

# RUMCK Consignor Guidelines

## 1. Register to consign--

NEW consignors go to

[http://www.mysalemanager.net/reg\\_start.aspx?partnercode=RUMC&type=new](http://www.mysalemanager.net/reg_start.aspx?partnercode=RUMC&type=new)

- A registration fee of \$7 will be deducted from your sale proceeds. Sale proceeds will be split 70% to the seller and 30% to RUMCK.

RETURNING consignors go to

[http://www.mysalemanager.net/reg\\_start.aspx?partnercode=RUMC](http://www.mysalemanager.net/reg_start.aspx?partnercode=RUMC)

- If you are a returning consignor, you will use the same seller number as previous sales and your default password is the last 4 digits of your primary phone number. If no primary phone number was given, the default password is the 4 characters "nown" (the last four characters of the word "unknown").

## 2. Which Items are Accepted and Which Items are NOT Accepted--

Accepted Items: Gently-worn children's clothing (sizes newborn to 14), like-new shoes, accessories, maternity clothing, baby equipment, nursery decor, play sets, books, DVDs, and toys. Spring/Summer clothing is only accepted at the spring sale. Fall/Winter clothing is only accepted at the fall sale.

Items NOT Accepted: No stained or damaged clothing, flip flops, underwear, tights, diaper genies, baby bottle and nipples, sippy cups, incomplete bedding sets, stuffed animals, cardboard boxed puzzles (unless NEW in a sealed box), violent games or toys, any recalled items, VCR machines, VHS tapes, any and all kids' meal toys, curling irons, hot rollers, hair dryers (even if designed for children), cribs\* and car seats\*. See below for specific list...

\*Foster Care Support Foundation will gladly accept cribs and car seats (770-641-9591 or [www.fostercares.org](http://www.fostercares.org)).

- **VERIFY** that none of the items you wish to consign are included in the recall list (**Please check your GRACO stroller models based upon the recall 1/20/2010.**)
  - Go to [www.cpsc.gov](http://www.cpsc.gov)
  - Click on Recalls and Product Safety News
  - In the Search Box, search for those items you wish to sell
  - Review the results of your search to determine if an item has been recalled

- If an item has been recalled, we will be unable to accept that item for sale
- **REVIEW** our new list of “prohibited items”. These items have been included because they are high-risk items and have the potential to have lead paint. As we will be unable to determine the exact manufacturing date or model number of certain products, we will not be able to accept ANY item substantially similar to an item that has been recalled.
  - Example:
    - \*Baby Einstein Discover & Play Color Blocks (Manufactured in June, 2007) have been recalled due to lead paint on the blue block
    - \*We will not accept any Baby Einstein Discover & Play Color Blocks, regardless of date of manufacturing.
- **SIGN AFFIDAVIT:**
  - Sign an affidavit at drop-off that you are not attempting to sell any items that have been recalled or to your knowledge have a likelihood of containing lead paint beyond the legal limits

## **ITEMS WE NO LONGER ACCEPT DUE TO POTENTIAL LEAD HAZARD OR OTHER RECALLED ITEMS**

**(Please check back frequently as new items may be added to the list)**

### **TOYS**

- Wooden painted Thomas the Tank Engine toys  
(table and plastic toys OK)
- Sesame Street toys
- Dora or Diego toys
- Painted wooden or painted metal toys (except Melissa and Doug, Learning Journey, and Light, Camera, Action)
- Journals or bookmarks of any kind
- Happy gardening tools (Target)
- Jewelry or key-chains of any kind
- Flimsily made toys that are easily breakable
- Toys with soft plastic made for infants

### **CLOTHES**

- Clothes containing drawstrings
- Painted clothing
- Clothes with stones that are set in a bracket with prongs securing stone

## OTHER

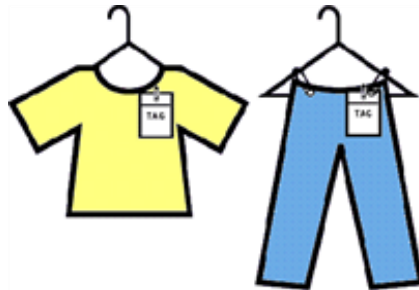
- CRIBS
- Pacifiers or teethingers
- Water bottle/baby bottles of any kind
- Bath toys

