



**Seller Packet - 2018 Fall and Winter Sale**

[www.kindermartsale.com](http://www.kindermartsale.com)

Questions: [info@kindermartsale.com](mailto:info@kindermartsale.com)

***Sponsored by the Parents' Club of Smyrna First United Methodist Preschool/Kindergarten***

KinderMart proceeds benefit the Smyrna First United Methodist Preschool/Kindergarten. Items donated benefit local MUST Ministries, Women's Pregnancy Center and other SFUMC missions and ministries at the discretion of KinderMart management.

**Sellers must read and adhere to the following policies and guidelines in order to participate in the KinderMart Sale. Please direct all questions to [info@kindermartsale.com](mailto:info@kindermartsale.com). PLEASE NOTE: WE ARE NOT AN INVENTORY SALE!!**

**SELLER BASICS** – Minimum 25 items, maximum 500. All sellers must pay \$7 seller fee when they register for a seller number. Only 325 seller numbers allowed. We reserve the right to reject any item that does not meet our guidelines. (See "KinderMart Sale Guidelines", pages 2-3, for detailed information.)

**SELLER BENEFITS/SELLER SALE** – Sellers receive 65% of the proceeds and KinderMart 35%. Checks are mailed within 30 days of the sale to the address on record. **(Be sure your address information is up-to-date in our system.) Please cash your check in a timely manner. CHECKS NOT CASHED WITHIN 90 DAYS OF THE SALE WILL BE CONSIDERED A DONATION TO KINDERMART.** With your Seller Pass, you will be allowed to shop on Thursday evening prior to the public from 5:30-8pm, or for a \$5 donation shoppers can enter the Thursday sale at 4:45pm. This is a private preview sale for current sellers ONLY. No one other than the seller is allowed to shop. You must present your Seller Pass to enter, NO EXCEPTIONS. Being on the seller list is not enough. Children and strollers are allowed but not recommended, space is very limited. Cash or check with ID; credit cards are accepted with a fee.

**SCHEDULE** – Seller registration for our Fall 2018 sale begins August 1. Seller drop off is Monday, September 10 from 9-11:30am and again from 4:30-8pm, and Tuesday, September 11 from 9-11:30am. Seller Sale is Thursday, September 13 from 5:30-8pm, or for a \$5 donation shoppers can enter the sale at 4:45pm. Public Sale is Friday, September 14 from 9:30am-7pm and Saturday, September 15 from 9am-noon. Sellers may choose to reduce their prices by half on Saturday to boost sales. **Pickup for unsold items is Saturday, September 15 from 3-4pm ONLY. If you are late, your items WILL BE DONATED.** Seller registration for our Spring 2018 sale begins on February 1, 2019. Spring 2019 Sale dates are March 22-23.

**ITEM DROP OFF** – **Please make an appointment for your item drop off and be on time!!!** We will unload your car under the covered entrance to the church Welcome Center. Two cars will be unloaded at a time by KinderMart volunteers. You are not required to get out of your car. (If you choose to be present while your items are being checked in, we will ask that after we unload your car, you park in a designated space nearby and enter the Welcome Center to wait in line.) We will take your items, storing anything not accepted until the end of the sale. (These items will be returned to you along with any unsold items on Saturday, see Item Pick Up below.) Please be sure to read our details on hanging and tagging to insure it is done correctly. Also, make sure to get your Seller Pass once we take your items. **If you arrive after drop off has closed on Tuesday, we are very sorry, but you will miss the sale.**

**DONATIONS** – Please consider donating your unsold items. Many outstanding local charities are the beneficiaries of our unsold items, including MUST Ministries, Women's Pregnancy Center and others. Please check the small "Donate" box while tagging your items to help the less fortunate and keep your now clean storage closets and playrooms clear of clutter and unwanted items. This also saves you time and you do not need to show up for "Item Pick Up".

**ITEM PICK UP** – If you have not designated your items as "Donate", unsold items may be picked up on Saturday, September 15 from 3-4pm ONLY. You MUST be present to pick up your items (or send a proxy) or your UNSOLD ITEMS WILL BE DONATED, regardless if you have checked the donate box. Unlike drop off, you will park and walk through the Welcome Center, retrieve your items and exit through the Fellowship Hall doors. If you arrive before 3pm, form a line outside and please be patient. **ANYTHING NOT CLAIMED BY**

**4PM WILL BE DONATED, NO EXCEPTIONS.** Charity trucks drive away promptly at 4:05pm. The room is cleaned and set up for Sunday service, so unfortunately we do not have time or space to store your items after the sale ends.

