quality
= 5% loss in
commission*

Quality Control Is Essential!

At the Kids Consignment Sale by MOMS, we are serious about quality control. Shoppers know they get consistently high quality items at our Sale. Quality Control Experts are constantly checking the sale floor to ensure items meet our standards.

Consequences for Poor Quality

Your items will be pulled from the sale floor for the following quality issues:

- Stains on Clothing
- Torn Clothing
- Broken/Non-Working Toys
- Battery-Operated Toys without batteries
- Tags that don't scan
- Tags in the wrong location on the item

Items pulled from the sale floor will not be sold.

If 3% of your total items are pulled from the sale floor, 5% of your overall commission will be subtracted from your check. If you become a repeat offender, you may also lose seller privileges for future sales.



What you CAN Sell at the Sale

- Children's Clothing
- Baby Gear & Activities
- Toys, Books, Games
- Bedding
- Sports Equipment, Backpacks
- Furniture (including Cribs)
- Nursing Equipment
- Feeding
- Maternity Wear

What you CAN'T Sell

- Drop-side cribs
- Clothing with wear and tear
- Car seats that were manufactured more than 5 years before the date of the sale. Car seat manufacture dates WILL be checked at drop off.

Sizes & Special Categories

Gender Categories	Boy, Girl	
Infants and Babies	Toddlers/Children	Big Kids and Teens
0-3 months	2T	6
3-6 months	3T	7
6-9 months	4T	8
9-12 months	5/5T	9
12-18 months		10/12
18-24 months		14/16

Several Special Sizes and Categories are available for selection within MyCM including Premie, Newborn, Maternity, Strollers, and many more!

Sale Tip - Check Your barcodes

It is recommended that you download a free barcode scanner application to your smart phone and test scanning some of your tags to ensure your tags are readable by a scanner.

NEED SUPPLIES?

Sale Supplies can be purchased from MOMS Members throughout the Denver Metro area. Information is available on the MOMS website under Members | Sale Info for Members or email the sale directors.

SALE DIRECTOR
sale.director@mothersofmultiples.com

Sort Items

Sorting your items first is the easiest way to stay organized while tagging. Sort:

- Clothes by gender, size, then type
- Shoes by gender and size
- Separate all other items into categories

Enter Inventory and Print Tags

Login to

<https://myconsignmentmanager.com/mothersofmultiples/>

Select 'Enter Items' and tag away! When you are ready to print, select 'Print Tags' and print using card stock.

- ➔ **ALL TAGS MUST BE PRINTED ON CARDSTOCK**

Hang clothes. Bag other items

- ➔ Whether you tag then hang, or hang then tag, be sure that all of your hanging clothes are hung with the hanger opening to the LEFT.
- ➔ The hanger should look like a question mark.
- ➔ If items slip off the hanger, use Locking Tag Fasteners to secure them. Be careful with pin placement to prevent holes in the fabric.
- ➔ Use plastic hangers - child size for kids' clothing, larger hangers for big kids, teens, and maternity



What to put in a bag

- ➔ Socks and tights
- ➔ Washcloths, towels, bibs, burp cloths
- ➔ Feeding supplies like bottles, dishes, cups, etc.
- ➔ Anything that isn't self-contained, is hard to tag, or has multiple parts



Attaching Tags

It's critical that tags are affixed properly. Cashiers and tag pullers need to be able to remove the section of the tag with the barcode printed on it.



➔ **Tagging Gun.** Please refer to the instructions with the tagging gun on how to load barbs and correct usage of the tagging gun

Clothing

Place the barb through the tag.

All tags must go on the LEFT side of the item. To clarify, the tag will be on the RIGHT when you hold the item up facing you.

Barbs MUST be put in seams. BE VERY CAREFUL when placing the tag on the item of clothing. Tagging guns and barbs can leave holes in fabric. Clothes with holes don't sell.



Shirts/dresses/jackets/outerwear

- ➔ Place barb through the seam under the armpit of the shirt, preferably in the crosshairs of the seam



Pants/shorts/skirts

Place barb through the seam in the waistband



Twin Sets/2 & 3-piece items

Multiple items such as twin sets or outfits made up of 2 or more items, can be sold as a set by using one tag for the set. Connect the hangers using rubber bands or tape to hold the hangers together. If you rubber band them together, they will NOT be separated when twin sets are taken down. You may want to tag each item separately.

