

FELC CONSIGNOR PACKET

Wow!!! Its consignment sale time again! Here are the important dates and things you need to know. Sellers receive 70% of their proceeds with the remaining 30% supporting our preschool ministry. We are excited that you are going to be a part of this sale, and we pray that you will be blessed as you participate.

There is a **\$5 registration fee** that is **due** at the time of drop off.

Email is the easiest way to reach us: elcconsignmentsale@gmail.com.

The Friends of the ELC Consignment Sale Committee will utilize My Sale Manager. This is the only way to participate in our sale as a consignor or volunteer.

What this means to you:

1. If you have consigned with us before, you will have first option to register. We will be limiting returning consignors to **85**.
2. All consignors will register online through the links on the church website. Be sure to read the seller agreement thoroughly before continuing. (Agreement is below.)
3. All consignors will pick a drop off date and time through the system.
4. All inventories will be input using my sale manager and all tags will be printed from the system by the consignor. Yes, you will be able to work on inventory at your leisure up until **noon on Tuesday, September 19th**.
5. Consignors should be able to view items sold throughout the sale.
6. Easier drop off procedure as well as pick up of non sold items.
7. Easy checking of items to be sold at half price or donate if not sold.
8. Email reminders for drop off times, etc.

Sale Dates

Tuesday, September 19	4:00pm – 7:30pm	Receiving items (<u>Scheduled</u> Check-In Times every 15 min.)
Wednesday, September 20	9:30am – 12:15pm	Receiving items (<u>Scheduled</u> Check-In Times every 15 min.)
<u>No items accepted after 12:30 pm, Thursday, September 21st</u>		
	4:30pm -- 5:30pm	Preview Sale for workers working Pre Sale
	5:30pm – 8:30pm	Preview Sale for workers
	6:30pm – 8:30pm	Preview Sale for consignors
	7:30 pm –8:30 pm	Preview Sale for those with Friend Passes
Friday, September 22	9:00am – 6:00 pm	General Public Sale
Saturday, September 23	9:00am – 12:00pm	Sale Most items 50% off.
	4:00 –6:00 pm	Pick Up Times

Pick up unsold items at your **designated** time.

Checks will be available for pick up, *Thursday, September 28th* or you may turn in a **self-addressed stamp envelope** at time of inventory drop off or unsold item pick up. Be sure that the envelope is legal size. Small envelopes make it hard to send check and note.

New Consignor Registration:

1. Go to church website: www.fumcgadsden.org/elc.
2. Click on New Consigner Registration.
 - a. View/Approve Work Agreement
 - b. You will be given a seller number and will need to create a password
3. At the consignor home page you will see various activities and your status.
 - a. Register if you have not done so.
 - b. Unregister if you decide you will not participate.
 - c. Update your personal information
 - d. Select a Drop Off Time from open slots (Only 1 time per seller can be chosen).
 - e. Volunteer to Work
 - i. View/Approve Seller Agreement
4. Work with your inventory: login and out as many time.

(Please note that as of noon on Tuesday, September 19th no consignor will have access to their homepage and inventory except to print tags...NO NEW INVENTORY CAN BE ADDED AFTER THIS TIME)

Friends of the ELC Seller Agreement

All Sellers' will abide by the same rules as outlined in this agreement and acknowledged by each consignor. No individual will be allowed to participate without this form.

Basic Rules:

1. Clothing on WIRE HANGERS will only accepted. Items will be returned to consignor if not on wire hanger.
2. Only **Fall/Winter** items will be accepted for this sale.
3. All items must have tags printed from My Sale Manger.
 - a. You may use safety pins or a tagging gun for tags. **UNDER NO CIRCUMSTANCES ARE STRAIGHT PINS ALLOWED.**
 - b. All tags will be printed on WHITE or IVORY Card stock. No color paper.
 - c. Make sure barcodes print for all tags. Reprint if necessary.
4. Please label all videos and DVDs. Only those that are G or PG will be accepted.
5. Shoes will be limited to 6 pairs per consignor. Please zip-tie them together versus using plastic bag.
6. Pricing will be in whole dollar increments for all original prices. Minimum price of an item is \$1.00. Please keep pricing at whole of half dollar increments.
7. All toys (battery and non-battery) must be in good working condition.
8. The sale committee reserves the right to reject any item that is deemed inappropriate for this sale.
9. There is no minimum number of items one can input but the maximum is 100.