## 2018 KinderMart Sale Guidelines

KinderMart reserves the right to reject any item that we deem inappropriate. In order to maintain the high standard of quality at our sale, our guidelines must be abided. Any items that are stained, dirty, have an odor or are excessively worn or faded will not be accepted. **See the complete list of items accepted/not accepted on page 4.** **All items must be tagged and hung properly or we cannot accept them.**

**TAGGING AND PREPARING ITEMS** - All items must be prepared and tagged properly for sale, per the guidelines in this packet or you will not be allowed to check in. Tags are barcoded and can only be printed via our website. They must be printed on minimum 65 lb. white CARDSTOCK paper only. If you have trouble printing, you can save or email the .pdf file of your tags to a friend or copy shop to be printed. All tags must be on the **OUTSIDE** of plastic bags so the scanner can read the barcode. Please don't tape directly over barcode. Use a detailed description of the item so we can find it should the tag come off. Secure tags to clothing with safety pins. Tape them to bagged items, toys and other items with **CLEAR PACKING TAPE** only. **NO** other tape will be accepted. Large, multi-part items should have tags with seller # and description on all items, but price **ONLY ON ONE TAG.** (i.e. 1 of 3, etc.) **The tagging system will shut down on Tuesday, September 11 at 11am, so you MUST have all your items entered and tags printed by this time.**



**CLOTHING** - Launder and **SORT** clothes by size and gender before you create your tags if possible. Items **MUST** be sorted by size and gender before you arrive at drop-off or you will have to do it onsite. All items must be stain-free, pet hair-free and in excellent condition. Iron, if needed. All buttons, zippers, snaps, etc. must be hooked (this shows none are missing, etc.), and clothes **HUNG** (not pinned) on **WIRE HANGERS** only. Plastic hangers will be rejected. Safety pin multiple items together so they don't get separated. Secure items on the hanger because the racks get very crowded. Safety pin pants or shorts to the **TOP ARM** of hangers, not the bottom bar, so they don't slide around. Hanger hooks must face **LEFT** and tags should be placed on the upper **RIGHT** shoulder of the item when viewed on the hanger. Mark clothes with exact sizes (i.e. 3 months, 2T). If something says Small/Medium/Large, use your best judgment to mark the appropriate size. We accept infant and children's clothing preemie through boys/girls 16. We do not accept Junior or adult sizes. College or sports logo shirts and outfits must be Georgia or southern region teams only.

### SEASONAL RULES

**SPRING SALE** - No winter wear, coats, corduroy, fleece or wool items, long sleeves, sweatshirts, etc. Rain boots ok. Spring lightweight jackets ok. Long sleeve lightweight infant wear ok. Jeans ok. Baseball pants ok with stains.

**FALL SALE** - No flip flops, sandals, swimwear, shorts, tank tops or short sleeve items. We **DO** take Halloween costumes, winter gear and holiday attire.

School uniform, dress up items, sports and dance items are welcome both sales.

**SHOES** -We will accept up to 20 pairs of shoes in good or great condition only. We prefer shoes be sealed in Ziplock bags or if needed, securely tied and safety pinned together. Tags must be attached to the outside of the bag so the barcode can be read.

**SOCKS/UNDERWEAR/HAIRBOWS/HATS/MISC. ITEMS** - Use plastic bags and seal them completely with tape to disable opening by shoppers. Tag must be pinned or taped to the outside of the bag. **DO NOT COVER THE BARCODE!**

**TOYS/GAMES** - Must be clean, in working order, all pieces included. Batteries must be installed so we can see that it works or we cannot accept it. Game and puzzle boxes should be closed and taped shut. Plastic wrap is a great way to close wooden puzzles without damaging the puzzle pieces. Do not apply tape to stickers or decorative items on toys; put item in a Ziploc bag. You may bag multiple, similar toys into bundles if you wish. Stuffed animals **NOT** accepted. We do accept bikes, ride-on toys, games, dolls, vehicles, outdoor toys, action figures, electronic hand-held games such as Game Boys and Leap Pads, computer software for children and video games for gaming systems (rated E). No pillow pets or pillows.

