



WeeRunsSM



37th SEMI-ANNUAL CONSIGNMENT SALE IN HIGH POINT, NC

CURRENT PREPARATION INSTRUCTIONS BROCHURE FOR FALL/WINTER 2012

TO SELL ITEMS: Follow the links on our website to access our online appointment scheduling feature or call Deane Belk at (336) 889-5159. Please be sure to leave your name and all telephone numbers where you may be reached and indicate how late into the evening you will receive calls. Your profit is 60% of the sales price of the items sold minus the \$10.00 participation fee, which will be deducted from your check at the conclusion of the sale.

With our short timetable to accept consignments, it is vital that all appointments be honored. We have only nine days to accept and process your items. Rescheduling appointments will impact the sale in a negative and significant way. PLEASE make every effort to select an appointment slot which you will be able to honor, giving thoughtful consideration to your family's schedule BEFORE you select your appointment slot. If you find it necessary to reschedule, we ask that you call us at (336) 889-5159 so that we may assist you. No rescheduled appointments may be made online, only cancellations.

WHAT TO SELL: Children's clothing, sizes newborn to 16 (fall and winter only), maternity clothing, toys, furniture, equipment and accessories. There is no minimum required and no maximum limit. A list of suggestions follows:

CLOTHING:

Christmas attire	Hats/caps
Coats and raincoats	Sleepwear
Seasonal shoes	Belts/ties
Snow boots	Scout/Karate outfits
Play clothes	Skates
Sunday clothes	Cleats

TOYS:

Games and books	Wagons
VHS and DVD movies	Sports equipment
Kitchens	Rocking horses
Dolls and dollhouses	Playhouses
Bicycles	Workshops
Motorized vehicles	Computer CDs/programs

FURNITURE AND EQUIPMENT:

Cribs (no drop-sided cribs)	Sassy seats	Strollers	Clamp seats
Bassinets	Travel tenders	Exersaucers	Lamps
Youth beds	Car seats	Gates/bedrails	Mobiles
Rocking chairs	Port-a-cribs	Changing tables and dressers	Bedding
High chairs	Infant seats	Breast pumps	Diaper bags
Booster seats	Swings	Baby carriers	Nursery decorations
Playpens	Juvenile furniture sets	Jumpers	

PRESALE INFORMATION: All consignors will be invited to attend three private sales (and receive a pass for free admission into the Clearance Event)!

- **Consignors' PreSale** on Thursday, July 19 from 5:30 - 9:30 pm. Pass is transferable. No guests or children at this event.
- **Participants' Family Sale** on Friday, July 20 from 9:00 am - 5:00 pm. Pass is not transferable. Photo ID required for admission. Pass admits passholder, spouse and their children only. No extended family or friends.
- **Private Discount Sale** on Friday, July 27 from 6:00 - 9:30 pm. Pass is transferable. One guest permitted with each pass. No children at this sale event.
- **Clearance Event** on Sunday, July 29 from 1:00 - 5:00 pm. Pass is not transferable. Photo ID required for admission. Pass admits passholder, spouse and their children only. All children are welcome at this sale free of charge. General public admitted \$5.00 cash admission charge per adult.

We suggest that you bring measurements to assist you with your purchasing decisions during the private sale events.

Passes will be required for admission to all private sales. If you are both consigning and volunteering with the sale, your tickets will be given to you at your item drop-off. If you only are volunteering, your tickets will be mailed to you. Please let us know if you do not receive your tickets within a week. On the evening of your private sale, we request that you not save places in line. It is not fair to those who wait in line to see it expand when the doors are opened.

LOCATION: 401 East Russell Avenue at South Centennial Street in High Point, North Carolina. See our web site for a map and directions.

ITEM DROP-OFF: Appointments for consignments are being accepted now! Approximately 600 appointment slots are available for sellers on a first-come, first-served basis. Please see the Reschedule/Cancellation Policy. Because of time constraints and the large number of participants, it is extremely difficult to reschedule appointments.

As we must vacate the space quickly following the conclusion of the sale, please bring a self-addressed, stamped envelope to your drop-off appointment. Any checks and reports not collected during the optional check pickup on August 9 between 5:00 - 7:00 pm will be mailed that evening. WeeRuns will provide an envelope and postage for consignors who forget, and an additional \$1.00 fee will be deducted from those consignors' checks mailed following the conclusion of the sale.

