

EDMoMs' Clothing and Equipment Sale Guidebook

The El Dorado Mothers of Multiples (EDMoMs) Club has two Clothing and Equipment (C&E) sales each year; one in the fall and one in the spring.

This is our Official Sale Guidebook with our rules and requirements for participation in each sale. We hope this guidebook will answer your questions and help you understand what is required. We have to work as a team to make this sale work!

Sale Hours will be from 9 am to 1 pm for the public with a worker-only presale the night prior from 7 pm to 8 pm and a member-only presale the day of the sale from 8 am to 9 am. Customers on our mailing list will be allowed to enter the sale at 8:45 am on Saturday. There will be a half price sale from 11:30am to 1pm on Saturday.

For an extremely reasonable price of \$10, members with businesses can participate by either placing their materials, i.e.: business card, brochure, flyer, etc., into a shopping bag which will be handed out to the hundreds of people who attend the sale.

Or for \$10, you can set up a table outside and promote that way. Set up time is 7:30am and breakdown is 12:30pm. The business must supply the table, and it can't be any longer than 6 feet.

Or for \$20 you get both.

Any business is welcome except those selling children clothing.

How do I get ready for the sale?

1. Signing up

You must call or email the C& E Sale coordinator at least one week prior to the sale to sign up to sell and work. Please sign up for your shift at that time. Shifts are first come, first served.

2. Getting tags

The tags are available to purchase from the Sale Coordinator or you may print your own. A template is located on our website (www.edmoms.org). Tags cost \$4/hundred for the standard tags and \$1.25/10 for the large item tags that must be used on large items. Please contact the Sale Coordinator to arrange to get tags if needed.

If you print your own tags they must be printed on a heavy paper, preferably a 60# card stock or heavier. Standard tags must be white. The large item tags are two parts, one light blue (long one) and one red (one that remains on item). *You must use the club designated tags, no exceptions!* In a pinch you can use white 3 x 5 cards in place of the white tags but they must be filled out just like the club tags. No substitutions for the blue and red tags.

If proper tags are not used, there will be a **10% penalty** on your commission for items sold, and participation in future sales could be in jeopardy.

3. Tagging items for sale.

Filling out the tags

Clothing and small items: Our tags for these are a one part **white tag**. You must fill out the size of the item if applicable and the price. You may put a description of the item on the tag if you wish but this is not required. A detailed description is often helpful if tag becomes separated from the item.

Large items: Large items are those items that will not fit into a paper grocery bag. These items require two tags, one long **blue tag and one red tag**. Both tags must be fully filled out. The long **blue tag** has two sections including description, price and seller number. Once the item is purchased the lower half is given to the customer for pick up so it is important that you fill out both sections completely. The "Hold Until" will be filled in by the volunteers working in the large item holding area. The **red tag** remains on the item at all times and is used in the holding area to identify customer items on hold. Fill out the Description, Price, and Seller #; the "Hold Time" and "Hold For" sections will be filled in by the volunteers in the holding area.

Half price sale: If you do **NOT** want your items to be sold at 50% off during the half price sale then you need to put a **red star on the tag by the price of the item**. Any items that do not have a tag with a red star will be sold at 50% during the last hour of the sale. For large items, the red star must be placed on the long blue tag.

Attaching the tags

Clothing and other fabric items need to have the tags attached with either a safety pin or a short pin from a tagging gun. Make sure tags are firmly attached. Attach all "set" items securely together so they do not separate. Please place tag on the front of the item. Take care if using a tagging gun as these can leave holes in the item. Attaching them in a seam is best.

Toys, shoes and other hard items need to have the tags taped on. ***Do not tape below the line on the tag!*** Packing tape holds better than regular tape. Place tag on a flat surface if possible.

Large items such as strollers, highchairs, etc. Need to have TWO completely filled out tags on them, one blue and one red. See above.

Make sure all tags are firmly attached! This is in your best interest. ***Items without tags will not be sold.*** These items will be placed in a "lost and found" pile for you to check at the end of the sale. Loose tags will also be gathered up and held for members to go through at the end of the sale.

4. Preparing your items.

All clothing items must be clean with ***no stains or holes***. Play clothes are fine, just no stains or holes. Please try to group small items together (i.e., ten pair of socks in a Ziploc bag, five onesies as a set). Please attach shoes to their mate so they are not separated. Large zip-ties work well. Make sure that buttons and snaps are done on the clothing items.

All clothing items must be on hangers. *You must use your own hangers (hangers will not be returned).* Layette (onesies, sleepers, etc.) will also need to be on hangers. Please use safety pins or clothes pins to attach pants and shorts to hangers, do not drape the items over the hanger. Items all need to face the same way on the hangers. **Put the item on so that the top of the hanger forms a question mark if you are looking at the front of the item.**

Blankets will need to be draped over a hanger. Adult sized hangers will work best for these.

No bibs unless they are in almost new condition (please double check them for stains).

