

# TMCC SALE CONSIGNOR INFORMATION

Trussville First Methodist Children's Consignment Sale is a mission of the church to provide affordable children's clothing to both church members and members of the community. We pray that every consignor, shopper and volunteer experiences the love of Christ through their interactions with the sale.

Consigning is a great way to make extra money, find great deals on items that are "new to you," eliminate the hassle of selling online, and contribute to a wonderful ministry. Consignors will receive 70% of their sale profits with the remaining 30% of the going to TFM ministries to benefit children and youth both in the church and the community. (Note: consignors who contribute 20 or more hours of service will receive an 80/20 split on their consignment total.)

Please read all of the following information, as there have been several changes! If you have any additional questions, please contact a member of our Committee or email us at **tmccsale@gmail.com**.

## How to Register to Consign/Volunteer

Registration to consign begins approximately 6-8 weeks prior to the sale. We will advertise registration on our social media pages as well as in an email (if you are on our mailing list). Be prepared, as registration slots fill up quickly!

Registration order:

1. Volunteers (Those who register to volunteer can also register to consign at this time.)
2. Returning Consignors
3. New Consignors

To register, go to **tmccsale.com** & click on the **Registration/Login** link on the main menu.

\*Due to limited space, we do have to limit the number of consignors for each sale.

\*There is a **\$10.00** consignor fee each sale to help with administration cost. This will be deducted from the consignor check you receive for your sold items at the end of the sale.

## **Items Accepted**

ALL ITEMS MUST BE IN GOOD CONDITION AS DETERMINED BY RECEIVING VOLUNTEERS.

- Most in season clothing sizes Newborn- 14/16 (Children's XL). **Please label your clothing in number sizes.**
  - Shoe sizes Newborn to Adult 7
  - Seasonally appropriate clothing, including appropriate holiday wear.
    - FALL SALE: long sleeves, long pants, close-toe shoes, boots; Fall/Halloween, Thanksgiving, Christmas, and New Years apparel.
    - SPRING SALE: shorts, tank tops, flip flops, swimsuits/rash guards; Easter, summer, 4th of July apparel.
    - \*\*Jeans and leggings are accepted at both Spring and Fall sales. A good question to ask regarding clothing: "Will my child wear this in the 6 months following the sale?"
  - In season toys: all toys should be in working condition and include all parts. Summer toys (for example water tables) are not accepted at the Fall Sale.
    - Bikes, wagons, and riding toys are accepted at all sales.
  - Children's decor (bedding, sheets, wall art, frames, etc.)
  - Appropriate children's books
  - Baby Gear: Pack n Plays, high chairs/booster seats, strollers, car seats, carriers
- \*Bottles and other feeding items are permitted only if NEW (in original packaging)

## **Items NOT Accepted**

- Junior and adult sized clothing/ Shoes larger than Adult 7
- Maternity clothing
- Clothing or shoes in FAIR OR POOR condition, including:
  - Stained or torn clothing and shoes (regardless of brand)
  - Clothes with noticeable "washwear" (ie excessive pilling)
- Clothing not hung by the guidelines provided. (For example, clothing hung with plastic or plastic coated wire hangers or straight pins)
- All undergarments (Ex. bras, panties, training pants)
  - These items cannot be permitted even if NEW and in original packaging
- Jewelry
- Furniture
- Used Stuffed animals
- Used baby feeding items (Ex. breast pumps, pump accessories, pacifiers,

bottles)

- Crib bumper pads
- Diaper pails
- No bulk/pallet items
- Toys, puzzles or games without batteries, missing pieces or obviously broken
- VHS tapes

**\*\*Recalled items are never allowed.** Please check to make sure that your items have not been recalled. **We will also not accept any items with vulgarity or inappropriate images.**

### **Pricing**

Pricing should depend mostly on the quality of your item. It is suggested to price items anywhere from 1/4 to 1/2 of the original price; however, some brand name items sell better than others. Ultimately pricing is left up to the consignor.

### **Instructions for Printing & Labeling Tags**

**Tags must be printed on WHITE CARD STOCK only. Absolutely NO regular paper tags.** *If there is an item without a tag, it cannot be sold.* We DO allow you to use tags from Trussville Methodist previous sales!

#### **Printing Instructions:**

1. Click on the "Print Tags" link on the consignors menu of this website.
2. Enter your consignor number in the blank field provided.
3. **Enter the price** (whole dollar increments only) A PRICE MUST BE ENTERED ON THE COMPUTER! If the price is entered by hand, it will ring up as \$0.00.
4. **Select your Discount option.** "YES" means you want the item to be discounted 50% on Saturday, the Sale Discount Day. "NO" means you don't want the item discounted.
5. Click "Submit." A sheet of 6 identical tags in PDF format will pop up on your screen, along with your computer's print box.
6. Select the correct printer and select "Print". If you want to print another sheet identical to that which you just printed, you can select "Print Another Copy".
7. Make sure that tags have printed correctly with the correct Discount option, as well as the correct price.

8. If you want to print tags with different pricing or discount information, select the button "Enter More Barcodes." You will return to the screen where you must re-enter your consignor # and other information. Repeat for as many tags/prices as you need.

### **Labeling tags:**

1. Once your tags are printed, cut each sheet into separate tags.
2. Label each tag with the item's size, if appropriate. If the item is sized "S", "M", "L" etc please put what the approximate # size would be. Examples include: "S - Size 6." This helps the sorters put the item in the correct area.
3. Label each tag with a **Description**. Examples include: "boys red and blue stripe shirt" or "girls pink sparkle shirt". If the tag falls off, a description will help to match the tag back to the item. *(Items with no tag cannot be sold.)*
4. Donating items: If you do not want an item back at the conclusion of the sale and you want that item donated, you must write a capital letter D in red marker on the bottom right side of the tag of EACH item that you wish to donate at the conclusion of the sale.
  - a. If you wish to be a "Donate All" consignor, this means that at the conclusion of the sale, you want all unsold items to be donated to charity. If this is what you choose, write a capital letter D in red marker on EVERY item.

