

# SELLER INSTRUCTIONS

**St. Philip Early Learning Center's  
27<sup>th</sup> Annual Consignment Sale  
October 5 & 6, 2018  
303-972-9774**

***Please read and follow these instructions carefully to avoid problems during the Receiving process.***

## **General Information:**

We sell clean, top quality, new and gently-used **children's clothing** for all seasons; girls sizes 0-16 and boys sizes 0-20. We also sell Maternity clothes, shoes, toys, books, DVDs, baby equipment/furniture, linens, decor and more! If we receive an item that is not acceptable, we will donate it to charity or return the item to you. There is a 70% – 30% split, with the seller receiving 70%. St. Philip Early Learning Center, which is non-profit, receives 30%. (This 30% is tax deductible.) A \$10 Seller Fee will be deducted from your proceeds check at the conclusion of the Sale. This fee will be waived if you volunteer more than 8 hours at our Sale or if your total sales do not exceed \$100.

## **Seller ID:**

Your Seller ID will be assigned to you through FlashConsign.com. Please allow 24 – 48 hours for us to assign you a seller ID. In the meantime, you may start entering items into your inventory. Do not print your tickets until your Seller ID has been assigned so you have the correct ID on them. Once your ID has been assigned, associate your current inventory items to our Sale.

## **Receiving Information:**

Monday, October 1 9am - 1pm and 4pm - 8pm  
Tuesday, October 2 9am - 1pm and 4pm - 8pm

## **Stop, Drop & Roll (SDR) Sellers (WHITE TICKETS ONLY – Limit of 350 items):**

- **DO NOT** sign-up for a drop-off time on FlashConsign
- No waiting in Receiving lines! Just drop-off your items and leave.
- Bring a self-addressed, stamped, legal sized envelope.
- All unaccepted and unsold white ticket items will be donated to charity.
- Your proceeds check and tax-deductible receipt will be mailed the week after the Sale.

## **Standard Sellers (yellow and white tickets - Limit of 350 items with a maximum of 200 yellow ticket items):**

- Select a drop-off time on FlashConsign.com. Scheduled times are every 15 minutes throughout Receiving. Please adhere to your selected time as this will allow for a smoother process. If you cannot get a scheduled time that works for you, please bring your items any time during our Receiving hours and we will process them as soon as possible.
- You may choose to wait for your items to be processed (approx. 30-60 min.) or you can choose to have any items that do not meet the guidelines outlined in the Seller Instructions returned to you at Check Pick-up or donated to Charity.
- **Check Distribution and Unsold Yellow Ticket Item Pick-up:**  
Saturday, October 6 6pm - 7:30pm  
**Unclaimed items will be donated to charity if not picked up at this time, and your proceeds check will be mailed to you.**

## **Sale Hours Open to the Public:**

Friday, October 5 9:30am - 8pm  
Saturday, October 6 8am - 1pm (1/2 price on all white ticket items)

## TICKET INFORMATION

Each Seller may sell up to 350 items **with a maximum of 200 yellow ticket items.**

Tickets **must** be printed on **white or yellow card stock**. Sellers may pick up card stock from the SPELC Office, or you can purchase individual sheets in any office supply retailer's copy center.

- **WHITE** ticket items are full price on Friday only. On Saturday, these items are sold at half price. Any unsold white ticket items are donated to charity and are NOT returned to you.
- **YELLOW** ticket items are full price throughout the entire Sale. Any unsold yellow ticket items are returned to you on Saturday evening during Check Pick-up. If a yellow ticketed item has a "\$" printed on it, FlashConsign will automatically scan it at half price on Saturday. The item will be returned if not sold. SPELC is not responsible for any mislabeled tickets.

**Filling Out & Printing Tickets:** Every item must have a ticket. Print tickets on an Inkjet printer (**no Laser printers**), Normal/High Quality setting, not "Draft". You do not need to use a color printer. Laser printers do not print well on card stock and our scanners can't read them. FlashConsign has provided a Consignor Guide to help with the ticketing procedure. (On Member Home Page, click on Manage My Items. On bottom left you will see the Guide.) SPELC has summarized the key points in a "Tip Sheet" to make the process even easier. To view "Tip Sheet" and "Seller Instructions" go to Member Home Page, under our Sale Logo in top left corner, click on View Details and scroll to bottom of the window to see all PDF files. Please feel free to contact our Seller Support team if you need additional help **after** reviewing these files.

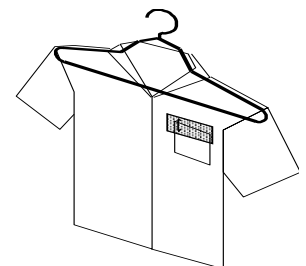
**Item Numbers In FlashConsign Inventory:** Item numbers will never duplicate themselves, meaning they will never restart at #1. So, once you have entered items into your inventory for a previous Sale, whether it was one of ours or another Sale, remember that the item numbers continue from the last item number you input.

**Pricing Guidelines:** Minimum price is \$.50. **Prices must be in \$.50 increments.** When pricing, a good rule of thumb is approximately 25% of the original purchase price. If you wouldn't buy it for that price, don't sell it for that price.

## AFFIXING TICKET TO ITEM

### All Clothing:

- Using a 1" or larger safety pin (no straight pins), place the ticket on the upper left side of the garment. (see picture)
- No tagging guns please; they leave too large a hole in the garment.
- Do **NOT** place safety pin over the barcode. Pin on line of ticket, horizontally.
- Safety pins are available in the ELC Office. (A bag of 50 pins costs \$1.50.)
- **Maternity - 10 item limit** (bring your 10 best items). Items will NOT be returned--all unsold items will be donated to charity.