Shoes

Shoppers must be able to see the condition of the shoes. **Do NOT seal shoes in bags** unless there is no other way to connect them to each other



Sort shoes by size and gender

Use ribbon or zip ties to connect shoes to each other
Attach tag to the ribbon or zip tie

A second tag can be placed inside the shoe just in case the first tag is pulled off

Toys, furniture, books, games, and equipment

Individual items

- ➔ Tape the tag onto the item. Only put tape across the TOP portion of the tag. Do not put tape over the barcode.
- ➔ If your item is large, you can print two tags to put in different locations in case one of the tags is pulled off when moving the item.



Multiple items

- ➔ Bag, latch, or contain items together
- ➔ Toys can be bagged in zip bags and tagged as one item
- ➔ Seal the bags with clear packing tape and attach the tag with the tape, only taping the TOP part of the tag, the part without the barcode
- ➔ With other items, pieces can be taped together or zip tied together to ensure pieces are not lost or separated from the set

Bagging Items for Drop-Off

Bagging correctly is VERY IMPORTANT, especially with clothing!

When clothes are not bagged correctly it takes more work and more time to get them out on the floor racks when the sale is being set up. It can also mean clothing gets put in the wrong section and therefore, may not be sold.



Toys, games, baby gear

- ➔ Bag or box similar items together (bags and boxes will NOT be returned to you)
 - ➔ Mark the bag to indicate contents
 - ➔ Put like items in each bag, do not mix categories (example: do not put toys with books or bottles with bedding)

Please have WORKING batteries in all toys that require them so shoppers can test items.

Books and games

- Use clear packing tape to attach the tag to the back cover of the book or the front of a video game
- You can sell multiple books together in a zip bag
- Seal the edges of games with clear packing tape
- Bag or book books in categories together and label the box or bag.
- Do not put other items with books. Books in boxes/bags with only other books.

Clothing

- ➔ Use grocery or trash bags to bundle clothing together
- ➔ Put ONE size/gender in each bag
- ➔ Place several items (10-15 max) in an upside down bag, so the hangers go through the bottom of the bag and the clothes hang out the bag opening. See picture.
- ➔ Using a permanent marker, mark each bag with gender and size.
- ➔ Some clothing needs special clothing category labels on the bags, INCLUDING size and gender such as SWIM 2T B



THANK YOU FOR SELLING WITH US!

We're excited to have you be a part of the Kids Consignment Sale by MOMS. Remember, we're all in this together. Your success is our success. If you have any questions at all, please let us know.

If you have ideas that will make the process easier for you, we're all ears.

Help us continue to ensure the Kids Consignment Sale by MOMS is one of the best in the country!

Shoes

- ➔ Bag shoes in grocery bags marked with size and gender
- ➔ Only ONE size and ONE gender in each bag. This helps when putting shoes out on the floor at the sale.

QUESTIONS

Sale Director
sale.director@mothersofmultiples.com

MOMS MyCM Link: <https://myconsignmentmanager.com/mothersofmultiples/>

TOY | GAME | PUZZLE CERTIFICATION FORM

Please complete one form for each puzzle, game, or toy that you are selling which has multiple pieces not clearly visible. Cut and tape it to the bottom of each item you are selling.



<p>This is a... <input type="checkbox"/> Puzzle <input type="checkbox"/> Game <input type="checkbox"/> Toy</p> <p>Instructions included <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>All pieces included <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Pieces are missing <input type="checkbox"/> yes <input type="checkbox"/> no <i>If yes, specify</i> _____</p> <p>Pieces are damaged <input type="checkbox"/> yes <input type="checkbox"/> no <i>If yes, specify</i> _____</p> <p style="text-align: center;"><i>This information personally verified by Seller Number:</i></p> <p>Signature: _____</p>	<p>This is a... <input type="checkbox"/> Puzzle <input type="checkbox"/> Game <input type="checkbox"/> Toy</p> <p>Instructions included <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>All pieces included <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Pieces are missing <input type="checkbox"/> yes <input type="checkbox"/> no <i>If yes, specify</i> _____</p> <p>Pieces are damaged <input type="checkbox"/> yes <input type="checkbox"/> no <i>If yes, specify</i> _____</p> <p style="text-align: center;"><i>This information personally verified by Seller Number:</i></p> <p>Signature: _____</p>
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