



Central United Methodist Church

201 East Third Avenue KNOXVILLE, TENNESSEE 37917-7286 Office Phone (865) 524-1659 Fax (865) 524-1650

CHILDREN'S CONSIGNMENT SALE

Thank you for choosing to participate in our sale! The funds raised in this sale will be put back into the church to support our ministry efforts. This sale provides a great way to sell items that you don't need and buy items that you do need. We want the experience to be a great one. As you begin, please take some time to become familiar with our guidelines and policies. They have been designed to make the sale mutually beneficial to all who buy and sell. Thank you and God bless you!

Guidelines for participants:

- Clothing for newborn through juniors/young men and maternity will be accepted.
- Accessories such as shoes, purses, belts, ties, etc. will be accepted.
- Toys, books, videos/CD's/DVD's, games, game systems, feeding accessories, bath accessories, maternity accessories, birthday party supplies, furniture, children's bedding/furnishings, etc will be accepted.
- Strollers, swings, etc. must have safety straps, be clean, and in good condition. **Government restrictions do not allow us to accept car seats that are not part of a travel system.** We will accept car seats that are part of a travel system (i.e. stroller and infant carrier combo); car seat/stroller combinations must be less than five years old and the car seat base must be included.
- **NO adult items will be accepted.**
- There will be a \$10 participation fee for all consignors. This will be deducted from your final sales. With this fee, you will receive 100 price tags, admission to the consignor pre-sale, and up to 80% of your final sales.
- Each participant who works a 3 hour shift will receive 80% of their final sales.
- Any consignor not working a 3 hour shift will receive only 40% of their final sales.
- **We reserve the right to remove from the sale any clothing with stains, missing buttons, broken zippers, or holes at our discretion, any items that are missing parts or broken, and adult items.**

Registration

- If you would like to register to participate in this sale, email your request to konoak@knoxcentralumc.org or jabettec@knoxcentralumc.org (subject line should read "request for consignor number") or by phone at 363-3103 or 688-3103. If you have a consignor number, the subject line should read "consignment sale registration".
- Upon registration you will receive a consignor number. (If you have a consignor number from another sale, you may be able to use that number if it hasn't already been taken.)
- Upon registration, you will also receive 100 price tags. Tags can be picked up at the church.
- Additional tags may be purchased. The cost is \$1 for 100 tags.
- You will be required to sign a consignor agreement upon drop off of your items.

Tagging Information

- Your consignor number **MUST** be listed on the tag of every item you bring.

- **Please follow the size chart included when writing the size of your items on the tags; you must use size numbers (i.e. 24 mo, 3T, 14, etc.) on the tag - do NOT use the size letter (i.e. S, L, etc.)**
- When pricing, a good rule of thumb is $\frac{1}{4}$ to $\frac{1}{3}$ of the retail price. Price to sell! Even the newest items should not be priced more than $\frac{1}{2}$ of the original retail price. To determine an appropriate price, start at $\frac{1}{2}$ price and work your way down according to age/wear of the item. Always think about what you would be willing to pay.
- Price only in fifty cent increments (i.e. \$1.00, \$1.50, etc.) starting at \$1.00. **Nothing priced under \$1.00 will be accepted.**
- Be sure to place a red dot to the right of the price if you do not want your item sold at half price during the half price sale. If there is a red dot next to the price, it will NOT be discounted at the half price sale.
- The price, size, brief description of the item, and your consignor number must be on the top and bottom portions of the tag. (See diagram.)
- Write in ink only; do NOT use pencils.
- Place the tag on the left side of the garment in the area that would be over the heart. For shoes, pin the price tag to the laces or "buckle holes" or tape to the bottom of the shoe or bag. (See diagram.)
- Tags should always be attached securely to your item with clear packing tape or a safety pin. Do NOT use other types of tape; only use clear packing tape!
- **We are not responsible for lost tags or items. Make sure that your tags are tightly secured to your item.**