**Our most important concern is for the safety and well being of the children. We regret any inconvenience this may cause to our consigners but hope that you will work with us to comply with the law for the protection of the children.**

### 3. Prepare your items—

#### Clothing:

- Items must be in good condition with no stains, excessive wear, holes, rips or buttons missing. To maintain the highest quality, stained, out of season or dirty items will be removed from the sales floor and placed on stained rack.
- Hang items on **wire hangers** with hook facing left (like a question mark). Secure to the hanger with safety pins if needed. NO straight pins or staples. Please use numerical sizing only. For baby items, use the smallest number listed. Attach tag to the upper right corner of the garment (your right as you face the item, which is actually the item's left) with a safety pin.



#### Items other than Clothing:

- All strollers should have the manual attached. If you do not have the manual, please download and print one from the manufacturer's website. It helps to sell the stroller!
- All electronic toys must have working batteries (and charger).
- Toys that do not work will not be accepted.
- All pieces must be included.
- Loose items such as shoes or toys with pieces and accessories should be placed in zip top bags.

Limits:

- Shoes: **8** pairs of shoes up to size 5 per seller. Shoes must be like new and flip-flops are not accepted.
- Baby Clothing: **25** items of clothing for babies 0-12 months per seller.

#### 4. Price and Enter Your Items—

- Go to [http://www.mysalemanager.net/itm\\_start.aspx?partnercode=RUMC](http://www.mysalemanager.net/itm_start.aspx?partnercode=RUMC)
- Enter your consignor number and password.
- Begin entering your items. If you need to stop, you can save your work for later.
- **All items must be entered into the online system by Thursday, September 8 at 5:00 a.m.** You must have your tags and inventory sheet entered and printed before then.
- Price must be in increments of \$0.50 with a minimum price of \$0.50.
- **Half Price:** Items marked for "Discount" will be sold at 50% of the marked price on Saturday. Items marked "No Discount" will remain at the full tag price.
- **Donating:** Items marked with an "X" that do not sell will be donated to Foster Care Support Foundation. Please consider donating your unsold items. **After the sale, you will be able to print a report of the items that were donated for tax deduction purposes.**
- **Items that are not to be donated must be picked up by 3:00 p.m. on Saturday. If these items are not picked up, you will be charged a \$5 fee. Beginning Spring 2014, this fee will be strictly enforced. All items not picked up by 3:00 pm on Saturday will be donated to Foster Care Support Foundation.**

#### Pricing Helpful Hints

- When sorting items to sell, ask yourself, "Would I pass this onto a family member, friend, childcare provider or neighbor"? These are the people shopping the sale! Ask yourself if you would pay that price for the item if you were buying it at a consignment sale.
- Items tend to sell for approximately 20-25% of retail. You may be able to get more for "never worn" clothes, toys still in boxes and specialty items (playhouses, bikes, battery- operated jeeps).

- Outfits do sell, so if you have the perfect shirt to go with the plaid shorts, pin them on a hanger as a set! Just remember to secure them together with safety pins, rubber bands, or cable ties) and note that it's a "2-pc" (or 3, etc.) group
- Clean, new looking shoes do sell. We do not accept worn sneakers or shoes, or rubber flip-flops. (8 pair limit)
- Outdated clothes (more than 4 years old) do not sell well.
- Baby blankets and onesies are not big sellers and must be in pristine condition. The baby section gets very crowded. If you have several onesies, you can save yourself some hangers and tags by placing 2 or 3 together on a hanger and selling "2 for \$1". Or, package two blankets in a zip lock bag. Remember baby items are limited to 25 items for size 0-12 months.