**BOOKS/MUSIC/VIDEOS** - No limit on children’s books. We also accept pregnancy, parenting and infant care books. Books may also be bundled into sets of similar topic or age range, (i.e. Set/4 Train books). Please insert a slip of paper in the bag noting each title if you bundle books. Seal bags with tape to prevent opening by shoppers and place barcode tag on the outside. We are no longer taking VHS tapes or cassette tapes. Music CDs and DVDs (G or PG) are also welcome. Individual book tags **MUST** include the book’s title in case the tag comes off!

**INFANT ITEMS** - We accept most items used for baby care, including breast pumps and NEW, UNOPENED pump accessories, strollers, high chairs, car and booster seats in good condition, cribs (no drop-side unless repair kit is included), nursery furniture and decor, crib bedding, potties, extra diapers (still in original packaging), swings, bouncers, etc. All items must be clean, in working order and have batteries so we can see it works. Attach a Ziploc bag with instructions, screws, bolts or any other small pieces securely to the item if it is disassembled. We now accept NEW sippy cups, pacifiers and bottles. Must be UNOPENED. Toddler food items such as plastic plates, bowls, utensils, etc. will be accepted only if in EXCELLENT condition and without bite marks or knife/fork scrapes. Baby blankets should be folded in bags, not hung up. Soft infant toys such as rattles and squishy toys should be bundled into groups and bagged (2-4 per bag is good), limit 5 bags. No bumbo seats without safety latches.

**PRICING** – You will price items by creating tags through the MyCM website. Price information is encoded in the barcode, so you **MUST** make any changes to tags through the MyCM and reprint. See pgs 5-6 for all tagging details.

General Tips from Experienced Sellers	Cleaning Tips
Price your items to sell quickly (especially 12 months and under clothing.) People expect to get a good bargain at a consignment sale.	Soft Scrub is excellent for getting crayon off of plastic toys, tables, etc.
Evaluate your prices. Would you pay that price for the item?	Clorox Bleach Pen can be used to spot treat a bad stain on a clothing item that can’t otherwise be bleached (i.e. a blue dress with a white collar - you can spot treat just the collar with bleach and then launder normally.)
In pricing clothes, consider pricing items 1/3 of the original (new) price for items in excellent condition; 1/4 of the original price for items in good condition. New items with tags still attached are top sellers.	Mr. Clean Magic Eraser will get pencil, crayon or scuff marks off of wood.
If you do not sell much, perhaps your prices are too high or the clothes are outdated or worn?	Rub shampoo directly on shirts to get out “ring around the collar.”
Take the time to write good descriptions of your items on tags. This helps YOU if the tag should get separated from the item.	Rubbing alcohol helps remove stickers from plastic. White vinegar can be used on wood.
Make sure shoes are cleaned and shined for better sales.	Soak clothes in warm vinegar and water mixture to remove perspiration stains.
Sort your items by size and type before you begin tagging. It will help you price them more accurately to see similar items grouped together and it helps volunteers speed up the take in process.	
<b>BE ON TIME!!!!!! For your drop off appointment, for pick up on Saturday, and of course, when it’s your turn to shop!</b>	

## KinderMart Consignment Sale Accepts The Following:

- KinderMart computer generated tags properly pinned or taped to item.
- Tags printed on white CARDSTOCK, 65 lbs or higher.
- Items securely fastened to WIRE hangers with hook opening to the LEFT and tag on RIGHT. Hang clothing on the hanger, pin items to TOP arm of hanger, not the bottom bar.
- Current season items only (except uniforms).
- Sizes preemie through youth 16.
- Clean, seasonally appropriate shoes in good condition only. 20 pair max.
- Items sealed in clear plastic bags and secured with CLEAR PACKING tape only. Tag must be on outside with clear packing tape only, do not cover barcode.
- Games for gaming systems (rated E only).
- Hand-held video games and computer software for children.
- Children's books in good condition only. Tag must include book title.
- Puzzles, board games, art and craft items.
- Pregnancy, childbirth and parenting books.
- DVDs rated G and PG only.
- Battery operated toys with working batteries.
- CLEAN baby items and toys. NEW, UNOPENED bottles, sippy cups and pacifiers. EXCELLENT CONDITION toddler plates/bowls/utensils/cups.
- Breast pumps and NEW, UNOPENED accessories.
- Nursery furniture (bassinettes, rockers, cribs, etc.). Crib mattresses and bedding.
- Toddler and children's furniture (beds, table/chair sets). Bedding and room décor.

