



SPRING RESALE REGULATIONS

Long Beach Elementary School Gymnasium
67 Longbeach Rd, Montgomery IL 60538

Please carefully read all the regulations and instructions below.

WHAT TO SELL: Clothing and items must be in **excellent condition, clean with no stains, and season appropriate.** We sell all items related to children: season appropriate **clothing** (newborn to Junior/Teen) odd sizes, belts, hats, jewelry, hair accessories, new/gently used **shoes, etc., baby equipment** (changing tables, swings, exersaucers, playpens, high chairs, strollers, potty chairs, bath seats, etc.), **furniture** (beds, desks, dressers, etc.), games, **toys, sporting equipment (special footwear, helmets, bats, balls, padding, nets, ballets slippers, leotards, etc.), books, video games and systems, dress-up clothes, costumes, maternity clothes, plush toys that are electronic are acceptable.**

Examples of appropriate spring/summer clothing: Short and long sleeve lightweight onesies and t-shirts, Short and long sleeve lightweight dress shirts, Lightweight jackets, wind-breakers, jean jackets, raincoats, Long lightweight pants, Jeans, Shorts, Swimsuits and other swimwear accessories (cover ups, etc), Summer Holiday Wear (Easter, 4th of July), Sandals, flip flops, rain-boots

UNACCEPTABLE ITEMS: Any plush toys that are not battery operated. Heavy coats/ jackets, Holiday Formal Wear, Halloween Costumes, Outerwear (scarves, hats, etc), snow boots, stained clothing, used or opened underwear/panties, damaged items/clothing, car seats, pacifiers, used or opened packages of bottle nipples, promotional toys (i.e. Happy Meal toys), stuffed animals and toys with missing parts/broken. Any items that have been recalled will also not be accepted (visit <http://www.saferproducts.gov/> for a full listing). **Any of these will be removed from the selling floor at the discretion of the Resale Committee.** Cribs manufactured before June 2011 may not be sold or donated due to the CPSC regulations. Information is available at: <http://www.cpsc.gov/onsafety/2011/06/the-new-crib-standard-questions-and-answers/>

VOLUNTEERING: All sellers are **strongly encouraged** to work at least one (1) volunteer shift. The more shifts you volunteer for, the higher percentage profit you will receive:

Mom & More and Long Beach Families:

- 95% for committee members
- 90% for working 3 shifts or more
- 80% for working 2 shifts
- 70% for working 1 shift
- All non-working sellers will make 50%.

Outside Sellers:

- 80% to those who work 3 shifts.

- 70% to those who work 2 shifts.
- 60% to those who work 1 shift.
- All non-working sellers will receive 50%.

All sellers must sign up for their shift(s) when completing the seller registration form. If you would like to have your spouse cover a shift in addition to you or in place of you, please feel free to do so. Please let the Resale Committee know in advance. There may also be other resale duties (i.e. rack transportation, tagging donations, etc) in lieu of working a shift. These jobs are limited and will be assigned on a first come, first serve basis to Moms & More members only - contact the resale committee for more information. **For safety reasons do not bring any children to your volunteer shift(s).** **Volunteers must be AT LEAST 12 years of age.** If you need to bring your children with you to drop off your items, please keep them with you at all times and do not allow them to play on or around the items.

Available Shifts:

- Friday 4:00pm-7:30pm (During this shift, you will be allotted time to drop off your items.)
- Saturday 7:30am-11am, 10am-1:30pm and 12:30pm-4:00pm
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* All sellers that volunteer for at least one shift earn a ticket for themselves into the preshop on the Friday night before resale from 8pm-9pm (subject to change due to the duration of set-up). Sellers whom choose to take the 50% DO NOT receive a preshop pass.

REGISTRATION: A seller registration form must be completed by every seller. This form is available at www.momsandmoreoswego.org/resale. A new form must be filled out prior to every resale. Every seller must register no exceptions. Registration is a first come, first serve basis. The total number of sellers allowed in each resale will be determined by the Resale Committee and upon the venue space available. We will be taking 60 sellers for the Spring Resale. After the seller list is full, you can be placed on a waiting list.

