

## Asbury Child Enrichment Center Fall / Winter 2017 Consignment Sale

Dear Participant:

It is time for our Fall/Winter sale which will be held on Wednesday, Sept 27<sup>th</sup> through Saturday, Sept 30<sup>th</sup>. We will be located at the Greene County Fairgrounds on 123 Fairgrounds Circle in the two commercial buildings. **We will accept appropriately seasoned items by appointment only on Sunday, Sept 24<sup>th</sup> (1:00 pm – 7:00 pm) and Monday, Sept 25<sup>th</sup> (8:00 am – 7:00 pm).** Items will not be accepted after Monday. **Also pick up of your unsold items is on Sunday, Oct 1<sup>st</sup> from 4:00 pm to 6:00 pm. This is a fall/winter sale, so please no spring and summer clothes. The only short sleeve shirts we will accept is football and basketball themed shirts and Halloween and Christmas themed shirts.** Also please go through your items before you bring them and make sure the barcodes are not faded. If they are faded, please order more and replace them. **In the past we have received complaints concerning the quality of some of the merchandise being sold. We want this to be a sale you are proud to be a part of and for customers to want to shop. Items are going to be checked closer for stains, tears, and missing buttons or parts before they are put out on the racks. That is why we have added the extra drop-off times on Sunday. If found those items will not be put in the sale.**

Please read the following procedures to make the sale successful.

**Registration:** [www.asburyumconline.com](http://www.asburyumconline.com) click on ACEC

- Past consignors will register on our website as returning consignors.
- To register as a returning consignor go to ACEC and click on "ACEC Consignment Sale" and click on "Returning Consignors". Then you can click on "ACEC Consignor Homepage" and this will allow you to order barcodes, sign up for work shifts and drop off times.
- New consignors will need to go to ACEC and click on "ACEC Consignment Sale" and click on "New Consignors" and fill out your information and you will be a consignor number. Then you need to go back to "ACEC Consignor Homepage" and log in so that you can order barcodes, sign up for work shifts and drop off times.

### **Barcode Ordering:**

- Any labels left over from previous sales can be used for the current sale (as long as they are not faded).
- Barcodes are free to the consignors. Minimum price on the barcodes is \$1.00. You can go up in \$.50 increments.
- Put your price in (ex. 1.00) with no dollar sign. Then put in the number of labels (ex. 10). Choose if you want your price to be discounted or not discounted. If you discount your item, it will be ½ off on Friday and Saturday.
- When done with that price and amount click on "Submit Barcode". A running total of the different barcodes that you ordered will show at the bottom of the screen. When you are done with your order, click on "Submit Order."
- Your labels will be printed at ACEC. **You will receive an email when your barcodes are ready to be picked up.**
- Barcodes can be picked up Monday through Friday at ACEC between 8:30 am and 5:30 pm.
- Use only one barcode per index card.
- Make sure the barcode is on an index card. **Do not put barcodes on the merchandise.**

### **Items Accepted for the Spring/Summer Sale:**

- **Fall and winter** clothing, sizes infants through girl's junior and boy (size 20). NO t-shirts unless they are football or basketball themed shirts or Halloween or Christmas themed shirts. No short sleeve polos.
- **Fall and winter** maternity clothes.
- Dance and imaginative play and Halloween costumes.
- Children's accessories, such as hair bows and purses. No jewelry can be accepted.
- Children's videos, games, books and puzzles.
- **Seasonal** shoes in good condition.
- Children's toys, bikes, scooters, etc.
- Out of season items will not be racked. If items are out of season they will go to charity.
- **Please make sure your items are smoke free.** You will receive a phone call on the day of drop off if they smell of smoke. You may bring them back on Monday if they have been washed.

- All items should be clean, in good condition, properly hung and ticketed. If they are not on hangers they will not be racked.
- Any equipment, furniture, toys or baby items that need assembly must be assembled at the sale.
- Toys or equipment that requires batteries should have them included. If you do not include the batteries, please make sure it works and state on the index card that batteries are not included and that the item has been tested and it works.
- Toys with small parts need to be in a sealed bag and taped shut. The bag with extra parts needs to be securely taped to the toy and taped shut so that it does not get separated from the toy. We are not responsible for toys that have lost parts or become disassembled.
- Make sure all items are taped or secured for theft purposes while maintaining visibility of barcode.
- Any items that are not banded by size AND gender will be racked last.

#### **Items that CANNOT be accepted:**

- Clothing that is stained torn, missing buttons or parts.
- Stuffed animals
- Jewelry
- Toys that can be broken into small parts.
- Painted wooden or metal toys.
- Recalled or expired items. Car seats that have expired. Please check with [www.cpsc.gov](http://www.cpsc.gov) for recalled items. Car seats do have expiration dates and will be checked upon drop off. Any expired car seats will not be put out to be sold.
- Bumbos have to have the safety strap included with it.
- Drop side cribs cannot be sold.