No car seats or booster seats can be sold at the sale. Any car seats or booster seats dropped off will not be put on floor to sell.

Items that you would like to be sold together for the member sale (matching or coordinating items) will be grouped together on one part of the appropriately sized rack. Please label these items as if they are to be sold individually (each item on its own hanger with its own tag). These items will be hung together on the rack for the member sale.

If there are items that you absolutely want sold together then place each item on it's own hanger and then band the hangers together tightly with a rubber band. Place one tag on the front item and clearly state on the tag that the items are sold as a set and state how many items are in the set. For example, group 3 onesies on hangers and sell as a set indicating the number of pieces included in the one price.

All toys and equipment must be in working order and clean. Please have batteries in items that require batteries. They do not have to be new batteries. Shoppers are looking for items that work.

No stuffed animals unless they are new or in like-new condition.

Seasonal items (i.e. coats, jackets, costumes, swimsuits, holiday clothing) should be separated as they will be placed on a seasonal rack.

Please place puzzle pieces in a Ziploc bag and attach to the back of the puzzle with packing tape or securely wrap your puzzle in plastic wrap in both directions so that pieces can't fall out. Tape placed over the pieces often results in the picture being ripped off of the puzzle piece making it useless.

Suggestions for pricing your items: Items in great shape should be priced at about 30 - 50% of retail. Play clothes usually sell for \$1.00 per item. Remember, people are shopping for good deals, a \$400 stroller will not necessarily sell for \$200 at this sale. The better your item is presented the better your items will sell. All items will be sold at the marked price. We will only allow haggling if the seller is present.

5. Organizing your items for drop off.

Please separate your items into separate containers as listed below. Be sure to put your seller number on the outside of the container and the lid so it can be returned to you.

- Clothing - Separate clothing items by gender and size.
 - Place items in separate containers or divide items clearly in the container using paper. Mark the sizes on the containers or dividers.
 - An additional idea is to separate clothes by size and gender, wrap a rubber band around the hangers and then place a plastic bag from a department store over the hangers and write the size and gender on the outside of the bag in marker.
 - Twin sets should be separated (by size) and will be placed in front of section
 - Seasonal items should be separated and marked "seasonal" (e.g. coats, costumes, holiday clothing, swimsuits)
- Toys
- Misc. baby items
- Shoes
- Books, DVDs, Video
- Safety items
- Maternity Clothes

6. Dropping off your items.

Members need to drop off their items between 4pm & 6pm Friday night. All items are to be ready to go, no tagging of items will be allowed that evening. There will be no dropping off of items on Saturday morning. Members will not be permitted to stay and set up items unless scheduled to work or approved by the sale coordinator. If you wish to shop you must return at the shopping time.

Please clearly mark your containers and lids with your seller number. Your containers will be set aside and your remaining clothes will be returned to them after the sale.

If your items are not organized they will be last to be put out and may not be put out at all. Our setup team does not have time to separate items.

Members will be asked to sign in and sign a waiver when dropping off their items. **Please leave a self addressed stamped envelope with the sign in sheet.** This will be used to mail your consignment fee to you. ***If you do not leave a SASE you will be charged \$1 to cover the expense.***

7. Presale

All members are invited to our presale on Saturday morning. If you are working the sale you may shop on Friday night after set up. You may bring your spouse. Purchases can be made with either cash or by check. Please be courteous to your fellow EDMoMs while shopping and do not horde clothes. Please do not block the shopping area with strollers and no unattended children in the toy area.

Every member has up to 2 Guest passes which allows a friend to pay \$5 to join the members' only presale on Saturday. We do not need to know who is using your passes. Your guests simply give your name at the door (member does not have to be present) **and** pay \$5.

Customers on the mailing list will be allowed to enter the sale 15 minutes early, at 8:45 am.

8. Proceeds

You will receive an 80% consignment fee from your items sold if you work a three hour shift. If you work two three hour shifts you will receive 85%. Non-member consignors are no longer accepted. Checks will be mailed out approximately 2 weeks after the sale if you left a self addressed stamped envelope with the sign in sheet at drop off. If you do not work the sale you will receive a 60% consignment fee.

9. Working the sale

Members working the sale must wear a red T-shirt as well as a nametag and apron that will be provided. Sign in at the beginning of your shift. Worker's children are not allowed to be with them while they are working their shift. Husbands may work the shift if the member cannot work.

Please be courteous to your fellow workers and show up on time. If, for some reason, you are not able to work your shift, please call the C & E sale shift coordinator, Brigette Poehlman at (530) 642-1010.

10. Picking up your items.

All items must be picked up between 2:00 and 3:00 pm. If you do not pick up your items by 3:00 pm you will be **penalized 20%** of your commission.

11. Questions?

If you have ANY questions about these rules or guidelines, please contact Lisa Hart at fourofakind.harts@yahoo.com or (530) 672-1961, or Lisa Chavez at FnLChavez@comcast.net or (916) 985-4619.