

Northern Kentucky Mothers of Twins Club (NKMOTC) Everything for Kids - Clothing, Equipment and Toy Sale 2010 Sale Rules

Location: Notre Dame Academy
1699 Hilton Drive, Covington, KY 41011
Set-Up: Friday 4:00 pm – 7:15 pm
Member presale: Friday, April 16th, 2009 Time: 7:30-8:30 pm
Public Sale: Saturday, September 12th, 2010 Time: 9:00-11:00 am
Sellers must arrive by 8:30 am on Saturday – no excuses!

WHO MAY SELL & PARTICIPATE IN PRE-SALE:

You must be a MEMBER in Good Standing to sell and/or participate in the presale. Your dues must be paid by the March 16th meeting, and you must provide proof of twins in the form of ultrasound photos or birth certificates to the VP of Membership no later than the March 16th meeting. You must also attend the March 16th meeting. If you absolutely cannot make it to the meeting, please call Lesa for info.

WHAT TO SELL:

- SPRING Sale: **Only SPRING AND SUMMER** items. Clothing, accessories, shoes, baby furniture and equipment, toys and other miscellaneous maternity/child/parenting items.
- **Items should be in consignment quality condition. Tears/stains/missing buttons/broken snaps or zippers must be noted on the tag and some of these items may be removed from the sale tables.**
- Bundle small items (bottles/bibs/socks/rattles/etc.) in a clear bag and have one price for each bundle.
- Toys and Equipment must be clean and in good working order. Missing/broken pieces must be clearly stated on the tag.
- Pre-walker shoes (shoes not walked in and having clean, un-scuffed soles) **up to size 4** and holiday shoes (any size) may be sold at this sale. Cleats may also be sold at this sale. Shoes must be in good condition or they will be removed from the sale table at the discretion of the sale chairperson(s) or club officers.
- No selling of underwear unless new and in an unopened package
- No stuffed animals with the exception of the battery operated ones such as Elmo, Barney, etc.
- Hanging racks are available for complete outfits, party clothes, holiday outfits, maternity clothing, coats, and Halloween outfits. Please hang items so the hanger looks like ? when looking at the front of the item

TAGGING YOUR ITEMS:

- **Tags must be printed on Card Stock paper. This is a heavy weight paper, 60lb – 110lb is ideal. Please do not use recycled card stock – it is not heavy enough.**
- **Only one color tag per seller.** If you have different colored tags from previous years, please re-tag your items so that they are all the same color.
- Tags must state the seller's name, item size, and price **CLEARLY AND LEGIBLY.**
- **Prices must be in 25 cent increments and should be largely written. Do not use "\$" signs.**
- If you wish to donate any unsold items to local organizations, write a "D" on the bottom left hand corner of the tag.
- Boy and Girl clothing will be separated on the sale tables. Please keep this in mind when tagging and sorting clothes at home to make set-up easier (ex.: Boy 2T, Girl 2T). There will be a boy/girl sets table.
- Attach tags to the items with a tagging gun or by securely taping to equipment and toys. Safety pins and rubber bands must not be used for any reason. Two-piece items must be tagged together (with tagging fasteners) and marked as a two-piece item. Do not pin outfits together so the buyer can not inspect each item. Tag items through the garment's tag whenever possible.
- Tag guns and tags will be available for purchase before the sale. Please contact Lesa Roberts at least 1 month prior to sale for a gun and/or tags (lesar@fuse.net).

Sample Tag:
Please download tags at
www.nkmotc.com

NKMOTC	
Name:	<u>Jane Doe</u>
Size/Description:	<u>Boy 2T pants</u>
Price:	<u>2.50</u>

Helpful Hints:

- When pricing equipment, start at 50% of the original value. As a general guideline for all remaining items, start at one quarter of the original price. If you think an item is in excellent shape, increase your price; if not so great, decrease your price.
- Include any manuals or literature that came with the item. Some of these can sometimes be downloaded on the product's website.
- Mark on the tag if an item was: "never worn", "worn once" etc.

SET UP:

- Friday from 4:00-7:15pm – no exceptions. You must be finished setting up by 7:15pm.
- **All club members must sign in and out with the sale chairperson at the Equipment Sale Table both Friday and Saturday.**
- On Friday afternoon there will be 10 members who will responsible for set up (per sign up sheet at meetings). These members must arrive by 3pm and be able to lift heavy tables. They will set up tables, place signs on walls, tables, and doors and set up the check out areas. These 10 members will be allowed to leave on Saturday when the sale has ended, after collecting their unsold items and checking out with the sale chairperson.
- **Please do not block the front of the building. Unload your items and move your car immediately before setting up your items.** There are a few carts available to assist with unloading. Please help others unload and set up when you are finished setting up your items.
- Items to bring to Set up: Extra plastic bags, blank tags, laundry basket with your name on it (for buyers to use at sale), empty baby wipes tub with your sales tag taped to the front (to place your tags in once items are sold), plastic shopping bags, a blank check, and your drivers license.
- Children are not permitted at set up.
- If you are not personally able to set up your items, you may have someone do it for you. Arrangements must be made prior to set up with the sale chairperson.
- No early shopping at the pre-sale! No items brought into the sale location may be sold until 7:30pm.

