

**Oakland Baptist Church  
Children's Consignment Sale  
Terms of Acceptance**

**PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING**

**CONSIGNORS:**

- Consignors receive 70% of the selling price of their items
- You will use the website to enter your sale items and print price tags
- Items cannot be entered or tags printed after the cut-off date.
- If you consign at least 25 items, you may shop at the preview sale before it opens to the public – see dates and times
- Preview night is for consignors only – friends, other relatives, etc. will not be allowed to enter. The consignor as well as a spouse is eligible to come
- Babysitting will be provided as a convenience for the consignor on the preview nights

**WE ACCEPT:**

- Fall/Winter clothes only for the fall sale and Spring/Summer clothes for the spring sale
- Good condition, clean and wrinkle free clothes infant to teen size 16 and maternity clothes
- Please limit shoes to only those in excellent condition and only to teen size 4
- Toys, baby equipment, outside play equipment, furniture, books, games, puzzles and movies (rated G, PG or PG 13 only)
- Items should be freshly cleaned and never damaged or recalled (<http://www.cpsc.gov> is a very good site to check for recalls)
- Please do not bring car seats that are older than 3 years, been involved in an accident, or have been recalled. (Check for current recalls at [www.carseat.org](http://www.carseat.org).) Please bring all straps that are needed.
- PLEASE LIMIT THE NUMBER OF ITEMS THAT YOU BRING TO 200

**ENTERING ITEMS ON LINE:**

- Once you register to consign and are assigned a consignor id number and password, this will be your permanent number for all future sales. Please DO NOT sign up multiple times.
- Once you have your consignor id and password, go to the Consignor log on section and enter the information. You can then add inventory, view existing inventory and print your tags. (Detailed instructions can be found after logging as a consignor or reference the Consignor Tutorial on our website).
- Please consider **donating** any unsold merchandise. This is a wonderful community outreach and can help many families in need.

## PREPARING ITEMS FOR THE SALE:

- All clothes must be securely on a hanger and must be hung with the “point” of the hanger pointing to the right sleeve of the item as if you had it on.
- Please use zip locks to hold any matching items such as tights, hair bows, purses, etc.
- **Use safety pins** – not clothespins or straight pins to attach an item to the hanger if more security is needed. DO NOT hang pants over a hanger – they will end up on the floor.
- Please sort your clothing items by gender and by size. Use rubber bands to group hangers with the same size AND same gender.
- Please attach shoes together with string, ribbon, or place in a Zip-lock bag.
- Make sure that all loose items to toys, etc are packaged together in a Zip-lock bag or **taped securely** to the toy that it belongs.
- Items that require batteries sell much better if the batteries work.
- All items must be securely tagged. Any items that do not have tags or that tags fall off and we can not readily identify them will be set aside and not sold. Please remember to check this area when you come to pick-up your unsold items.

## TIPS FOR ENTERING ITEM INFORMATION:

- Keep the item description short, e.g., Gymboree dress, Gap shirt, etc.
- Enter the price in **whole dollars** and DO NOT use dollar signs in the price (e.g., 2.00 - not \$2.00 or 2.50).
- If you DO NOT want your item to be discounted during the half-price sale, leave the check box UNCHECKED. (If checked, the item will be marked down 50% during the ½ price sale.)
- If you DO NOT want that item to be donated at the end of the sale you will need to UNCHECK the Donate box.
- For DISCOUNTED items, there will be a large RED dot on the tag (or black if you do not have a color printer). If there is no dot, no discount will be applied at the ½ price sale.
- Under Item Category, use the drop down menu to highlight the category that best describes your item.
- Enter the color or colors that best describe your item in one of the description lines.
- If your toddler and larger clothing size has multiple sizes (example: 7/8), mark the size as the LOWER of the two numbers – in this case, size 7). Multiple size categories are available for infant clothing under size 24 months.

- Please leave the quantity as 1 – do not change.
- After all item information has been added, click on “Submit Item”. The new item will appear in the list below on the same page.
- To add your next item, follow the same process as above.
- Items may be added and/or tags printed at any time up until the cut-off date.

### **PRINTING YOUR TAGS:**

- The print tag option is located on the Consignor Home Page
- You can print some or all of your tags at one time. Click on the appropriate link: either “Print All Tags” or “Print Selected Tags”.
- Tags must be **legible!** All tags should be printed on **cardstock weight paper** – it does not have to be white however, we have found that light colors work best so please choose a pastel.
- Please make sure that your printer has adequate toner -- as the bar codes can not be read if the print is light / faded.
- Once a tag is printed, it can not be changed. No crossing out info will be accepted. If you make a mistake, you must create an entire new tag.

### **TAGGING YOUR ITEMS:**

- You will need large size safety pins for tagging your clothing items. Please **DO NOT use the small gold pins** (they are not strong enough to hold).
- Safety pin tags to the inside tag of the clothing item. **Please do not staple or tape tags to clothes.** If your item does not have an inside tag in the back, please try to attach the safety pin in the seam to avoid any damage to the clothing item.
- For any item that is not pinable (toys, equipment, etc) please use clear packing tape to attach your tags. Please **DO NOT cover** the barcode, but make sure that the tape is over at least 2 edges so that it will not pull off.

### **BRINGING YOUR ITEMS TO THE SALE:**

- Please bring all of your items at one time.
- A sign will be posted guiding you to the fellowship hall for check in.

- We will do a quick check for item totals / condition of items, and to make sure that any items brought are within our size requirements.
- You will be given your preview card at drop off. Your shopping time will be assigned based on a first come, first serve basis (first to drop off, first shopping night/times given).

**OTHER IMPORTANT INFO:**

- If you have questions or need any help, please contact:

Kim Rosson	804-556-4231	<a href="mailto:krosson23065@yahoo.com">krosson23065@yahoo.com</a>
Denise Brooking	804-556-4124	<a href="mailto:JDLB57@aol.com">JDLB57@aol.com</a>
Sherry Alston	804-855-7446	<a href="mailto:oaklandsherry09@yahoo.com">oaklandsherry09@yahoo.com</a>

Please feel free to forward this site to your friends and neighbors! The more consignors, the larger the selection for you to shop and the more opportunity for your items to sell!

We will handle all consignments with the utmost care; however, we will not be responsible for loss due to circumstances beyond our control (i.e., fire, flood, break-in, etc).

**Thank you for your continued support. This sale is a great ministry for our church and reaches those in our community that may not be able to afford to go elsewhere to get clothing, equipment and toys for their children. We feel this sale brings blessings to many.**

