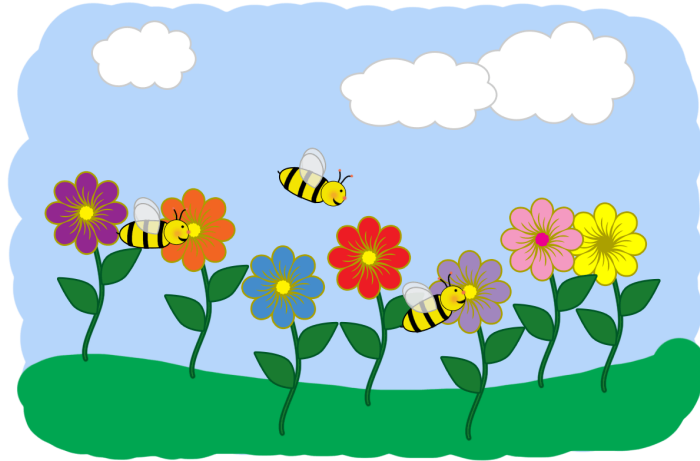


BOOKWALTER UNITED METHODIST CHURCH SPRING CONSIGNMENT SALE PACKET 2018



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

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

This packet contains important information for consignors. PLEASE READ CAREFULLY.

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

WHEN: Thursday, April 4th, 4:00 – 8:00 p.m.
Friday, April 5th, 10:00 a.m. – 5:00 p.m.
Saturday April 6th, 8:00 a.m. – 2:00 p.m. ½ off sale

1. Consignor Registration:

- SALE DATES: Thursday, April 4 , 4:00 - 8:00 p.m.
Friday, April 5, 10:00 a.m. - 5:00 p.m.
Saturday, April 6 , 8:00 a.m. – 2:00 p.m.
Fellowship Hall @ Bookwalter UMC
- EARLY BIRD SHOPPING: Workers may shop early on Wednesday evening during drop off hours of 3:00 to 8:00 p.m.
- DROP OFF TIME: Tuesday, 10:00 a.m. to 2:00 p.m., and Wednesday 10:00 a.m. to 8:00 p.m.
- REGISTER AT bookwalter-umc.org, under consignment sale or email for a sale packet at bookwalterconsignmentevent@gmail.com

- **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.
- 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 two months after the sale.
- Please refer questions to Cheryl Mills at:
bookwalterconsignmentevent@gmail.com

2. Consignor Check-In:

- Check-In and drop off is Tuesday, April 2, 10:00 a.m. – 2:00 p.m. and Wednesday, April 3, 10:00 – 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.
- Please sort merchandise by size, gender and type before dropping it off, this will greatly help the volunteers who will receive and display your items.
- When you arrive, your merchandise will be checked to ensure it is tagged properly and is ready to be received into the sale.

3. Volunteer/Worker

- We need your help. This sale is run solely by volunteers! Please sign up for a 2 hour slot.
- Volunteer times:
 - Tuesday, April 2, 10:00 a.m. – 2:00 p.m.
 - Wednesday, April 3, 10:00 a.m. – 8:00 p.m.
 - Thursday April 4, 4:00 – 8:00 p.m.
 - Friday April 5, 10:00 a.m. – 5:00 p.m.
 - Saturday April 6, 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, (numerical sizing, please)
 - price,
 - **donation “yes” or “no”,**
 - **½ off “yes” or “no”. NO RED DOTS!**
- We have tags you can copy and use. They are on our website at bookwalter-umc.org (use landscape setting to print) 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 that are 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.
- Consider bundling small items together.
- Books should be tagged and in Ziplock type bags.
- **ALL ITEMS MUST BE TAGGED PRIOR TO DROP OFF!
NO EXCEPTIONS!**

- 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 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

Accepted Items

- Children's and Junior's seasonal clothing and shoes (shoes must be in a Ziploc bag or tied together and tagged).
- Boy's sizes 0-20, girl's sizes 0-16 and junior sizes
- Nursing equipment, such as breast pumps, Boppy pillows, slings, bottles, etc.
- Books on pregnancy, child-rearing, nursing, and the like
- Baby accessories such as bibs, baby tubs, blankets, booster seats, front pack carriers, bumbo seats, diaper bags.
- Clothing accessories (socks, hats, hair bows, etc.)
- Baby and older kid's furniture, bedding, and accessories
- Kids equipment, like exersaucers, strollers, pack-n-plays, swings, bouncy seats, high chairs, tables, cribs, strollers
- Children's books, games, videos, DVD's, and CD's and they can ONLY BE PG OR G RATED. NON-VIOLANT GAMES ONLY, TOYS, PUZZLES, SPORTS EQUIPMENT, HALLOWEEN COSTUMES, OUTERWEAR, DRESS-UP CLOTHES, HOLIDAY CLOTHES AND DANCEWEAR.
- Barbies, dolls, and accessories properly packaged
- Toys (with all pieces and working batteries. (get batteries at Dollar Tree only to show that item is in working condition).
- Large outdoor toys, such as Little Tykes, bikes, etc. In good clean condition.
- Jewelry is not accepted given the lead limit risks.
- ANY ITEM IN A RECALL IS NOT ACCEPTED. Please check your items at the CPSC website:
- <http://www.cpsc.gov/cpsc/pub/preel/prerl.html>
- 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.