**\*\*Note:** Please **do not** write "**DO NOT DONATE**" on the tag. This may result in your item mistakenly being added to the donate pile.\*\*

### **Instructions for Hanging and Tagging Items**

**\*\*For step by step instructions with images, please see the "How To: Hanging and Tagging" PDF linked on the consignor tab or [RIGHT HERE](#).\*\***

### **Supplies needed:**

1. WIRE hangers

\*Available for purchase from the church (\$5 for 20 hangers).

2. Regular sized safety pins (no mini pins or straight pins).

\*Available for purchase from the church (\$1 for 100 pins).

3. Printed consignment tags (white cardstock only)
4. Other supplies for non-clothing/shoes: Ziploc bags, clear packing tape, zip ties

### **How to hang and tag items:**

1. First make sure your hanger is hanging the correct direction. Hold the hanger in front of you, if it makes a question mark (?) with the hook facing left, it is correct.

2. Pin tags with safety pins to the front **right** of the clothing item

**Shirts:** Hang shirts on the hanger with the open hook to the left. If the shirt has a large neck pin the shirt closer to the hook stem so it will not slide off the hanger.

**Pants:** All pants should be pinned to the top of the hanger. Use the larger pins wrapping the pant or waist band over the hanger. Put the pin in the material with the pin on the outside of the hanger and back through the pants to fasten. Pin like this on each side. If not pinned correctly the pants slide to one side and cannot be seen easily.

**Clothing Sets:** Pin sets together with only one tag. If you have accessories to an outfit, put the accessory in a Ziplock baggie, include another tag noting "2 of 2" along with a description of the outfit it belongs with. Pin the baggie to the outfit or to the hanger and note on the tag of the outfit "1 of 2" and that there are accessories attached.

**Blanket and Sheet Sets:** Hang on metal hangers with the hook facing left

**Shoes:** Method 1- Shoes may be in Ziploc bags. Tape the bag closed and secure your tag with packing tape (no scotch tape or masking tape). Method 2- shoes may be ZIPTIED. This is preferred and is a good option for sneakers. You should holepunch the tag and secure it to the zip tie.

**Tagging small clothing items:** Items may include hair bows, head bands, socks, etc. Tape the bag closed with packing tape so that items cannot be separated. Tape your tag with packing tape to the outside of the baggie. Do not bag bibs or burp cloths, please. These items should be hung on a hanger and pinned like a blanket

**Large items:** Items may include doll houses, indoor play kitchens, strollers, table and chairs, etc. You may put a hole in the tag and tie it to the item or tape it directly to the item. Be very careful where you put the tag that the paint or paper on an item cannot be torn off with the tag. Once at the sale a volunteer will transfer the tag to a tear off tag for check out, so the purchaser can take one part of the tag to checkout without carrying the larger item with them while they shop. **If your large item has multiple pieces,** Put your tag on the largest piece, note on the tag this is 1 of 2, or 1 of 4, however many pieces your item has. Then tag the other pieces 2 of 2 or 3 of 4. Make sure the description is the same on all tags to that set. Put the price on the largest piece tag and

MARK OUT the price of the additional pieces tagged.

**Games or toys with many pieces:** Put the small pieces in a Ziplock baggie with a tag using the same description as on the largest piece noting if it is part of a set with 2 of 2 or 3 of 4, etc., and tape closed with packing tape.

### **When Do Consignors Drop Off Items for Sale?**

Consignors should make an appointment to drop off their items to help avoid long lines. This can also be done on the Registration/Login tab of our website, [www.tmcscsale.com](http://www.tmcscsale.com). Receiving is on Sunday, Monday, and Tuesday of sale week in the back parking lot of Trussville First Methodist Church. Please enter the parking lot from Linden Street. Be prepared for the receiving team to take a few minutes to go through your items. Any items deemed unfit for sale will be returned to you.

**DONATE ALL consignors will have no lines, no waiting! See more Donate All below.**

### **When Do Consignors Shop?**

Consignors shop on **Thursday** during the week of the sale at the following times:

- “Donate All Consignors” shop at 12:00 pm
- All other consignors shop at 2:00 pm

All consignors will receive a shopping pass for 2pm, as well as a guest pass for 6pm.

### **Donate All Consignors**

A “Donate All Consignor” is a person who chooses to donate items that are not purchased during the sale, rather than retrieve them at Pick Up and Pay. “Donate All Consignors” will still have items go through the receiving process, however any items deemed unfit for sale will not be returned to you. Those items will immediately be added to our donation item group. Additionally, after the public sale, any unsold items will be donated to TEAM for “Dollar Dash”, which supports their food pantry and clothes closet. By choosing to “Donate All”, you will skip the lines at drop off, and be eligible for an earlier shop time!

**Please make sure all of your tags are marked with a "D" in RED MARKER.**

### **Item Return Policy**

Due to the “pop up” nature of the sale, there is no return policy. All sales are final. Please tag and package your items with care so that shoppers can inspect the item prior to purchase.

### **Pick Up and Pay**

For regular consignors, all items not sold should be picked up Saturday the week of the sale. Please make an appointment to do so by visiting the Registration tab of our website. **items NOT picked up by 9:00 PM will be donated.** Please contact us ahead of time with any issues.