



2015

Dear Children's Clothing & Equipment Sale Seller:

Thank you for being a part of the TMC of BC's Children's Clothing & Equipment Sale to be held on Saturday, September 26th, 2015 at Midland Park Church, 183 Godwin Ave, Midland Park, NJ 07432. TMC of BC is proud & excited to have you be a part of what we hope will be one of our largest fundraising events. The instructions in this packet are fairly detailed and specific because we have learned a lot from our previous sales, and realize that everyone needs to have the same level of understanding and commitment to make the event a success for our members and the club.

**PLEASE READ THROUGH THIS PACKET CAREFULLY.
IT CONTAINS ALL THE INFO YOU NEED REGARDING THE SALE.**

Schedule	WHEN	WHAT	WHO
Night before: Friday September 25th	6pm - 6.45pm	Set up all the infrastructure: Build racks, set up tables, put up signs.	Smaller group identified by Chairs
	6.45pm - 7.15pm	All sellers to arrive at venue by 6.45pm. Meeting to outline overall roles & responsibilities, work plan & individual tasks	All
	7.15pm - 8.15pm	Lay out / hang all items for sale. Merchandise all items according to work plan.	All
	8.15pm - 9.15pm	Sellers pre-shop (only for those that participated in set up)	All
Day of sale: Saturday September 26th	8.15am - 9am	All sellers who did not set up the night before to arrive by 8.15am & SIGN IN . Layout / hang all remaining items for sale. Merchandise all items according to work plan.	
	9am - 10am	All other sellers to arrive by 9am & SIGN IN . Meeting to outline overall roles & Responsibilities, work plan & individual tasks. Finalize set up.	
	10am - 1pm	Open to the public	All
	3pm - 4.30pm	Clean up	All

Sellers:

- TMC of BC members, Friends and family can be sellers.
- Being a seller is at the discretion of the Clothing Sale Committee Chairpersons, President and 1st VPs.
- Each seller can sell their own items.
- If a member sells items for friends, the member is responsible for all of those items.

Sellers ID#

- Each seller will be assigned a Seller ID#.
- Tags of items of sellers' friends will have an ID# that has a letter as a suffix to the members' ID#. E.g. If the members' seller ID# is #36, the 1st friends' items should be tagged #36A, the 2nd friend #36B, etc.
- Each seller will have a list of all the sellers' names & ID# so they can look for the sellers if there are any questions about the items.

Volunteers: For security reasons:

- Sellers are responsible for set-up and clean up.
- sellers' friends are allowed to participate in set-up or clean-up.

Sellers presence:

- All sellers selling more than 5 items are required to remain at the venue throughout set up, when the sale is open to the public & at clean up.
- Sellers are required to be on-site throughout the day to assist with the actual implementation of the sale. This is a great way for members get to know each other better, to learn about the sale and get involved!
- "Work Stations" or assignments will be assigned at sign-in.

Sellers Prep:

BEFORE you arrive for set-up:

- Please make sure the appropriate items are on the hangers as they look much nicer this way and will have a higher chance of being sold.
- If you do not have hangers, please tag sets of items together to avoid them being strewn apart, and therefore impacting their ability to sell.
- If you have extra hangers you would like to donate/share, please let a Clothing Sale Committee Chairperson know.
- All clothing should be hung on either plastic or wire hangers with the hook facing left, like a question mark (see diagram on right).
- Please write your seller identification number on the hangers if you wish to have them returned to you at the end of the sale. The baggers at each check-out will remove the hangers before bagging the items.



Arrival:

Please arrive at the venue by:

- 6.45 pm on **September 25th**
- 8.15 am on **September 26th** and SIGNIN with the committee chairperson

You will receive your work assignment (e.g. which stations you will be responsible to set up / run during sale hours) at sign in.

Set Up:

- The sale room will be set up by category. Signs will be hung designating where items are to be placed. Signs for clothing will be both size and gender specific. Please do your best to place your items in a staggered position as to allow room for all items on any given table / rack to be seen.

- Where possible, clothing items will be on racks for this sale. The exceptions to this are pajamas, shoes & accessories (socks, hats, scarves etc.), which will be placed on tables.