Preparing Your Items

- **All clothing should be clean, wrinkle free, and on hangers. Clothing that appears or smells dirty or smoky will NOT be accepted. All clothing should be in-style; only sell the quality of items you would purchase.**
- All clothing should be hung with the hook facing left like a question mark. Do not drape clothing over hangers. (See diagram.)
- Button all buttons, snap all snaps, and zip all zippers.
- Jeans and pants must be hung straight; the waist must be attached with safety pins to the upper part of the hanger so that the buyer can observe the knees, front and back. (See diagram.) **Do not fold or drape the pants over the hanger.**
- Multi-part clothing sets should be hung so that all pieces can be seen without unfolding or removing part of the set; all pieces should be safety-pinned together and priced as one item. Please pin the pants to the upper part of the hanger with safety pins, then hang the shirt on the hanger over the pants, then the jacket. Pin all items together so that they will not become separated. All pieces should be viewable without unpinning them.
- Shoes should be connected with ribbon or plastic ties or placed in a Ziploc bag. Use clear package tape to seal the bag shut so the shoes do not become separated.
- Small items such as bras, socks, onesies, sleepers, etc. should be placed in a Ziploc bag.
- If any of your items have multiple parts, all parts must be placed into a plastic bag and taped to the larger item using clear package tape, and you should tag both pieces. You should also mark the tags "1 of 2" and "2 of 2". This will ensure that if your pieces become separated, they will not be sold individually.
- All bags should be taped shut so as to not come open.
- **Do NOT put tags in plastic bags; they should be secured to the outside of the bag with package tape.**
- Toys, games, etc. should have all pieces/parts and be fully operational. Make sure to place working batteries in your items. Please note on your price tag if any pieces are missing and reflect that in your price.
- It is also a good idea to place your consignor number on a piece of masking tape and place it inside your garment or on your item in case your tag falls off.

Drop Off

Please schedule to drop off your items. **Suggestions when dropping off your items:**

- When you arrive, please sign in before unloading your items.
- We ask that you have your items sorted by gender and size.
- Place your items in the appropriate area.
- Make sure you leave a box/bin with your consignor number on it for any unsold items to be placed in.

Work Shifts

- Shifts are assigned on a first come basis. If you need a particular shift, submit your request early.
- A nursery will be provided for consignors during their scheduled work time ONLY. A grace period of 15 minutes before your scheduled work time and 15 minutes after your scheduled work time is given; a fee of \$5 per every 5 minutes you are late picking up your child will be deducted from your sale proceeds.
- The work shifts are as follows:

Tuesday	2 pm-5 pm	Sale Floor Set Up
	5 pm-8 pm	Item Drop-Off
Wednesday	8 am-11 am	Item Drop-Off
	11 am-2 pm	Item Drop-Off
	2pm-5pm	Item Drop-Off
Thursday	5 pm-8 pm	Consignor Pre- Sale
Friday	8 am-11 am	Public Sale
	11 am-2 pm	Public Sale
	2 pm-5 pm	Public Sale
	5 pm-8 pm	Public Sale
Saturday	8 am-11 am	Public ½ Price Sale
	11 am-2 pm	Public ½ Price Sale
	2 pm-5 pm	Unsold Item Pick-Up
Sunday	1 pm-3 pm	Unsold item Pick-Up
	3 pm-5 pm	Sale Area Clean-up

Pick Up

- Each consignor will collect their own items after the sale.
- All items left after ends on Saturday must be picked up by 3 pm on Sunday. If you cannot pick up your items, ask a friend to pick them up for you.
- Any unsold items not picked up by 3 pm on Sunday, will be donated to charity unless other arrangements are made in advance.

Payment

Your payment will be ready approximately two weeks after the sale. You may pick it up at the church, or it can be mailed to you. Please make sure the address you provided is correct. You will receive the tags from your sold items if you pick up your check at the church; if payment is mailed, you will not receive the tags.

NEWBORN TO INFANT SIZING CHART									
SIZE	PREEMIE	NB	0-3 mo	3 mo	6 mo	9 mo	12 mo	18 mo	24 mo
	-	XS	S	M	L	XL	S	M	L
	-	-	0-3 mo	3-6 mo	6-9 mo	9-12 mo	12-18 mo	18-24 mo	24 mo

CHILDREN'S SIZING CHART											
SIZE	2T	3T/3	4T/4	5T/5	6/6X	7	8	10	12	14	16
	XXS	XXS	XS	XS	S	M	M	L	L	XL	XL
	24 MO	36 MO	48 MO	-	-	-	-	-	-	-	-

BOYS SIZING CHART							
SIZE	8	10	12	14	16	18	20
	M	M	L	L	XL	XL	XXL

JUNIOR'S SIZING CHART											
SIZE	0	1/2	3/4	5/6	7/8	9/10	11/12	13/14	15/16	17/18	
	XXS	XS	S	S	M	L	L	XL	XXL	XXL	

No.	00
STYLE	Red Shirt
SIZE	7-8
PRICE	2.00
No.	00
STYLE	Red shirt
SIZE	7-8
PRICE	2.00

