

Lambs of Faith Consignment Rules & Guidelines

FEES

1. A Registration Fee of \$5.00 is required **at check-in** for the following groups. **Cash Only.**
 - a. Current & Former Lambs of Faith Preschool Families
 - b. Friends and Family of Lambs of Faith Preschool Families
 - c. Members of Faith Lutheran Church
 - d. Friends and Family of Faith Lutheran Church
2. A Registration Fee of \$15.00 is required **at check-in** for the following groups. **Cash Only.**
 - a. Unaffiliated Families

SELLER PROCEEDS

1. Sellers will make 50% of the proceeds from their items that sell.
2. The software My Consignment Manager will track your items as they are sold & total them at the end of the sale.
3. Proceed checks will be mailed to Sellers within 10 business days from the date of the sale. Checks under \$5.00 will be donated to Lambs of Faith.

ELECTRONIC SYSTEM

1. Sellers must register all items for sale using My Consignment Manager, an online electronic inventory system. Details regarding the system are explained in the "Instructions for Sellers".

PRICING GUIDELINES & TAGS

1. Sellers set their own prices for all items, starting at a minimum of \$1.00 and using increments of \$1.00. Keep in mind that items priced too high will not sell & we want your items to sell!! Price tags must be printed from the *My Consignment Manager* system & secured to each item with tape or a safety pin.
2. Please read the "Instructions for Sellers" for more detailed information on tagging.

ALLOWABLE ITEMS:

1. Children's Clothing, (0 mo - 14/16), Children's Shoes (all sizes)), Maternity, Indoor Toys, Outdoor Toys, Kids Books, Toddler & Baby Equipment, Costumes, Housewares, Furniture, Home Décor, Outdoor Furniture
2. Items must be in good condition – not stained, ripped or heavily worn clothing.
3. Toys must have all parts and working batteries.
4. Lambs of Faith reserves the right to refuse any item not meeting the quality standards of its consignment sale.
5. Any questions regarding an item, please email LambsConsignment@gmail.com

NON-ALLOWABLE ITEMS:

1. No Car Seats. Includes, Infant, Convertible & Booster Seats,
2. No Recalled Items. It is the Sellers responsibility to ensure that all items submitted to our sale comply with applicable law.
3. No Upholstered Furniture (i.e.couches) or oversized furniture.

UNSOLD ITEMS:

1. Items that do not sell by 1 pm on Saturday will be offered at a 50% discount from 1pm-3pm. Items not sold at the Saturday sale must be picked up by the Seller by Noon on Wednesday, May 22, 2019.
2. Any item not picked up by Noon on Wednesday, May 22, 2019 will be donated.
3. Sellers can print a list of their donated items by logging into the My Consignment Manager.

SHOPPING RULES:

1. Cash Only. All Sales are Final. Bring your own bag to haul your goodies home.
2. Due to space limitations, shoppers may not bring Strollers into the consignment salesroom.

Lambs of Faith - Instructions for Sellers

MY CONSIGNMENT MANAGER – myconsignmentmanager.com/faithlutheran-ah

Lambs of Faith uses My Consignment Manager, an electronic system that allows consignor to organize items, print tags & track any sold and unsold items.

Your \$5.00 registration fee covers the cost to use the online inventory system so there will be no additional fee. ALL Consignors **must** register with this system in order to obtain a user ID and password. You will only have to register one time. Be sure to use the link above which is also on the Lambs of Faith website for access to our customized inventory system.

By using My Consignment Manager

- You can create your item tags
- You can print inventory reports for all of your items
- You can print a donation list for your tax filings
- You can calculate your potential sales in dollars

Summary of Instructions

- Click on the link above to register as a seller.
- Create an Account and follow the prompts.
- Schedule your Drop off Time.
- Sort all of your items by clothing, toys, equipment, furniture, etc. For clothing, sort by gender, then by size.
- When sorting is completed, enter your items into the system. Go to the tab "Enter Items". By sorting prior to entering you will save lots of time because you will only have to reenter the price and description for each similar item.
- If you need to edit anything, go to the "Manage Inventory" screen. Here you can print inventory reports, mass edit items or individual items you have entered into the system.
- Print your tags & attach to the items.
- Print your Inventory Report.
- Bring your tagged items, Registration fee & Inventory Report to Faith Lutheran Church between May 10th & May 15th for Check in.

INSTRUCTIONS FOR SELLERS

4. **Register as a seller by end of day Sunday, May 12th, 2019.** Click on the link above to begin the registration process.
5. **Gather and prepare your items for sale.** Wash, repair, replace batteries, secure loose pieces, and do whatever is necessary to ensure that your items are in good condition for the sale. Refer to the "Guidelines and Rules" for Allowable and Non-allowable Items.
 - a. If you are hanging your clothing, your hangers should look like a question mark when you are looking at the front of the garment. Pin your tags to the top left of the garment. If you will be folding your clothing the tag on the top left on the front of the item. If you have multiple clothing items per tag, either secure the hangers with a rubber band (if hanging) or safety pin the pieces together (if folding). All items attached together must be the same size. For example, do not combine a 3 month & 6 month outfit.
 - b. If any item has multiple parts, be sure to securely attach all parts together using zip ties, tape, rubber bands, or clear plastic bags.
 - c. If you have any questions on how to prepare an item for sale, please email LambsConsignment@gmail.com
6. **Organize and sort your clothing items by category.** As best as you can, organize your items by GENDER & SIZE before you start using the software. Please try to keep your clothing in order as this will also assist you when tagging and checking in for the sale.
7. **Log-in and use the My Consignment Manager inventory system to input your items and set your prices.** The minimum prices is \$1.00. To reach the minimum, sellers should group smaller less expensive items to sell as one unit. We want our sellers to make money, so be realistic in setting your prices. A good starting point is 20%-25% of the original price. If the item

is new with the tags, you could go as high as 35%. If you need any assistance on pricing, please email LambsConsignment@gmail.com and we would be happy to help.

8. ***Print your tags from My Consignment Manager.*** Use heavy weight paper (cardstock, resume) white or very light colored. Regular printer paper rips too easily. Use the "normal", not "best" quality setting on your printer so the barcode is not excessively dark. Cut out the tags on the lines and attach to the clothing items as described above. For other items, please use clear tape and do not cover the barcode as this prevents the scanner from working properly. Making sure the tags are secured Items cannot be sold or returned them at the end of the sale if the tag falls off!!!
9. ***Drop off your items at Faith Lutheran Church.*** Bring your *Items, Inventory Report & Registration Fee* (\$5 or \$15 Cash), between May 10th & May 15th. Please allow time during drop off for us to check each item and place it in the consignment area before you leave. We need to ensure all the tagging is completed properly or else it will not be able to be sold.
10. ***Unsold Items may be picked up after the sale.*** Any unsold items not picked up by Noon on Wednesday, May 22, 2019 will be donated.