Pre-shop:

- There will be NO shopping by anyone during room set up.
- Pre-shop for sellers ONLY is from 8.15pm to 9.15pm on Friday night, after set up. There will be NO exceptions.

During the sale:

- It is important for security that enough sellers are on the floor during the public sale time.
- Sellers will be allocated responsibilities during the sale. Your assistance will be needed in many capacities; e.g. answering questions about your sale items (e.g. if the tags fall off), straightening sale tables, clothing racks, cashiers, baggers, break-down / clean up, etc.

End of the Sale / Clean-up:

- Each seller must bring two large bins, with their seller number written in large print on all four sides of each bin.
- These bins will be lined up around the sales floor in seller number order. Each person will receive an end of sale assignment in addition to their work assignment.
- For example: Jane Doe may be assigned to work at register 1 during the sale. She may then be assigned to "close down register 1, then sort size boys 4T" as her "End of Sale" assignment.
- People will be assigned to close down registers, finish sorting tags, sort sale items into sellers' bins, break down rack/tables, clean up break room, etc. Members should carry out their clean up duties by task, and NOT attend to their personal items.
- All loose hangers will be sorted after the sale to avoid slowing down clean up, and will be returned to sellers at the next general meeting.
- Once the room is completely in order and everything is removed from the selling floor, sellers will be asked to sign out prior to leaving.

Acceptable Items for Sale:

- Please see the attached list at the back of this packet for the list of acceptable items for sale. If you have an item to sell that is NOT on this list, please contact a committee member for approval.
- All items must be
 - free of stains, odors and apparent visible damage
 - in proper working order with new batteries already installed prior to being placed on the selling floor (batteries may be purchased inexpensively at any Dollar store.)
- Please check zippers to be certain they work, and make sure all buttons are present.
- If there is any question about the item being acceptable for sale, please contact Dawn or Constance.
- Unacceptable items will be removed from the selling floor.

Stuffed/Plush Animals/Dolls/Toys

- Toys that consist of fur/fabric (e.g. Elmo, Barney, Dora, etc.) AND perform an additional function such as: **light up, play music, dance, play recorded messages etc.** are permitted for sale.
- Stuffed/Plush animals/dolls/toys that do not perform an additional function (licensed characters or otherwise) are **not** permitted to be sold at the sale.

Unacceptable Items for Sale

- **All items must be in good, sellable condition.**
- Items should not be ripped, stained, soiled, or otherwise damaged.
- Any items that have been placed on the selling floor that are stained, ripped, soiled, recalled or damaged in any fashion will be removed by the Clothing Sale committee and placed in a box stored in the holding area marked "Non-sellable Items". Sellers are responsible for checking the Hold area table periodically to see if they have any items that belong to them. Please do not return non-sellable items to the selling floor.
- Please check zippers to be certain they work, and make sure all buttons are present. If clothing cannot be worn or equipment cannot be used upon purchase, then it is NOT a sellable item. **If you would not put it on or use it for your child(ren), please do not try to sell it to others.**
- Any item that has been recalled for safety reasons, lead content, or any other reason, may not be sold. It is the seller's responsibility to check the recall list. <http://www.cpsc.gov/cpscpub/prerel/prerel.html>

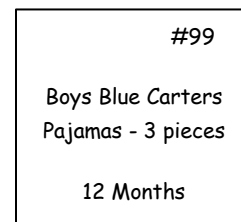
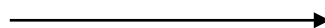
Missing or Damaged Items:

- TMC of BC is not responsible for any item unaccounted for, damaged or missing.
- The club will not reimburse any seller for any such item.