VIRTUALLY ANYTHING RELATED TO INFANTS, CHILDREN AND PREGNANCY IS WELCOME. PLEASE ONLY SELL ITEMS THAT YOU WOULD PURCHASE FOR YOUR OWN FAMILY.

Items NOT Accepted

- Used sippy cups or bottles and those not in original package
- Underwear
- Soiled/stained items
- ****Stuffed Animals ****
- Beds larger than toddler beds will not be accepted
- Car seats, drop-side cribs-(5 years old or Older)
- Maternity underwear, encyclopedias, pacifiers, (even new), teething rings (even new), war toys, weapons, violent games/movies/books, or copies of videos.

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.

Pricing Suggestions

Polo Shirts	\$1.00-\$2.00	Dress Pants:	\$1.00-\$2.00
Shirts:	\$2.00	Jeans:	\$2.00-\$4.00
T-Shirts:	\$1.00	Shoes:	\$2.00-\$4.00
Dresses:	\$3.00-\$5.00	Pajama's:	\$1.00-\$3.00
Holiday Dresses:	\$5.00-\$10.00	Coats:	\$5.00-\$10.00
Holiday Suits:	\$5.00		

7. Sale information

- ALL SALES ARE FINAL!
- NO REFUNDS.
- Bookwalter UMC is not responsible for items damaged during the sale.
- The Children'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.

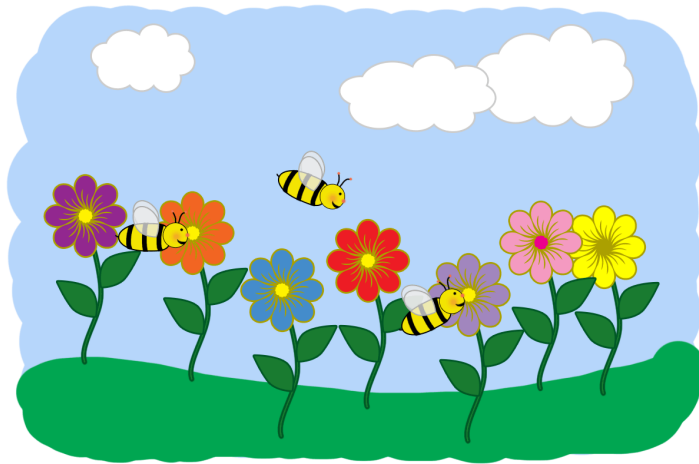
- Your assistance in advertising this sale is our best form of marketing! Flyers are available. Please post the information on your social media outlets, tell friends, neighbors, co-workers, family, and any groups you are in.
- Questions? Please remit to Cheryl Mills at bookwalterconsignmentevent@gmail.com

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

Attached is also a flyer for the sale. **PLEASE** ask permission before posting or distributing flyers at schools.

Thank you for your help and cooperation. We are looking forward to a fun and successful sale. Please don't hesitate to contact us with any questions.

Children's Consignment Event



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

April 4th

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

April 5th

10:00 a.m. to 5:00 p.m.

April 6th

8:00 a.m. to 2:00 p.m.
½ off sale

**Quality Spring and Summer Clothing, Sizes Preemie to Juniors,
Toys, Shoes, Baby Equipment, Furniture ETC.**

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

BOOKWALTERCONSIGNMENTEVENT@GMAIL.COM

Bookwalter United Methodist Church Registration & Consignor Agreement

Thursday, April 4th, Friday, April 5th, and Saturday April 6th,

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:

(1) _____ (2) _____ (3) _____

(4) _____ (5) _____ (6) _____

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 **NO**. Otherwise, your unsold items will be discounted by 50% on Saturday. Please see tag instructions.
2. **Pick-Up is Saturday, April 6th 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.

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

NAME: _____ **DATE:** _____