

Spring-Mar Preschool Children's Consignment Sale – SPRING 2008

Date: Saturday, March 29, 2008
Time: 8:00 a.m. until 12:00 p.m.
Location: Accotink Unitarian Universalist Church,
10125 Lake Haven Court, Burke, VA
Telephone: 703-239-1213

Welcome to the Spring-Mar Spring 2008 Consignment Sale! We appreciate your interest in consigning with us. Please take a moment to read these guidelines, as we have updated our consignor terms. We will attempt to hold the sale rain, snow or shine. We will not be able to reschedule or postpone. For the latest information, visit www.spring-mar.org or call 703-239-1213.

HOW TO CONSIGN WITH SPRING-MAR

Please make sure we know you are coming and have given you a consignor number. To sign up, email your name, address and phone number to sales@spring-mar.org. You will be assigned a consignor number, which you will need to use on **all** your tags (see more regarding tags below).

We have two options for you to consider when consigning with us:

- **Consignor receives 60% of the selling price, OR**
- **Consignor receives 70% of the selling price and works a 3-hour shift at the sale**
(please let us know if you choose this option, so we can schedule your shift)

Checks will be mailed out within 4-6 weeks of the sale. A \$6.00 consignment fee to cover administrative costs will be deducted from your proceeds. A notice will go out when the checks have been mailed. If you do not receive your check, you must contact us within 60 days of the sale. There will be a \$30.00 charge for checks re-issued due to incorrect addresses or other errors not the fault of Spring-Mar.

1. WHAT TO CONSIGN (at the Spring 2008 Sale)

- Spring and summer children's clothing up to size 14
- Maternity and nursing wear
- Baby/children's furniture and equipment (see exceptions below)
- Children's books and videos
- Toys and bikes

We will not accept:

- Any recalled items -- *before* the sale, please check your items at the U.S. Consumer Product Safety Commission webpage at <http://www.cpsc.gov/>
- Infant car seats
- Cribs
- Adult clothing (non-maternity)
- Stuffed toys (due to space constraints)
- Fall and winter clothing (they will not sell, and will take up limited rack space)

2. QUALITY AND CONDITION OF ITEMS TO BE CONSIGNED

- All items must be in good to excellent condition.
- All zippers, snaps, and buttons must function correctly.
- Clothing must have no tears, rips, spots, or stains.
- All hems and seams must be finished and not un-sewn.
- All clothes must be on hangers due to space constraints. Hang clothes with the hook of the hanger pointing to the right sleeve, with the tag easily visible when item is on hanger.
- Toys, games and puzzles must be working and have all their pieces. (Count your game pieces and make sure they are all there. Put the puzzle together to make sure that all the pieces are there and belong to the puzzle you are consigning.) Use zip lock bags to contain items with multiple pieces or components.
- Test your electronics before bringing them to ensure they are in working order.
- **Spring-Mar reserves the right to remove any items at our discretion.** We will be inspecting your items for quality during final setup. Any out of season clothing items and items not meeting our quality standards will be pulled from the floor. If the consignor is donating, stained and/or broken/incomplete items will be thrown away. If the consignor is picking up, items will be pulled from the floor, noted as unacceptable and placed with your pick up items after the sale.
- **Lastly, if you would not buy it, please do not ask us to sell it.**

3. HOW TO TAG YOUR ITEMS

Tag each item with a 3x5 index card cut in half (any color). Please do not use sticky tags, tape alone or flimsy tags (which may be lost). To make it easier for you to pick up your leftovers, and to help us sort your tags, you may consider using one color (other than white) for all your tags, or marking your tags with a stamp or sticker to distinguish them.

What to write on tags:

On the left:

- Description of item (in case of lost tags)
- Size (do not use S-M-L, use the numerical size, i.e. 6mo, 3T, etc.)
- A big 'D' (if item is to be donated at the end of the sale)

On the right:

- TOP: the first letter of your last name followed by your consignor number (ex. A0000)
- BOTTOM: price (ex \$3.00)
(Please note: we require a minimum price of \$0.50 for any item or group of items to be sold and price your items in increments of \$0.50 for easier calculation.)

Sample Tag:

	A0000
Item: GAP shirt	
Size: 3T	
D	\$3.50

- It is a good idea to include the brand name on a tag, if it is a popular one, such as Gymboree, GAP, Little Tykes, etc.
- On high priced items you may want to note the original retail price, if it makes your price look like a bargain.
- If your item is brand new, indicate that on the tag (i.e. New!, Never Used!, Worn once!)

How to attach tags:

For clothes:

Attach tags with a tagging gun or a safety pin. (If you have a hole punch, we encourage you to use these on the tags and put the safety pin through the hole. This will make the tags easier to attach and remove. For everyone's safety, especially our children, DO NOT USE straight pins.

For toys and equipment:

Attach tags with tape.

4. HOW TO PRICE YOUR ITEMS

The general rule of thumb is **one-third to one-half of the retail price** depending upon condition and demand. Some things to think about: What would you pay for it? What does it sell for on Ebay?

5. WHEN TO DROP OFF YOUR ITEMS AND HOW TO DISPLAY THEM

Two drop off times are available:

- Friday, March 28, 2:00 to 4:00 pm
- Friday, March 28, 6:00 to 8:00 pm (please keep in mind this is also our early shopping time)

You may drop off during either of these times. When you arrive, be sure to come to the check-in table and **sign the consignor sign-in sheet**. Please double check your contact information on the sign-in sheet to ensure it is correct. This will help prevent your check from being delayed if your contact information is not accurate or up-to-date. Consignors will be given name tags to identify them as such.

Sort clothes by size (newborn to 3 months, 6-9 months, 12 months, 18 months, 24 months, 2T, 3T, 4T, 5, 6, etc.) and by gender (boy and girl) before you arrive. Plan to spend some time at drop-off displaying your items.

6. EARLY SHOPPING

Early shopping hours will be Friday, March 28 from 6:00 to 8:00 pm. All consignors are welcome to shop early during this time. **You will not be able to shop and/or purchase items during the afternoon drop off.**

7. PICK UP

Plan to pick up any unsold items between 12:15 and 1:15 pm on Saturday, March 29. **All items left after 1:15 pm will become the property of Spring-Mar and will be donated to charity or retained for future sales.**

8. VOLUNTEERING

To volunteer at the sale and receive 70% of the sale price for your items (instead of the standard 60%), contact us at sales@spring-mar.org to get more information and reserve a 3-hour shift.

9. DONATIONS

We would greatly appreciate it if you would consider donating your unwanted baby and children's items to Spring-Mar. This means you will not have to do any of the pricing/tagging yourself. We are a not-for-profit organization and can provide you with a receipt for tax purposes. If you have items in good to excellent condition that you wish to donate, please contact us at sales@spring-mar.org to arrange for pick up.

Once again, thank you very much for consigning with us. Our sale has a great reputation and we usually sell a lot of what is brought in. You can help us make this next sale equally successful by publicizing the sale to your friends and neighbors. For any further questions and comments, please email us at sales@spring-mar.org. Thank you!