Tagging:

- Every seller is responsible for tagging their own items. Sellers are paid solely according to tags collected at the checkouts.
- **Please co-operate and abide by the dimensions of the tags.** Tags of varying sizes make it very difficult to manage when tags are collected and tabulated to know how much each seller has sold.
- You **MUST** use either half a 3 ½" x 5" index card **OR** the template provided (copied/printed onto cardstock, at least 67lb weight). **PLEASE DO NOT USE REGULAR COPY/PRINTER PAPER FOR YOUR TAGS, IT IS NOT HEAVY ENOUGH AND WILL RESULT IN LOST TAGS!**
- If your tag comes off, it is very difficult to get in touch with sellers on the sales floor to check price. Therefore, we will not be able to sell the item.
- Please refer to the sample tag below for the template. Please do not use any other type or size of paper, cardboard or stickers.
- Every tag MUST include the following information:
 1. Seller identification # (each seller is pre-assigned one)
 2. Description of the item (be specific)
 3. Size
 4. Price

Sample Tag



- Tagging guns can be purchased at stores like Staples, Office Max and Walmart, or through Ebay. The clothing sale committee will not be selling tagging guns for this sale. You may find it useful to bring your tagging gun to the sale in case any of your tags get separated from your items.
- When tagging clothing for sale please place tags through the clothing label so as not to put unnecessary holes in the items.
- Please tag "clothing sets" together.
- If you are selling a toy or piece of equipment with removable parts please place those items in a plastic storage bag and attach it securely to the item (**please use ONLY painters tape - it does not leave sticky residue when removed**). You will have the option of placing the bag of removable parts in the holding area to be picked up separately by buyers. If you choose to separate out your removable parts and placing them in the holding area, please tag each piece separately with clear instructions for buyers as to what too look out for.
- Always try to include an instruction manual (usually available online if you don't have the original).
- You may use painter's tape to tape tags to items that do not have a label such as: DVDs, books etc. Do not put the price on the painters tape. Please make a tag for these items and attach the tags with the painters tape.
- **Please do not use loose pins to secure tags and/or loose parts.**
- Items without tags and tags without items will be put in a box stored in the holding area marked "No Tags / Items". Sellers are responsible for checking the Hold area table periodically to see if they have any items/tags that belong to them.
- Sellers are paid solely on tags collected at the check out counters.
- No tags = no credit for the sale. Writing on a bag/box/tape is not acceptable.

**"Sold"
Tags:**

- Only the Committee Chairs should collect all tags from cashiers during the course of the sale.
- All the "tags" of items that are incorrectly tagged and/or have no sellers ID# will be collected and set aside for reconciliation later.
- Only the Chairs and/or Treasurer will reconcile tags.

Pricing:

- Item pricing is based on the discretion of every seller. Duplicate items may be for sale by different sellers at different prices. Please be considerate of individual pricing methods.
- **The minimum price to be charged for any item is: \$1.**
- **Please price your items in increments of \$0.50, although we highly suggest pricing your items in \$1.00 increments.**
- Any item that is not priced with a minimum of \$1 and increments of \$0.50 will have the price taken down at the cashier to the nearest dollar amount.
- If a seller chooses to mark-down their own items, they may do so with a **RED** pen and it must have their **INITIALS** (in RED also) on the tag next to the mark-down price.

- Prices are **NOT** negotiable by the shoppers (including TMC of BC members). All sellers should actively discourage buyers from seeking out sellers to negotiate price.
- When pricing, keep in mind that buyers are shopping for bargains. Buyers cannot try on any clothing or test out equipment and all items are final sale. That being said, some **general pricing guidelines** are as follows although sellers have full discretion in pricing their own items:

Item	Price Range
Shirts / Sweaters	\$1-\$4
Pants / Skirts	\$1-\$5
Dresses	\$2-\$8
Coats/Jackets	\$3-\$10
Shoes/Sneakers	\$1-\$5
Boots	\$2-\$7
Hats/Mittens/Gloves	\$1-\$3

- Used equipment is often priced at $\frac{1}{2}$ or less of its original purchase price.
- These prices are simply a guideline for sellers who are unsure of pricing. Bear in mind that the higher the price, the higher the quality and the better the condition of the item should be. Another pricing strategy is to price items on the lower end of the scale to ensure that they sell quickly.

Donations after the Sale:

- A charity will be appointed to accept unsold/unwanted items. If you choose to donate any items at the end of the sale, place
 - the tag in a specifically designated basket and,
 - the item(s) in the bags marked by the Clothing Sale Committee.
- Donation is completely voluntary and will not positively or negatively impact any seller in any way. However, the total dollar amount of all donated items will be listed on the TMC of BC books as a charitable donation and maintains accordance with our non-profit status.