PRE-SALE:

- Pregnant and newly delivered moms may bring 1 helper to **carry only**. Please contact a sale chairperson to "pre-register" your helper.
- All members intending to shop at the pre-sale will draw numbers on Friday evening when checking in. You have to show your driver's license and a check for verification before you can get a line number.
- Everyone with the exception of the sale chairperson(s) will leave the sale area prior to 7:30 pm and members will reenter the building to shop.
- **Members must pay by check at the pre-sale. If you do not have access to a checking account, please make arrangements with the chairperson(s) or treasurer prior to the event.** During the public sale on Saturday, members must pay cash. There is a \$15.00 fee for any non-sufficient fund checks received.
- Please do not separate a set on the boy/girl matching sets table during the presale.
- Only cashiers may remove tags.
- All members who shop on Friday **MUST** be in line to check out by 8:15PM. **NO EXCEPTIONS!**
- If you are unable to attend the pre-sale on Friday night and would like to shop Saturday morning from 8:15 a.m. to 8:45 a.m. please arrange with the chairperson(s).
- After the pre-sale, items in poor condition will be removed from the sale floor Chairperson(s) or officers may deem items in poor condition.

THE SALE!

- All sellers must stay and help straighten up on Friday after the presale and work the entire sale on Saturday, including clean-up. The only exceptions to this policy are the 10 who set up early on Friday (see setup)
- **Every club member helping at the sale must CHECK IN with a sale chairperson by 8:30am on Saturday. If you are late or fail to sign-in, then you will forfeit 25% of your sales to the club.**
- Members who are selling must sign up to work in assigned areas at the sale. Sign-up sheets are available at the two meetings before the sale.
- The club will retain 10% of the seller's total sales.
- Sale proceeds (payment by check) for the members will be available within one week of the date of the sale. Members may provide a self-addressed stamped envelope (SASE) to the Treasurer (at the sale or presale) for their check to be mailed to them. In place of the SASE, members may pay \$1 to the Treasurer and she will mail their check to them. Any other arrangements for payment must be made directly with the Treasurer. Money will not be paid out during or immediately after the sale– **No Exceptions**. Members may pick-up their sale tags at the next meeting. Tags not picked up by the 2nd meeting after the sale will be discarded.
- Purchases made by the public will be on a cash only basis.

- Prices may be changed by the seller only and must be initialed by the seller.
- All unsold clothing not claimed by the seller will be given to a charity of the sale chairperson(s) or club's choice.
- Public pays \$1.00 per person to shop; members shop free.
- The club is not responsible for lost or stolen items.
- All sales are final.
- On Saturday morning, members are asked to leave the parking spaces closest to the hall for paying customers.
- The **cashiers** will be asked to stay on Saturday after all the clean up is finished to continue adding tags. Each cashier's tag remover will collect all the cashier's unsold items and put them neatly into their containers.
- During the public sale, only members assigned to the cashier table are allowed to remove any tags. **NO EXCEPTIONS!**
- During the public sale equipment and large toys must be paid for at the equipment table. All these items must be paid for **IMMEDIATELY** and then held for the customer.

EXCEPTIONS

- Only the Clothing Sale Coordinator(s) have the right to allow exceptions to the rules listed in these guidelines. Any exceptions must be cleared with the Coordinator ahead of time. Exceptions will be made **ONLY** in exceptional circumstances and **ONLY** for members who are active in the Club (i.e., officers, members who regularly attend meetings or perform various jobs for the Club throughout the year, etc.).

Checklist for set-up:

- 1) _ Empty wipes tub with tag on it
- 2) _ Laundry Basket with name on it
- 3) _ Shopping Bags
- 4) _ Blank tags
- 5) _ Self-addressed stamped envelope
- 6) _ Blank Check
- 7) _ Drivers License

NKMOTC Sale Agreement

Please check one: First Sale Sold Previously

I have read and understand the NKMOTC Sale rules and procedures set forth above. I am willing to abide by these rules and procedures to make the sale a success for everyone. I understand that the NKMOTC has the right to deny the privilege to sell to any member not in good standing. I understand that the NKMOTC is not responsible for lost, stolen, or mis-tagged items. I understand that I will be assigned responsibilities for the setup and sale events and will be responsible for completing these tasks at the specified times. I understand that I must remain at the Setup and Sale the entire time. I agree to the NKMOTC retaining 10% of my sale proceeds. Should I fail to follow any of the rules; the club will retain 25% of the profits from my items sold.

Members' signature _____

Date _____

Phone Number _____

Please sign this agreement and return to the sale chairperson ASAP.

Spring 2009 Chairperson
 Lesa Roberts
lesar@fuse.net (859) 331-5161

NKMOTC *	NKMOTC *
Name _____	Name _____
Size/Description _____	Size/Description _____
Price _____	Price _____
NKMOTC *	NKMOTC *
Name _____	Name _____
Size/Description _____	Size/Description _____
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