



BOOKWALTER UNITED METHODIST CHURCH WOMEN'S SPRING CONSIGNMENT SALE PACKET 2018

Do you have \$\$\$ in your closet?

This packet contains important information for consignors. PLEASE READ CAREFULLY. Please note: Pages 6 & 7 are fill-in-the-form to be emailed

Welcome! Thank you for consigning with us. We hope this is a great experience for everyone. If you have any questions, please email us at bookwalterumwconsignmentevent@gmail.com

WHERE: Bookwalter United Methodist Church
Fellowship Hall
4218 Central Avenue Pike
Knoxville, Tennessee 37912
(865) 689-3349

WHEN: Thursday, May 3rd, 4:00 – 8:00 p.m.
Friday May 4th, 4:00 – 8:00 p.m.
Saturday May 5th, 8:00 a.m. – 2:00 p.m. ½ off sale

1. Consignor Registration:

- **SALE DATES:** Thursday, May 3, 4:00 - 8:00 p.m.
Friday, May 4, 4:00 - 8:00 p.m.
Saturday, May 5, 8:00 a.m. – 2:00 p.m.
Fellowship Hall @ Bookwalter UMC
- **EARLY BIRD SHOPPING:** Workers may shop early on Wednesday, May 2nd evening during drop off hours of 3:00 and 8:00 p.m.
- **DROP OFF TIME:** Tuesday, 10:00 a.m. to 2:00 p.m., and Wednesday 3:00 p.m. to 8:00 p.m.
- **Register at** bookwalter-umc.org, under consignment sale
- **Fee:** a \$5.00 registration fee will be deducted from your sales. If you do not sell a minimum of \$25.00, we do not deduct the fee.
- Choose your own 4 digit consignor number. The last four digits of a phone number work well.
- Create your tags or use the template provided. **Please see Tagging Guidelines.**
- Consignors receive 70% of the selling price. If a consignor works a 2 hour shift at the sale, he/she receives 80% of the selling price.

- Proceeds benefit the United Methodist Women's Mission Projects.
- Allow 3-5 weeks for checks to be mailed after the sale.
- Tags of sold items may be picked up after the checks are mailed. We will keep the tags for three months after the sale.
- Please refer questions to Cheryl Mills at:
bookwalterumwconsignmentevent@gmail.com

2. Consignor Check-In:

- Check-In and drop off is Tuesday, May 1, 10:00 a.m. – 2:00 p.m. and Wednesday, May 2, 2:00 – 8:00 p.m.
- Please assist the check-in volunteers by placing your items on the sales floor after they have been checked.
- Volunteers will check the items to ensure compliance with the Tagging Guidelines (see instructions below.)
- The Sale reserves the right to reject or flag items at our discretion.
- Incorrectly tagged, pinned, or hung items may be corrected by the consignor at Check-In.

3. Volunteer/Worker

- We need your help. This sale is run solely by volunteers! Please sign up for a 2 hour slot.
- Volunteer times:
 - Sunday, April 29, 12:00 p.m. – 2:00 p.m.
 - Tuesday, May 1, 10:00 a.m. – 2:00 p.m.
 - Wednesday, May 2, 2:00 – 8:00 p.m.
 - Thursday May 3, 4:00 – 8:00 p.m.
 - Friday May 4, 4:00 – 8:00 p.m.
 - Saturday May 5, 8:00 a.m. – 4:00 p.m.
- Volunteers receive 80% of the items selling price.
- Volunteers are needed for: moving heavy equipment, setting up sale racks, check-in, organizing merchandise, checking sale items, helping customers, customer check-out, sorting items after the sale, and clean up.
- **You do not have to consign to volunteer.** We greatly appreciate the help of our men, women, and teen volunteers.

Volunteer work can be counted toward community service project hours.

4. Tagging Guidelines

- Hangers
 - You may use wire, plastic, or pant hangers. Some stores are willing to give hangers away.
 - Hang clothes so that the hanger points to the left, to look like a question mark.