## The Following Items Are NOT Accepted:

- Tags not on white cardstock or from other sales.
- Clothing on plastic hangers (even new items) or that are hung/tagged incorrectly.
- Items pinned on bottom of hanger bar.
- Clothing not buttoned, snapped or zipped. Also no broken buttons, snaps or zippers.
- Clothing/accessories marked Small/Medium/Large.
- Used bottles, pacifiers, sippy cups and breast pump accessories. Poor condition toddler feeding items.
- Junior and adult sizes.
- Maternity Clothes
- Items or clothing that are stained, dirty, worn, faded, have an odor, have pet hair or are out-dated.
- Out-of-season items or clothing.
- Stuffed animals, pillows or pillow pets.
- Toys, games or puzzles missing pieces or batteries.
- Violent type toys, games or books (scary guns, graphic images, etc.).
- Videos/DVDs rated higher than PG.
- Books/DVDs related to teens or adults (self-help, marriage, etc.).
- VHS tapes or cassette tapes.

## Using the MyCM Tagging System:

If this is the first time you have used MyCM, please be patient and look carefully at the various buttons and options available on your screen as you work.

You will log in to the MyCM system via the link on the KinderMart website. The first time you use the system, you must create an account. **Please be sure to do this only once! You will use that same account login for future sales, whether you are selling or just a volunteer.** You can edit your username or password at any time. Once you have a MyCM account, you will register for the KinderMart sale and pay your \$7 seller fee via Paypal. Then, for future sales, you will simply log in as a returning seller each time.

**\*\*\*IMPORTANT\*\*\* If you have already sold items through another sale that uses MyCM (such as the CCC MOPS Sale), you should use the same login name and password to log into your account. Then you can register for the KinderMart sale and obtain your seller number. This will allow you to transfer your unsold items from other sales to ours.**

Once you have registered and are logged in, you will be directed to a Welcome page with your name and seller number. From that page, you can choose from the tabs at the top to "Enter Items," "Print Tags," "Volunteer," and register for a "Check In" appointment. You should not need to use the "Manage Inventory" tab unless you also sell with other sales that use MyCM and wish to transfer items from that sale to KinderMart. You can, however, find some Help Tutorials on this tab if you are having trouble and need help editing an item, etc.

As you are tagging your items, please keep in mind:

- Old KinderMart tags from our previous system cannot be accepted. You must use the new tags for all items each sale. However, if you sold in the season prior to this sale, you can "transfer" unsold items from sale to sale through a simple procedure. This will save you from retyping all that data, **even if you have a different seller number for this sale than the last one.**
- MyCM will number your items, however we are NOT conducting an inventory sale. These numbers are a convenient way to see how many items you have, but they will not be used to track your stuff. You must have between 25 items minimum and 500 items maximum to participate in the sale.
- If you delete an item, that item number will disappear. If you want to keep your item numbers consecutive for counting purposes, just edit the item to something else, don't delete it.
- When entering items for tags, you must type your tag info and detailed descriptions into the computer. You can no longer print blank tags and hand-write your descriptions. Make sure we can match up your item with its tag should the tag become separated.
- You must choose "Discount" (1/2 price Saturday) and/or "Donate" options for each item. The system remains on whatever you chose for your most recent tag, so you don't have to keep clicking that box each time, but you always have the choice on how you want to handle those options for each item individually. Please note, if you choose "Donate," the computer will force you into choosing "Discount" for that item as well. However, you may choose to discount an item, but not donate it.
- Our minimum price is \$1 and increments are by \$.50. You will choose your price from the scrolling table of all available prices from \$1 to \$500.
- Our categories list is specific. This should help us make sure we get these items on the correct racks. If you don't know what category to use, miscellaneous is fine. If you have a large item such as a car seat, bouncy seat, high chair, etc., please use the proper category. This will allow us to see ahead of time how many Strollers, High Chairs, etc. to expect at Drop off, and we can plan our space on the selling floor, accordingly.