## 5. Tag your Items—

- Go to [http://www.mysalemanager.net/g\\_consignorlogin.aspx](http://www.mysalemanager.net/g_consignorlogin.aspx) and click on *Consignor Home for Item Entry and Tag Printing.*
- **If an item does not have a tag the item becomes property of the sale. Additionally, the sale reserves the right to price an item without a price.**
- Tags must be printed on white or light colored paper or cardstock. No red or blue as we use these colors for Lost Tags.
- Sample Tag:

00 PIN HERE 00 Cons#:1010 / Item#:3 / \$10.00		
1010	Size: 18-24 Months	
<b>Old Navy Yellow Dress</b>		
X	Item: 3	Discount <b>\$10.00</b>
		A
1010 \$10.00		

- It is mandatory that you use these tags; **non-compliance will result in a \$5 fee.**

- When cutting your tags, be sure to cut where indicated. The barcode should be intact at the bottom of each tag. The barcodes are scanned at checkout. Each barcode is unique to your seller number and allows us to accurately pay you at the end of the sale.
- No handwritten tags or changes in handwriting will be accepted.

**DO NOT tape over barcode or safety pin when securing tag to books, toys, games, etc.**

## **6. Drop Off/Check In—**

- Drop off is from 8:00 a.m. to 1:00 p.m. on Thursday, September 6 by appointment.
- We estimate that drop off will take approximately 30 minutes. All items will be inspected.
- Procedure
  1. Drive to the back of the B building and park your car.
  2. Stop at the check in table to sign and fill out paperwork. You will be required to sign an affidavit regarding lead and recalled items.
  3. Have your items checked by a volunteer. Any stained, heavily worn, unseasonable, or recalled items will be returned to you.
  4. Hang your clothing items on racks by gender and size and deliver toys and baby items to respective rooms.

## **7. Shop the Sale—**

- Thursday, September 8 – Presale (no children allowed) – 7 p.m. – 9 p.m.
  - Work two 2-hour shifts: begin shopping at 7 p.m.
  - Work one 2-hour shift: begin shopping at 7:30 p.m.
  - Work one 2-hour Saturday shift: begin shopping at 7 p.m.

\*If you cannot attend the presale, you can assign your badge to someone else. In order to do this, you must email [rumckvolunteer@gmail.com](mailto:rumckvolunteer@gmail.com) and give the name of the person for your badge.

\*NO CHILDREN are allowed into the presale.

**\*\*Go to [http://www.mysalemanager.net/wrk\\_start.aspx?partnercode=RUMC](http://www.mysalemanager.net/wrk_start.aspx?partnercode=RUMC) to schedule your volunteer work shift. Use your consignor ID and password.**

- Friday, September 9 – 9:00 a.m. – 2:00 p.m.  
(no strollers before 12:00pm)
- Saturday, September 10 – 8:00 a.m. – noon (many items half price)

**\*\*We accept cash and in state checks with ID.  
\*\*We now accept all major credit cards with a \$3 fee.**

## **8. Pick-Up—**

- Saturday, September 10
  - 2:00 p.m. – 2:30 p.m. for consignor numbers 0000 – 4999.
  - 2:30 p.m. – 3:00 p.m. for consignor number 5000 – 9999.
- We estimate pick-up will take 5 - 15 minutes.
- Procedure:
  1. Check in at the desk.
  2. Look at the stained and lost tag racks for your items.
  3. Pick up your unsold items from a volunteer.
  4. Check large item area for bicycles, strollers, and large toys.
- Sellers Reports will be uploaded to the system by Saturday, September 10 at 6pm.
- Any questions, comments or concerns you have about your items and/or Sellers Report MUST be submitted to [rumckconsign@gmail.com](mailto:rumckconsign@gmail.com) by Monday, September 12 at 5pm.
- Final Sellers Reports, Donation Reports and the Check Report will be run on Monday evening and the system will be closed.
- Your check will be mailed to you within 10 days of the sale.
- Donation Reports will be available in your account for approximately two months following the sale.
- Donation receipts will be in your consignor earnings envelope.

**For additional information, please e-mail us at  
[rumckconsign@gmail.com](mailto:rumckconsign@gmail.com).**