

Friends of the ELC

A Children's Consignment Sale

Welcome to the Friends of the ELC Fall Consignment Sale! Sellers receive 70% of their proceeds with the remaining 30% supporting our preschool ministries. 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.

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 listing of the volunteer shifts:

Tuesday, Sept. 14th	*3:30 PM - 7:30 PM	*5:00 PM -9:00 PM	
Thursday, Sept 16th	8:45 AM - 12:30 PM	9:30 AM - 1:15 PM	3:45 PM - 7:00 PM
Friday, Sept 17th	*8:45 AM - 12:00 PM	*11:45 AM – 3:00 PM	2:45 PM – 6:00 PM
Saturday, Sept 18th	8:45 AM - 12:15 PM	11:30 AM – 3:00 PM	2:15 PM – 5:15 PM

There is a registration fee of \$5. **Sellers will pay a \$5 registration fee for each assigned number at the time they check in their items.** There is a preview sale open only to those who are selling and/or working with us.

IMPORTANT REMINDER: Make sure your items are in numerical order at check-in so the process will be orderly and efficient.

Tuesday, Sept 14	4:30pm – 8:45pm	Receiving items (<u>Scheduled</u> Check-In Times every 15 min.)
Thursday, Sept 16	9:00am – 12:30pm	Receiving items (<u>Scheduled</u> Check-In Times every 15 min.) <u>No items accepted after 12:15 PM.</u>
	4:00pm – 6:30pm	Preview Sale for workers
	5:00pm – 6:30pm	Preview Sale for sellers
Friday, Sept 17	9:00am – 5:30pm	Sale
Saturday, Sept 18	9:00am – 12:00pm	Sale Most items 50% off.
	4:00pm – 5:30pm	Pick Up Times
	Pick up unsold items at your designated time. Checks will be available for pick up, Thursday, Sept 23 rd or you may turn in a self-addressed stamp envelope.	

To receive a seller number and reserve a check in time, or to volunteer, please call:
Helene Haller at 256/543-3276, Holly Whitt at 256/546-2915 or ELC at 256-543-9500.

Friends of the ELC CONSIGNMENT SALE INSTRUCTIONS

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS!!! If items are not labeled correctly and In Item number order, we will ask that you organize your items before check-in.

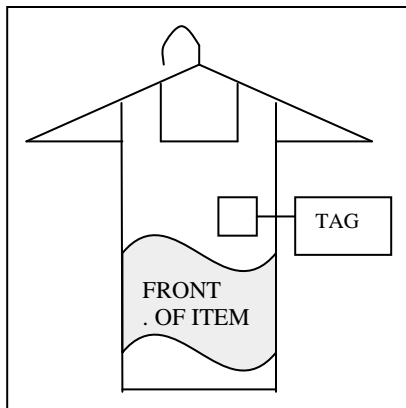
1. We will accept **Fall & Winter** children's clothing and accessories, indoor and outdoor toys such as board games, books, videos, bikes, Little Tikes, nursery items such as strollers and high chairs and baby furniture (changing tables and cribs etc). In order to be accepted **all** items must be clean and ready to use.
2. ELC reserves the right to **reject** any item that may be inappropriate for this sale.
3. There is not a minimum; however the maximum per seller number is 150 items. (Additional numbers are \$5 each.)
4. Saturday is HALF PRICE day. If you want your item sold for half price, then mark the tag YES. If you do not want your item sold for half price, mark your tag NO. (See instructions for marking tags on next page.)
 - This is our **Fall & Winter** sale. Only **Fall & Winter** items will be accepted.
 - Bring clothes in first-class condition. We will **NOT** accept stained or badly worn or torn clothing.
 - We will accept sizes 0 – 16 and junior items for girls and 0 – 18 for boys.
 - **Shoes:** Limited to 5 pair per seller – excellent condition only
 - Toys that require batteries **MUST** have working batteries in them. Items **MUST WORK** and will be checked before being accepted.
 - Toys must be clean and ready to play with. No sticky or dirty toys will be accepted.
 - Toys and games must have all pieces. Toys with pieces should have pieces sealed in zip lock bags and taped shut.
 - Small toys may be combined in zip lock bags that are taped shut.
 - We will accept videos that are rated **G** or **PG only** (at our discretion).
 - All video tapes need a label on the spine (or in original packaging).
 - Cribs must be assembled to check in.
5. INVENTORY SHEETS:
 - We will **ONLY ACCEPT Friends of the ELC** Inventory Sheets on **white, letter-size paper**. **Card Stock is preferred**.
 - Inventory sheets must be legibly handwritten using black or dark blue ink or can be computer generated from ELC computer program only.
 - Make copies of the enclosed inventory sheet. (To simplify things, you may want to write your seller number, name, address and phone number on the first page before copying.)
 - If using the Excel file, this is done on all pages and inventory information is transferred to the tags automatically.
 - **List the items on the inventory sheet in the following order:**
 1. Numerical order (begin with item #1 and work up)
 2. Gender (all girls' items, then all boys' items, etc.)
 3. Size (begin with 0-3 months and work up)
 4. Nursery items
 5. Toys
 6. Shoes (limit 5 pair per seller)