Registration fee is \$10. EARLY BIRD SPECIAL: \$8 REGISTRATION FEE (see website for dates of early bird registration)

- For the \$10 registration fee, Moms & More will provide you with 200 tags. The seller can choose the quantity of each color tag in increments of 50. White tags stay full price for the duration of the sale. Blue tags will go 50% off from noon-2pm.
- For the same \$10 registration fee, sellers can use outside tags. The term "outside tags" refers to sales tags that have been issued by another resale or consignment venue. Sellers using outside tags will receive 50 blue Moms & More tags included at no additional charge. Additional Moms & More tags can be purchased for an additional \$4 per 100 tags. If you are interested in using this option, please see below to for our outside tag guidelines.
- All registration fees must be paid online at time of registration. In the event you were unable to pay at time of registration, payment must be received within 48 hours to complete registration. (In the case of a bounced check, you will be required to pay your registration fee and the bank fee incurred in cash in order to drop off your items.) Registration fees are nonrefundable and hold your seller spot for the sale.
- After completing the online registration form a committee member will contact you by email. You will receive instructions to bring your self-addressed stamped envelope and pick up tags (if applicable).
- Your profits will be sent to you with the provided SASE. If you do not provide us with one, we will deduct \$1.00 from your profits to cover our mailing costs. The checks are generally mailed out one-two weeks after the sale.

USING MOMS & MORE TAGS:

1. Be sure that your seller number and price is neatly filled out on both the left and right portions of the tag. If you do not know your seller number, please email 251resale@yahoogroups.com The right-side portion of the sales tags from your sold items will be available for pick-up at the next Moms & More board meeting following the resale.

2. Tags may be filled out any color pen **except red**.
3. White tags, which remain at full price, may be priced in increments of 25 cents (i.e. \$2.25, \$3.75, \$1.00).
4. Blue tagged items, which will be discounted 50% off from Noon – 2PM, should be priced in 50 cent increments. (i.e. \$2.50, \$0.50, \$5.00). If a blue tag item is not priced in 50 cent increments, the price will be adjusted accordingly by a Resale Committee Member.

5. **Clothing**

- a. Tags on clothing must be securely attached with a safety pin or plastic fasteners from a tagging gun. Tagging



guns are actually very inexpensive, and a less labor intensive way to tag. **NO straight pins or staples are allowed.** When looking down at the front of the garment, the hanger hook should be shaped like a question mark and the tag on the upper right (see diagram below). Imagine wearing the garment and placing your hand over your heart – that is the spot the tag should be placed.

- b. All clothing should be hung on hangers. Only infant clothes (sizes newborn - up to 24 months) will be accepted folded or grouped in ziploc bags. 2 or 3-piece outfits should be pinned together or hangers secured together with a rubber band. Sellers are responsible for providing their own hangers. Check with retail stores and dry cleaners if they have any discarded hangers.

- c. Please bring your clothing sorted by gender and/or size and clothing with toys, books, videos boxed separately. This is a great help in getting the sales floor setup quickly.

6. **All Shoes and slippers** must be attached together by having them tied, pinned or in a Ziploc bag. Tags are to be pinned attached with string/ribbon or tape your tag with clear packing tape on the outside of the bag; only tape the left side of the tag.

7. **TOYS** - Batteries must be included with toys that require batteries. This is the only way for buyers to ensure that the toy works. All tags on toys/equipment must be secured with clear heavy-duty tape (clear packing tape works best – NO duct tape). We will tear off the right side of the tag when items are purchased. The left side remains on the item.

8. **Small items** should be packaged in Ziploc-type bags and priced as one unit (i.e. 3 onesies for \$1.50). Small items include: socks, tights, onesies, small baby toys, etc. Tape your tag with clear packing tape on the outside of the bag; only tape the left side of the tag.

9. **Books** - Please be careful when attaching tags to books; use Painters Tape instead of packing tape. Consider packaging like books in a Ziploc bag to sell.

10. **Large items** (highchairs, beds, strollers, jumperoos, exersaucers, etc.) must be assembled by the seller at time of drop off. Please be sure to include instructions if necessary. If the item is not sold, you must disassemble it during teardown time on Saturday.

11. **Bedding** should have all items bagged neatly together; you may also attach photo of set-up and list of pieces included to help bedding sell.

USING OUTSIDE TAGS:

(ADDENDUM REGARDING USE OF OUTSIDE TAGS ADDED JANUARY 2013)

A Registration Form must be completed online at www.momsandmoreoswego.org/resale. Every seller must register; no exceptions. Registration is a first come, first serve basis. After completing the online registration form & submitting payment, a resale committee member will contact you with confirmation. If you would like to pick up your 50 blue tags, and drop off a self-addressed stamped envelope, arrangements will be made. All sellers fees must be due at time of registration, and are nonrefundable. Your profits will be sent to you with the provided envelope. If you do not provide us with an envelope, we will deduct \$1.00 from your profits to cover our mailing costs. Additional Moms & More Tags are available for \$4 per 100 tags.