- If none of the sizes on the list work for you, choose “Not Applicable” and type your info in the “Description” field. Please be as specific as possible when choosing sizes. Buyers want to know details! If you are unsure about items with tags showing a range (i.e. 9-12 months), go with the smaller size. Used clothing has typically shrunk with washing, so this is a safer bet.
- Always group “like” items together before you begin tagging them. Having all your shoes or clothes by size together in advance will help you determine pricing more accurately and provide better descriptions as you tag them. Plus, if you bring them to drop off in groups, we can get them placed on the sales floor much more efficiently than having to sort as we go. This helps expedite the drop off process for all sellers.
- If you have a laptop, many users find it easiest to work wherever your items are stored, rather than dragging them all to your computer desk. Many sellers use a spare bed as their tagging station, where they can stack and sort groups of clothes and put the laptop nearby. Having two people working together makes this process even faster and easier!
- When you generate your tags for print, you can choose to mark them as “generated” or not. This allows you to test print tags if you want, before you do a final print on cardstock. You can also print tags as you work, over multiple work sessions. You will always know which tags you have already printed. You can also print just one or a few of your tags (such as if you made changes and needed to reprint something). When you generate tags, MyCM puts them into a .pdf file format. This is handy in case you want to save the document and print later, or if you are having printer troubles, you can email the file to a friend or copy shop to be printed. If you need to make changes however, you must edit or create new tags and generate those to be printed again. You cannot edit the .pdf file itself.
- Contact us at [info@kindermartsale.com](mailto:info@kindermartsale.com) if you encounter trouble using the MyCM system and cannot resolve it on your own. We will get back to you as quickly as possible. If you are a first time seller please do not wait to the last minute to create your tags, we may not be able to help you before the deadline for dropping off your items.
- **Please remember to register for your Item Check-In (Drop-Off) appointment online at the Login page.** You can change your appointment in the case of an emergency ONLY. Changes will be subject to the remaining appointments available.

## **KINDERMART SELLER AGREEMENT AND DISCLAIMER**

By registering online and purchasing a seller number with [www.kindermartsale.com](http://www.kindermartsale.com), you have agreed to the following terms:

By acknowledging below, I the seller and consignor (hereinafter referred to as "Seller") of all items hereafter consigned, in consideration for the opportunity to participate in and profit from the KinderMart Consignment Sale (hereinafter referred to as "Sale") held by the Parents' Club of the First United Methodist Church of Smyrna Preschool/Kindergarten for the benefit of the First United Methodist Church of Smyrna Preschool/Kindergarten at the First United Methodist Church of Smyrna, Georgia (hereinafter referred to collectively as "Consignee"), agree to the following terms and conditions:

Seller agrees to hold harmless and make no claim against Consignee, Consignee's agents, assignees, delegates, fiduciaries, volunteers, paid participants in Sale or of Consignee, or any insurer of the Sale or Consignee, for the damage, theft or loss of any consignment. Seller agrees that Consignee is not acting as a surety for any consignment.

Seller agrees to waive any and all claims for personal injury resulting from participation in the Sale from whatever cause either foreseen or unforeseen against Consignee, Consignee's agents, assignees, delegates, fiduciaries, any volunteer or paid participants in the Sale or of Consignee, or any insurer of the Sale or Consignee.

All goods consigned to and left in the possession of Consignee by Seller or by anyone on behalf of Seller are left and consigned at the sole risk of Seller. Seller assumes all risk associated with all items consigned by Seller to Consignee and holds Consignee harmless from any and all damage to Seller or any third party. Seller agrees to indemnify Consignee as to any claim or action by any third party harmed by items consigned. We do not track inventory, thus, we cannot guarantee your items will be returned intact when unsold.

Consignee reserves the right to refuse or remove from the Sale any item for any reason, including wear, poor condition, damage, stains, inappropriate content or appearance. Seller has read and agrees to abide by all terms and conditions contained in Seller Packet.

Seller agrees and acknowledges that all items so marked by Seller to be sold at half price on the date indicated at the end of the Sale, will be sold for half of the price originally designated by the Seller on the item tag.

Seller agrees that items with no seller number on the tag or no tag will not be sold but will be placed in a lost and found area at the end of the sale, and that any items not claimed from lost and found prior to the conclusion of pick-up day at the designated time will be donated by Consignee on behalf of Seller to a third party chosen solely by Consignee or become the property of Consignee. Seller agrees that no claims will be made against Consignee for any discrepancies involving items placed in the sale.

Items remaining at the conclusion of Sale which have been designated by Seller for donation, or items which, for any reason whatsoever, do not have a seller tag attached or which do have a seller tag attached but where said tag cannot be read, will be donated by Consignee on behalf of Seller to a third party chosen solely by Consignee or shall become the property of Consignee.

Seller guarantees that they are not selling any car seat or base that has been compromised in anyway due to a car accident or other event.

Seller agrees to cash checks issued as proceeds from the sale within 90 days and acknowledges understanding that replacement checks will not be issued to Seller by Consignee for any lost or expired check.