**We reserve the right to refuse any items we feel do not conform to the requirements of the sale. We also reserve the right to stop accepting items once the building capacity has been reached.**

#### **Tips for Tagging and Procedures:**

- Use 3x5 index cards. See tagging guide on our website.
- Use good descriptions of items in the middle of the index card. If the tag and item get separated we need to match it. The better the description the better we can match it to lost items.
- Put size on left top corner and gender in right top corner of the card. **Please use the number size and not S, M, or L.**
- If you use bags to put items in such as bibs, blankets, shoes, bulk pants or onesies, please tape your card to the inside of the bag. Tape the bag shut so that they items do not get separated.
- Attach card to clothes with safety pin or with tape if it's a hard surface. Please no straight pins.
- Do not use the tiny pins or pins that are labeled "basting pins" because they are not sturdy enough.
- If you are using plastic ties and hole punching the index card to attach the tie, please put a piece of tape on the index card before you whole punch it. By putting the tape on the index card before you hole punch it, that will make it more secure.
- Please do not fold clothing over hangers. Use safety pins to attach them to hangers. See hanging guide.
- Toys and equipment with multiple parts should have all parts in sealed bags and secured to item with tape. Puzzles should be wrapped in plastic and taped on back so pieces do not fall out.
- Items that have no barcode with the index card **will not** be sold. Check your tags before drop off.
- **Please make sure that CD/DVDs cases all have the correct item in them. Tape container shut so that the item does not come out.**
- Half price days are on Friday and Saturday. If you **do not** want it sold at half price you will need to select "no discount" when you order barcodes.
- Group your clothing by size and gender. Then place the various sizes alternately facing opposite directions. If items are not separated by size AND gender, they will be racked last.
- In previous sales we noticed that barcodes have been removed or came off. A simple solution to this is to use a piece of clear packing tape and put it over the barcode **only**. See tagging guide on the website for picture.

### Tagging Service:

- We will be offering a tagging service. If you use it, the consignor will get 60% of what is sold and ACEC will get 40%. And there is also an administrative charge for this service of \$10.00 to be paid when you drop off your items to be tagged. This is separate from the \$10.00 registration fee. All clothes must already be on hangers. We will supply the barcodes, index cards, and safety pins.
- If you decide to use this service, please contact Sharon Ottinger at 423-798-1060.

### Drop off Procedures:

- Come at your drop off time.
- Have your \$10.00 registration fee and consignor agreement signed. You are exempt from the fee if you volunteer 4 hours of work.
- Please bring a self addressed stamped envelope (**business size envelope**) when you pay your registration fee and turn in the signed consignor agreement. This will be to mail your consignors check, tax letter and any new information we have concerning the sale.
- Clothing items will go through an inspection process before our volunteers will be putting them out on the racks. You are welcome to take non clothing items on back to their location or leave them for a volunteer to put out.
- Have items grouped by size and gender. Banding the grouped items together for drop off is not necessary. Quality checks will go much smoother if you would place various sizes alternately facing opposite directions.
- If you are donating items, please do not leave a tote. If you are picking your items up on Sunday, please leave 1 tote **with your consignor number on it**. Please **do not leave lids**.

### Vendors:

- We will again be taking vendors at the Spring sale.
- Cost: \$50.00 for a 10 x 10 space
- Tents, tables, and/or chairs will not be provided.
- The vendor space is outside on the upper side of the 2 commercial buildings
- Only one (1) vendor representative per company
- Contact [ottinger@asburyumonline.com](mailto:ottinger@asburyumonline.com) for more information.

Thank you for your participation in our sale. It is only with you that we make this a success. Please tell your friends about the sale. If you have any questions please contact Asbury Child Enrichment Center at 423.798.1060 or contact Sharon Ottinger at [ottinger@asburyumonline.com](mailto:ottinger@asburyumonline.com)

## Dates to Remember:

### Drop off Dates:

Items will be accepted at the Greene County Fairgrounds on 123 Fairgrounds Circle.

**Sunday, Sept 24<sup>th</sup>, by appointment only 1:00 pm - 7:00 pm**  
**Monday, Sept 25<sup>th</sup>, by appointment only 8:00 am - 7:00 pm**

### Pre-sale Dates:

**Tuesday, Sept 26<sup>th</sup>, 8:00am-10:00am (pre-sale for volunteers working the volunteer presale-NO GUESTS)**  
**Tuesday, Sept 26<sup>th</sup>, 11:00am-2:00pm (for qualified volunteers only-NO GUESTS)**  
**Tuesday, Sept 26<sup>th</sup>, 4:00pm-7:00pm (for all consignors PLUS 1 guest) \***

\* Remember to get your ticket for the consignor pre-sale.

### Sale Dates:

**Wednesday, Sept 27<sup>th</sup> 8:00 am - 6:00 pm**  
**Thursday, Sept 28<sup>th</sup> 8:00 am - 6:00 pm**  
**Friday, Sept 29<sup>th</sup> 8:00 am - 6:00 pm (1/2 price day)**  
**Saturday, Sept 30<sup>th</sup> 8:00 am - 2:00 pm (1/2 price day)**

### Pick Up Dates:

**Unsold items must be picked up Sunday, Oct 1<sup>st</sup> between 4:00 pm and 6:00 pm. We will not call consignors to remind them to come and pick up their items. If items are not picked up by 6:00 pm, we will donate your items to charity including the tote**