OUTSIDE TAGS GUIDELINES:

- * Your seller number must be unique to Oswego Moms & More Resale. If your seller number is already used by our resale, you will need to retag your items with a new, unique seller number issued by us.
- * The resale committee would like to see an example of your tags prior to completing your registration. Please snap a picture with your camera phone and email to 251resale@yahoogroups.com or show your tag to a resale committee member.
- * White and colored tags, except blue, will be sold at full price until Noon and should be priced in \$.25 increments. After Noon, all blue tagged items will be sold at 50% discount. Blue tags should be priced in \$.50 increments. If a blue tagged item is not priced in \$.50 increments, the price will be adjusted accordingly by a committee member.
- * All clothing should be hung on hangers. Only infant clothes (sizes 0-24 months) will be accepted folded or grouped in Ziploc bags. 2-3 piece outfits should be pinned together or hangers secured together with rubber band.
- * Tags on clothing must be securely attached as illustrated below:



When looking down at the front of the garment, the hanger hook should be shaped like a question mark and the tag should be on the upper right. Or imagine wearing the garment and placing your hand over your heart - that is the spot where the tag should be placed. Tags can also be placed on garment tag using a tagging gun.

If your tagged items do not meet the guidelines listed above, please email the resale committee at 251resale@yahoogroups.com. Exceptions may be approved on a case by case basis.

PRICING:

1. You set your own prices; consider the condition and brand name of the item.
2. As a guideline for toys/equipment: price at 50% of the original retail price (consider discount store prices). As a guideline for clothing and other items: price at 30%-75% of the original retail price.
3. No price changing or cross-offs on tags. You must write a new tag for a price change. The cashiers will be instructed to not accept tags with cross offs. We will have extra tags on hand in case someone needs them. We

understand the goal of everyone is to sell their items but marking down prices and haggling on the floor is not allowed.

4. If an item is not tagged, or loses its tag, a resale co-chair may tag and price that item with the proceeds from the sale going to Moms & More. If an item is tagged but missing a price, a Resale Committee Member will determine a fair price for the item for sale.

DROP-OFF PROCEDURE: When completing the registration form we ask that all sellers choose a drop off time, between 4:15pm-6:30pm on Friday, to drop off their items for check-in. Every effort will be made to accommodate one of your choices; however, if we cannot, we will assign you a time as close to your choice as possible. You will be emailed your assigned drop off time. To ensure a smooth and efficient set-up, all sellers must report to the rear parking lot of Long Beach Elementary School. **Please remain in your vehicle, and pull up to the orange cones.** The Check-in supervisor will grant you access to the side parking area to unload, and direct you where to take your items. Dropping & Dashing will not be permitted. You must wait with your items while they are being checked in by a volunteer. We will be checking to make sure items are hung and tagged correctly and meet all requirements outlined above. Sellers may be asked to help put out their own items, depending on number of resale volunteers available. You may not remove or rearrange items that have already been placed on racks. If rack space is gone, any items on hangers may be placed on the floor. They will be placed on the racks by resale volunteers as space becomes available. If you need to bring your children with you to drop off your items, please keep them with you at all times and do not allow them to play on or around the items.

PICKING UP UNSOLD ITEMS: Your unsold items will be available for pick-up at 3:30 PM on Saturday. No sellers can take unsold items until they check in and make sure all piles have been double checked. We will not be sending out text messages to inform you when items are ready for pick up. **Any items not picked-up by 4:15 PM will be disposed of or donated to a local charity.** The resale committee will try to reach seller by phone before their unsold items are thrown out. **Donations** to a local charity will be accepted at the end of the sale on Saturday afternoon. You may elect to donate all of your unsold items and our volunteers will give them to the charity. But, if only some items are to be donated, it is the seller's responsibility to pick-up and separate items and move them to the designated area marked for donation.

GENERAL NOTES

- Moms & More is not responsible for lost or stolen items. All attempts will be made to keep your items safe and secure. When you pick-up your unsold items, be sure to check our lost & found table for any of your items that may have lost their sales tag during the event. After 4pm any unclaimed items on the lost & found table will be donated.
- The preshop is only available to resale volunteers and committee members regardless of their membership status with Moms & More or Long Beach School.

Be sure to like Oswego Moms & More Resale on Facebook to get updates about our event.

FREQUENTLY ASKED QUESTIONS:

Q- I don't need tags this year since I still have some left over. Am I still required to pay a registration fee?

A- Yes, the seller's registration fee includes more than just the cost of your tags. It also includes the cost of printing, supplies and general administrative costs associated with the sale.

Q- I would like to share my seller number with a friend. Am I permitted to do this?

A- No. Remember, this resale is a fundraiser for Moms & More of Oswego and Long Beach Home & School. Every seller's fee we receive helps us keep this sale growing! Also keep in mind that many people are volunteering their time just for the right to sell. It wouldn't be fair to allow someone to sell by sharing a number if that person has no intention of volunteering.

If you have any additional questions, please contact the Resale Committee at 251resale@yahoo.com