Bake Sale:

- As part of the fundraiser, there will be a baked sale at the same time as the clothing sale. All baked goods **MUST** be prepackaged "to go". Suggested items are whole cakes, individual servings of brownies, cookies, muffins, pretzels etc.
- **We would like to request that each club member who is a seller bring one baked good for the bake sale.**
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Payment:

This will be a large fundraising event for TMC of BC. Payment is calculated on the total number of "Sold" tags collected. Each seller will pay the following commission:

Please Initial

- Sellers that participate fully at set-up (night before and day of), during the whole sale and at clean up: 20% of tagged price of sold items. It is important that all sellers sign in and out, as these sheets will be cross referenced

to verify eligibility for the 20%.

- Sellers that have 5 or fewer items to sell will pay
 - 30% of the tagged price of sold items, or
 - 20% of the tagged price of sold items if they participate fully (**i.e. the entire stated time**) in **ONE** of the setups (i.e. either the night before or the morning of the sale).
- **Sellers who do not participate fully (i.e. the entire stated time) at set-up (night before and day of), during the whole sale and at clean up will pay 30% of tagged price of sold items.**
- Items belonging to friends of Sellers: 30% of tagged price of sold items

Only 1 check/payment will be issued per seller. Sellers who sell items for their friends will have the total amount of the sold items on the same check, and will have to disburse the amounts to their friends themselves.

All tags that have clear seller ID# will be returned to sellers at the *General Meeting* immediately following when checks/payment is distributed. Tags that are not claimed by the *General Meeting* will be disposed of.

Checks will be available within 30 days after the completion of the sale. It is important that you cash your check in a timely manner as this assists the club with record keeping and budgeting practices.

Sellers who do not carry out their roles & responsibilities may have their commission adjusted/forfeited at the combined discretion of the Committee members and President/1st VPs.

Side Drop Cribs: Due to the increasing amount of recalls with side drop cribs and with many charities no longer accepting them, **we will not be selling side drop cribs.**

Car Seat Waiver:

- We will require both the seller and buyer sign a waiver on the sale/purchase of car seats. This is being done to protect the club from any potential lawsuits as there seems to be a gray area regarding the sale of used car seats.
- The waiver can be found at the back of this packet. Each seller must have a copy of this waiver form **completed & attached** to EACH car seat along with the price tag. We recommend placing the waiver in a zip lock bag and attaching it to the car seat with your tagging gun.
- It is suggested you check for any recalls on your car seat prior to signing the car seat waiver. One such site can be found at <http://www.carseat.org/Recalls/recall.shtml>
- **We will not sell any car seats without a signed waiver from the seller and buyer.**

**Car Seat
Expiration
Date
Policy:**

- Research indicates that car seats should not be used for more than six (6) years after the manufacture date. The reasons for this involve possible degradation of the plastic shell and other parts, the possible loss/breakage of parts, and the fact that older seats will often not meet current government safety standards.
 - If there is an expiration date on the seat, it must not be past this date if placed on the sales floor. For seats with no expiration date, seats may be no older than 6 years old.
 - Cars seats that have an expired date or are too old will be pulled from the sales floor.
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**Seller
Commit-
ment:**

We would like to ensure a successful event. Therefore, it is vital that all sellers

- understand and carry out their roles & responsibilities
- follow the same schedule and same set of guidelines

A great deal of work will go into this sale, and rules have been set into place over the years by other clubs to ensure a smooth, successful sale. They have been written and reviewed many times with the feedback of past Chairpersons, selling members, buyers and volunteers. Please help us make this a success for the club & participating TMC of BC members!

Please feel free to contact Dawn or Constance with any questions about the sale or these instructions. Thank you for your cooperation and support of TMC of BC. We look forward to a successful sale!

Good Luck!