- Tags
 - Use cardstock for tags. Paper rips easily
 - Pin tag in upper right corner when looking at the item.
 - Tags must contain the following information:
 - consignor #,
 - brief item description,
 - size,
 - price,
 - **donation “yes” or “no”**,
 - **½ off “yes” or “no”**.
 - We have tags you can copy and use. They are on our website at bookwalter-umc.org or with this packet.
 - **We do NOT use a RED dot system.**
 - If an item does not have a tag, the item becomes property of the sale. We will make every effort to reunite lost tags with their respective item.
 - Tags lacking a price or illegible will be tagged by sales volunteers.
 - All items must be priced in whole dollar amounts. For example \$1 or \$4. Not .50 or \$2.50.
 - If an item has multiple pieces or is sold as a set, include a tag on each piece and attach the pieces together. Label one tag with the price and indicate that multiple pieces are included or that it is sold as a set. Label the subsequent tags with “2 of 4”, “3 of 4”, etc.
 - **ALL ITEMS MUST BE TAGGED PRIOR TO DROP OFF!**
- Pins/Tape
 - Use only Medium to large safety Pins.
 - DO NOT use labels or tape on clothing.
 - Do not use little brass safety pins, straight pins, or staples.
 - Shoes must be in a ziplock bag or attached to each other.
 - Small items and jewelry must be adequately packaged. Ziplock type bags are good for this. Please tape them closed.
 - If you need to tape a tag to an item, please use only scotch tape or painters tape.
 - Only tape 2 sides or 2 corners of the tag. More tape can make the tag difficult to remove at check out.
 - DO NOT apply tape directly to decorative items. It can damage them.

5. Accepted / Excluded Items

- The sale accepts the following items;
 - Seasonally appropriate items and accessories for women
 - Shoes in good condition
 - Jewelry and accessories
 - Scrubs

- Maternity wear
 - Purses and Handbags
 - Backpacks, briefcases, and carryall bags
 - Foundation garments and hosiery will be accepted if it is unused with original tags or packaging
- These items are not accepted
 - Used Undergarments
 - Used Bras
 - Used socks or nylons
 - Items damaged, stained, with holes, or missing buttons.
 - All items must be in excellent condition. The Sale reserves the right reject or flag any item due to signs of wear, seasonality, size, etc. If an item is pulled from the sale, we cannot guarantee it will be returned to you.

6. Pricing

- Price all items to sell quickly. People expect to get a bargain at a consignment sale. However, this is not a yard sale. Items needed to be priced accordingly.
- Price without emotion. What would you realistically pay for that item?
- A good rule of thumb is $\frac{1}{4}$ of the original price if the item is in good condition $\frac{1}{3}$ if it is like new or a very good name brand or high end boutique apparel, and $\frac{1}{2}$ if it has never been worn.
- Mark items in whole dollar pricing. The minimum amount to charge is \$1.00. Pack smaller items together to make the value at least \$1.00.

7. Sale information

- All sale proceeds for the Women's Consignment Sale are used by the Bookwalter United Methodist Women to fund mission projects locally, national, and internationally.
- ALL SALES ARE FINAL!
- NO REFUNDS.
- The Women's Consignment Sale is not responsible for lost or stolen merchandise or merchandise without tags.
- Pick up your unsold items Saturday between 3:00-4:00. Any items left will be donated to charity. You may leave a container with your consignor # for your unsold items, and we will pack it.
- Your assistance in advertising this sale is our best form of marketing! Flyers are available. Please post the information on your social media outlets, tell friends, neighbors, co-workers, family, and any groups you are in.
- Questions? Please remit to Cheryl Mills at bookwalterumwconsignmentevent@gmail.com

Thank you for consigning with the Bookwalter Women's Consignment Sale!