### Hanging items (Items sell better when hung):

Shirts	Dresses	Pajamas
Two-piece outfits	Costumes	Coats/Skiwear
Bathrobes	Maternity Clothes	

The hook of the hanger should face the right shoulder of the garment, away from the ticket.

Looks like a question mark (see picture).

Hangers must be wire or unbreakable plastic. (Check with local dry cleaners and stores for recycled hangers).

Use safety pins to secure 2-piece garments together or items that may easily fall off hangers.

**Folded items:** (fold back sides together, fold in half and pin ticket on the upper left side of garment)

Pants	Shorts
Leggings	Swimsuits

**ALL CLOTHING MUST BE FRESHLY LAUNDERED, FREE OF ODORS, STAINS & PET HAIR!**

## GENERAL TICKETING INFO FOR TOYS, BOOKS, GAMES, PUZZLES, & DVD/VHS VIDEOS:

- Items must be *operable, clean, have all parts, and be in good working condition.*
- Check your items to see if they have been recalled by going to the following website:  
<http://www.cpsc.gov/en/Recalls/Recalls-by-Product/>
- **Games, puzzles, and DVD/VHS videos must be covered in plastic wrap or placed in a zip lock bag sealed with clear packing tape.** (This is for the protection of the Seller to keep all parts together.)
- Do not put tape directly on the box or toy. When the buyer removes the tape, it rips the packaging and can damage outside of the item.
- **Tape the ticket to the *outside* of the plastic wrap or zip lock bag using clear packing tape.**
- **Do NOT tape over barcodes.**

### Books:

- Books **MUST** be placed in a zip lock bag and taped shut. Do not put tape directly on books; when the buyer removes the tape, it rips the cover of the book.

### Toys:

- Toys with multiple parts must have all parts together in a zip lock bag or covered with plastic wrap and secured with clear packing tape.
- Battery operated toys must have working batteries in place or will not be accepted.

**VHS Videos - WHITE TICKETS ONLY** and will not be returned to seller.

**Shoes, Boots, & Slippers - WHITE TICKETS ONLY** and will not be returned to seller:

- We accept women's shoes up to size 8 and men's shoes up to size 10.
- ALL shoes, boots and slippers are sold on Saturday at half price and are donated to charity if unsold.
- Shoes must be clean and the soles must not be more than 50% worn with no dirt, grass, or rocks.
- Use one white ticket for each pair of shoes and attach it to the shoes using a zip tie. Use another zip tie to connect the shoes together.
- If shoes cannot be zip tied together, put them in a zip lock bag and tape it shut.
- *Zip ties can be picked up in the ELC Office free of charge or will be available at Receiving.*

### Equipment, Furniture, Large Toys & Bikes:

- Mattresses are **WHITE TICKETS ONLY** and will not be returned to seller.
- If your item is fabric, please use a safety pin to attach the ticket. If not, **tape the ticket to the item in an obvious location using clear packing tape.**
- We recommend bringing a photo of the assembled item and attaching it near the price ticket.
- Due to space constraints, bring large items disassembled.
- We will have zip ties available to help attach all the pieces together.
- Do not use tape, it strips the varnish or destroys your item.
- Put all hardware and small pieces in a zip lock bag and securely attach to your item.
- Items must be *clean, have all parts, and be in top quality condition.*
- Large furniture items will be accepted on a space available basis.
- *Zip ties can be picked up in the ELC Office free of charge or will be available at Receiving.*

### Bedding, Cloth or Disposable Diapers, & Miscellaneous Items:

- Place in a zip lock bag and seal with clear packing tape.
- **Tape the ticket to the *outside* of the bag using clear packing tape.**
- We do accept breast pumps with A/C adapters. We don't accept the tubing and flanges.

**We do NOT accept:**

- **More than 350 items from each Seller with a maximum of 200 yellow ticketed items**
- **Drop-side cribs**
- **Baby walkers**
- **Car seats or boosters manufactured before 2014, or if it expires prior to October 2019**
- **Stuffed animals and cloth dolls**
- **Cell phones**
- **iPads, tablets, desk top computers, computer monitors or laptops.**
- **Games that are broken or don't have batteries**
- **Ripped books**
- **Standard underwear unless in original packaging and unopened. Used training pants are acceptable**
- **Other items deemed unsanitary**
- **Items that are not tagged, secured or packaged per our guidelines**
- **Items that are stained, torn, ripped, outdated, smell of smoke or have excessive pet hair**
- **Items that have missing buttons, broken zippers, broken snaps, missing pieces, or excessive pillage**

**WE RESERVE THE RIGHT TO REFUSE ANY ITEM(S) WE SO CHOOSE.**

**Lead Disclaimer:**

We want to make sure items in our Sale are safe. We still accept furniture and ask that you make sure your items have not been recalled due to them potentially containing lead.

Go to <http://www.cpsc.gov/en/Recalls/Recalls-by-Product/> to check your items.

**For questions please contact our Seller Support Team:**

[ELCSellers@yahoo.com](mailto:ELCSellers@yahoo.com)

or

[ConsignmentSale@StPhilip-co.org](mailto:ConsignmentSale@StPhilip-co.org)

**[www.St.PhilipELC.org](http://www.St.PhilipELC.org)**

We know that there are other Consignment Sales in which you could participate and we thank you very much for choosing to sell with us!

**Thank you** to all of our participants, sponsors, SPELC families and staff, and the congregation of St. Philip Lutheran Church.

**WE RESERVE THE RIGHT TO DISPLAY ITEMS**

**HOWEVER WE DEEM THEM BEST TO SELL.**

**WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

**WE ASSUME NO RESPONSIBILITY FOR RECALLED ITEMS OR ITEMS**

**POTENTIALLY CONTAINING LEAD PURCHASED FROM OUR SALE.**