Sincerely,

The TMC of BC Clothing & Equipment Sale Chairs
Cricket O'Neil

Cricket O'Neil

Cricket.oneil@gmail.com

201-994-5227



Sellers' Contract

Event Details

Date: Friday March 15th, 2012, set up
Saturday March 16, 2011, sale day

Venue: Midland Park Church
183 Godwin Ave
Midland Park
NJ 07432

Seller's Agreement

I, _____ confirm that:

- I am a fully paid up member of the TMC of BC, - **initial** _____
- I have read all of the instructions in the TMC of BC Children's Clothing & Equipment Sale Seller's packet - **initial** _____
- I agree to abide by all of the terms in the TMC of BC Children's Clothing & Equipment Sale Seller's packet - **initial** _____
- I have read and understand the payment section of the contract - **initial** _____

Signature: _____

Date: _____

Selling Tips

- *To make set up quick and easy, place your tagged items in a plastic tote or box with garments grouped according to size.*
- *You may want to note on the tag if the item is brand new, never worn or only worn/used one or two times.*
- *Add a dryer sheet to the tote to keep your items smelling fresh while in storage.*
- *Check your tagged items, if stored, before the sale. Stains sometimes unexpectedly appear after time.*
- *Include instruction manuals, product instructions, installation information (download from internet if you don't have originals).*
- *Iron clothing if possible.*
- *Use Armour All on cleaned plastics such as: strollers, high chairs (not tray table).*

*Remember, the nicer your item looks,
the more likely you will be to sell it!*

Children's Clothing & Equipment Sale

The following is the list of acceptable items to sell. The room will be organized and set up according to the following categories. If you have items to sell that are **NOT** listed below, please contact a committee chairperson.

<p>Clothing & Accessories (Newborn-14):</p> <ul style="list-style-type: none"> • Clothing for <u>Spring/Summer</u> only • Holiday clothing / costumes (<i>on hangers</i>) • Pajamas (<i>folded</i>) • Socks (<i>in plastic storage bags</i>) • Shoes • Accessories (e.g. hats, gloves, scarves) • Formal clothing (<i>on hangers</i>) • Spring & Summer Jackets (<i>on hangers</i>) <p>Maternity wear (<i>on hangers</i>)</p> <p>Toys:</p> <ul style="list-style-type: none"> • Books • Videos/DVDs • Toys, indoor & outdoor (bikes, ride-ons, etc.) • Stuffed Toys with additional functions <p>Feeding/Nursing</p> <ul style="list-style-type: none"> • Booster Seats / Bumbos • Bottles • Bottle Sterilizers & Bottle Warmers • Breast Pumps • Nursing Pillows <p>Out & About Gear</p> <ul style="list-style-type: none"> • Diaper Bags • Baby Carriers • Backpacks 	<p>Bedding/Nursery</p> <ul style="list-style-type: none"> • Bedding Sets • Diaper Pails • Hampers • Lamps, Rugs • Mobiles • Monitors • Receiving Blankets • Sleep positioners <p>Bath & Safety</p> <ul style="list-style-type: none"> • Bath tubs • Bath toys/accessories • Bath Robes/Hooded Towels • Potty Seats • Gates • Safety items <p>Large Items</p> <ul style="list-style-type: none"> • Bassinets • Bouncer Seats • Car Seats • Exersaucers • Furniture (Cribs, Changing Tables) • High Chairs • Play Yards • Strollers • Swings
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Twins' Mother Club of Bergen County Children's Clothing & Equipment Sale

Car Seat Liability Release Form

To be completed by Seller:

I affirm that the car seat being sold has not been involved in any motor vehicle accidents and to the best of my knowledge has not been recalled or otherwise labeled as 'unsafe'.

Seller ID #:	
Car Seat Brand/Make:	
Car Seat Model:	
Serial Number	
Manufacture Date:	
Date Purchased:	
Signature:	

To be completed by Buyer:

I affirm that the car seat(s) that I am purchasing from the Twins' Mother Club of Bergen County is/are being sold as is at the April 28th, 2012 sale. As such, I will not hold the TWINS Mother Club of Bergen County liable for the condition of the seat(s).

Buyer's Name:	
Address:	
City, State, Zip:	
Signature:	
Date Purchased:	