Drop Off Rules

1. All drop-off times will be available through My Sale Manager.
2. All consignors will select a drop off time via the system.
3. If you cannot meet your drop off time you selected then a reschedule will be at the discretion of the sale organizing committee.
4. All items will come in clean and ready to go.
5. Clothing items will be sorted by gender and size when you arrive for drop off.

6. All items will be tagged with the tags from My Sale Manager that each consignor prints.
7. Toys with multiple items must be grouped in a fashion that all pieces stay together.

Pre Sale Rules:

1. Each consignor and volunteer will be given two tickets to the presale. If you consign and volunteer you will get two tickets: 1 for volunteer pre-sale time and 1 for friend time.
2. Sale volunteers/workers will be given an extra hour to shop.
3. Volunteers and consignors may give away both their tickets but a ticket is mandatory for entry into the sale (unless one is working the sale).

Pre-Sale Times:

4:30 – 5:30 pm: Pre-Sale for Workers working Pre-Sale

5:30 – 6:30 pm: Pre-Sale for Volunteers

6:30 – 7:30 pm: Pre-Sale for Consignors

7:30 -- 8:30 pm: Pre-Sale for Friends

Unsold Item Pick Up

1. You may donate any and all unsold items at your discretion.
2. Consignors or their designee must pick up items at the appointed time or items will be donated.

Checks will be distributed the Thursday after the sale. All consignors or designees must sign for checks. **IF** you wish to have your check mailed, you must provide a **self addressed stamped envelope**.

Tagging Your Items:

1. All hanging items will be on **WIRE** hangers. All items not on wire hangers will be returned. Start collecting them now.
 - a. Make sure the hook of the hanger faces away from the tag.
2. Use **SAFETY PINS** or **TAGGING GUNS**. No straight pins will be allowed.
3. Print tags from system and cut apart.
4. Tags should be placed on the front left shoulder/pocket of the garment. Try to hang as many items as possible.
5. Pin sets together using safety pins. Also it is helpful to bundle like items.
6. Attach tags to boxes or zip lock bags with tape. Please **do not** place tags inside the bags.
7. Please make sure all items are properly and securely tagged.



Hanging - shirt only



Hanging - pants only



Hanging - 2 pc. outfit

VOLUNTEER INFORMATION:

Below are the basic shift times of the sale.

In order to run a successful sale, we need not only sellers, but we need LOTS of volunteers. Men are encouraged to help; this is not a ladies only event. Shifts with a * have free childcare available with a reservation. **Please arrive on time.** Here is a general listing of the volunteer shifts more available via website:

Tuesday, September 19 9:30 AM – 12:30 pm *4:00 PM - 7:30 PM *6:00 PM -8:30 PM

Wednesday, September 20 9:30 am – 12:30 pm

Thursday, September 21 9:30 AM - 12:30 AM 5:30 PM - 8:30 PM

Friday, September 22 *8:30 AM - 12:00 PM 11:30 AM – 3:00 PM 2:30 PM – 5:00 PM

Saturday, September 23 8:30 AM - 12:00 PM 11:30 AM – 3:00 PM 2:30 PM – 6:00 PM

To find out more about volunteering, go to the church website: www.fumcgadsden.org/elc. Click on the volunteer information sheet. Then register online. Remember all volunteers will enter the presale at 5:30. People who only consign will enter pre-sale at 6:30. Anyone holding a “Friend Pass” will enter at 7:30pm.