WOMEN'S SPRING
Consignment Event

Bookwalter United Methodist Church
4218 Central Avenue Pike
Knoxville, Tennessee 37912
(865) 689-3349

May 3rd

4:00 p.m. to 8:00 p.m.

May 4th

4:00 p.m. to 8:00 p.m.

May 5th

8:00 a.m. to 2:00 p.m.

½ off sale

**Quality Spring and Summer Clothing, Sizes Jr.s, Petiets, Misses, adn
Womens, Purses, Bags, Jewelry, Accesories**

**TO BE A CONSIGNOR, RECEIVE AN
INSTRUCTIONAL PACKET, EMAIL US AT THE
EMAIL ADDRESS BELOW AND WE WILL
EMAIL YOU THE PACKET TO YOU:**

BOOKWALTERUMWCONSIGNMENTEVENT@GMAIL.COM

Bookwalter United Methodist Church Consignment Registration & Consignor Agreement

Thursday, Friday and Saturday May 3rd, May 4th and May 5th

Name: _____/Email Address: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work/Cell: _____

Consignor Number: _____ (A prior number if available or choose a four digit number. Last four digits of your phone number is recommended).

For Office Use Only

\$5.00 Registration Fee: _____

My preference for volunteer times are:

Day	Time	Name	Name	Name	Name
Sunday	12:00-2:00	1.	2.	3.	4.
Tuesday	10:00-12:00	1.	2.	3.	4.
	12:00-2:00	1.	2.	3.	4.
Wednesday	2:00-4:00	1.	2.	3.	4.
	4:00-6:00	1.	2.	3.	4.
	6:00-8:00	1.	2.	3.	4.
Thursday	4:00-6:00	1.	2.	3.	4.
	6:00-8:00	1.	2.	3.	4.
Friday	4:00- 6:00	1.	2.	3.	4.
	6:00-8:00	1.	2.	3.	4.
Saturday	8am-10am	1.	2.	3.	4.
	10am-12pm	1.	2.	3.	4.
	12:00-2:00	1.	2.	3.	4.
	2:00-4:00	1.	2.	3.	4.

Please read the following information and sign below, confirming that you have read the information and agree to its terms.

1. Saturday is ½ price day. If you do not want your items sold at ½ price, then you must state **N (No Reduction)**. Otherwise, your unsold items will be discounted by 50% on Saturday. Please see tag instructions.
2. **Pick-Up** is **Saturday, May 5th from 3:00-4:00 p.m.** After this time all items will be donated to charity. The time will be strictly enforced due to storage space limitations. If you are unable to pick-up your items, check with a friend, neighbor or fellow seller to help you with pick-up and be sure sale volunteers are aware of your plans.
3. Some items may not be accepted due to stains or signs of wear. In addition, we reserve the right to remove any clothes that are damaged, out of season, or soiled. Items that are removed from the sale may not be returned.
4. **Bookwalter United Methodist Church and** its affiliates, and volunteers are not responsible for any clothing that are lost, stolen or damaged during the sale.

5. All checks will be mailed as soon as possible. **YOU WILL BE NOTIFIED BY EMAIL WHEN THE CHECKS WILL BE GOING OUT, PLEASE ALLOW AT LEAST FOUR WEEKS FOR RECEIPT OF YOUR CHECK.**
6. We will make every effort to replace missing tags with their proper items, but are not liable for items that are missing tags.
7. IF an item has a tag that is missing a price, **Bookwalter United Methodist Church** will price the item at standard market value for the sale.

WE HAVE FACILITIES IF YOU WISH TO BRING SNACKS, OR OTHER FOOD TO EAT WHILE YOU ARE AT THE SALE.

BY SIGNING BELOW, I AGREE TO AND UNDERSTAND ALL PARTS OF THE CONSIGNOR AGREEMENT. I AGREE TO THE TERMS AND CONDITIONS SET FORTH IN THE INFORMATION PACKET.

NAME: _____ DATE: _____