For example, all boys' clothes should be listed together starting with the smallest size and working up, with the item numbers in consecutive order. Do the same for the girls' clothes. This is really important for the check-in and sale breakdown process. (If you miss a **few** items, just add them in gender/size order at the bottom of the sheet). Nursery items, toys, shoes, etc. should be grouped together and listed last on the inventory sheet. **Items will be checked-in in this order, so keep them in numerical order when you bring them for check-in.** Hint: you may choose to wire-tie your hangers in numerical order to keep them tidy until check-in is completed

- **DO NOT** skip lines in the middle of the inventory sheet.
 - **DO NOT** continue your inventory list on the back of the sheet. Continue on another sheet of paper.
 - Be sure to bring your inventory sheet at your appointed time for check-in. We pay you by your inventory sheet, so we must have an inventory sheet for every seller.
6. MISCELLANEOUS INFORMATION:
 - **Items must be priced at \$1 or above, in whole-dollar increments.** Smaller items may be sold together. Either bag items together and/or pin sets together.
 - Socks and accessories should be placed in zip lock bags and taped shut with masking tape. Do not use clear packing tape on your tags. (We need to be able to remove the tags on ½ Price Saturday).
 - All items not picked up by 5:30 PM on Saturday will be donated to a charity. **NO EXCEPTIONS.**

TAGGING YOUR ITEMS

1. Makes copies of the tag sheet and cut the tags apart. **HINT:** Write your seller number on the tags before you make copies. It will save you time later! Also printing on **White Card Stock** will help keep tags durable.
2. Pin tags with **SAFETY PINS ONLY** to the front left shoulder of the garment as shown below. Please do not use straight pins or staples, as these do not hold tags on securely enough. Any item without a tag will not be sold, so be sure the tag is secure.
3. All clothes must be hung on hangers (any kind of hanger is fine) as shown. (Make sure the hook is turned away from the tag). Also, place items such as comforters and bumper pads on a hanger. If your clothes are turned the wrong direction on the hanger, you will need to fix them before check-in.
4. Pin sets together with safety pins. Use only one tag for these items.
5. Attach tags to boxes or zip lock bags with tape. If you use clear packing tape on your tags please don't cover the entire tag. Please **DO NOT** place tags inside the bags, as they are too hard to remove during the half-price sale.
6. Please make sure all items are properly and securely tagged.



A.		PIN HERE		
C		Item #	Seller #	B
D		Size ____		
E		Description _____ _____		
F		Boy	Girl	Other
G		Reduce Yes No	Price \$ _____	H

COMPLETING THE TAGS:

- A. Pin with a safety pin here.
- B. Write your seller number on each tag. This is necessary for us to pay **you** when the item sells.
- C. Write the item number on each tag.
- D. Write the size **USING NUMBERS ONLY!** Do **not** use small, medium or large. Please give the item a number even if you have to guess. You have a better idea of the number size than our volunteer would! If pants are slim, put the size number and "S" for slim. Example, 6S.
- E. Give a description of the item by stating the color, design, brand name, etc. Write if it is a shirt, pants or dress, etc. Description on the tags must match the description on the inventory sheet. This helps us find lost items.
- F. Check the appropriate category for BOY, GIRL or OTHER. All clothing items and shoes should be marked Boy or Girl. "Other" is limited to toys, games, furniture & linens.
- G. Saturday is **HALF PRICE DAY.** If you want your items to be sold for **HALF PRICE**, check **YES** on the tag and write **YES** on the inventory sheet. If you do **NOT** want your item to be sold for ½ price, check **NO** on the tag and inventory sheet.
- H. Put price here. Items must be priced at **\$1 OR ABOVE** in whole -dollar amounts. Items of lesser value may be combined. Price your items so they will sell quickly. A good rule of thumb is 1/3 of the new price if its in good condition and ¼ if it's in fair condition. Evaluate your prices; would you pay that price for the item? Note: There are more potential buyers on Thursday and Friday than on the ½ price Saturday.

Make sure all item #s, prices, descriptions, sizes, etc. on the tags match the inventory sheet. (The computer generated program will transfer information from inventory sheet to the tags for you.) This will be checked during the check-in process.