Please arrive at your scheduled appointment time and bring all items with you, as you will be unable to bring additional items after your appointment. When you arrive for your appointment, please check in for instructions before unloading your vehicle. We have rolling racks for garments and push carts for other items, which you may use.

During this appointment, we will assign your consignor number, inspect your items, create barcode labels for your cards, and then assist you in putting your items in their proper places for the sale. We will be busy, so we offer the following tips:

- Do not bring children to this appointment, if at all possible. Children pose no problem for our staff at your appointment; however, children brought along do tend to make it much more difficult for their parents.
- Bring only items which you would consider buying yourself.
- Be prepared and arrive on time. If you need to browse and check prices, arrive early.
- Furniture and equipment must be assembled or set-up. Remember to bring any needed tools with you.
- Separate clothing by sex and size. For all non-clothing items, it is helpful to separate items by dollar amount and have a total count (Example: Put all \$1.00 items in one bag, all \$2.00 items in a box, etc. . . Then list on an index card 15 x \$1.00, 20 x \$2.00, 1 x \$5.00, etc.)
- Fill out required recall slips in advance of appointment. A template is available on our website.

We cannot guarantee rack space in specific sizes. In other words, if you select a later drop-off appointment, we may be unable to accommodate certain clothing items, especially if you have a large quantity in a popular size. For this reason, we suggest you select the earliest appointment convenient with your schedule. Also, please don't be offended if some of your items are rejected. Our lights often pick up spots/stains not visible in household lighting.

The seller acknowledges that WeeRuns, Inc. is not responsible for lost, stolen, or damaged items left in its care for the purpose of resale. Further, the seller agrees to hold harmless WeeRuns, Inc. from any and all claims relating to lost, stolen or damaged items. Seller also acknowledges that items not retrieved by Thursday, August 2 at 7:00 P.M. become the property of WeeRuns, Inc. (unless other arrangements have been made in advance) and will be donated to one of our designated charitable organizations.

If you send someone else to your drop-off appointment, please let him or her know what to expect. Husbands sent during their lunch hours usually is not the best idea. We are sorry, but our schedule does not allow us to assist those who arrive unprepared.

UNSOLD ITEM PICKUP: Plan to pick up your unsold items on Thursday, August 2 either between 10:00 AM - 12:00 noon or between 5:00 - 7:00 PM. No appointment is necessary. We are not able to call and remind you, so please mark your calendars. All items which are left behind will be considered donations to our designated charitable organizations.

We're happy to release your items or check to whomever you designate. Please the specific instructions on page 5 of this brochure for third party release information.

At item drop-off, consignors will indicate their intention regarding unsold items at the sale's conclusion. WeeRuns welcomes the opportunity to sort consignors' unsold items; however, WeeRuns cannot provide volunteers to sort items that will not be retrieved. If a consignor instructs WeeRuns to sort items for pick-up and fails to collect those items, the consignor will have 2 choices in order to participate in future sales. First, the consignor may choose to work a breakdown shift at the sale's conclusion (and receive a presale pass) or the consignor may choose to donate all items which remain unsold at the sale's conclusion. The new policy is an effort to both respect the valuable time of our volunteers while also allowing consignors the opportunity to experience the effort which goes into preparation of items for collection.

The donation of unsold shoes and bin items has been supported enthusiastically and has been so successful that we plan to continue this practice. We also plan to continue the donation of all unsold toys with an original price of \$5.00 or less following this sale's conclusion. (This includes games, books, videos, puzzles, backpacks, lunchboxes, purses, etc. located in the toy section.) If you do not wish to support this mission, we suggest that you not consign these types of items. However, we do hope that you'll consider supporting the designated charitable organizations for each sale.

The deep discounts during our Clearance Sale (Sunday, July 29, 1:00 - 5:00 PM) do not reduce your check. WeeRuns absorbs the additional discount. In other words, you are paid based on the Discount Weekend price. If you need additional clarification, please call us at (336) 889-5159 or refer to FAQs on our website for an explanation.

OPTIONAL CHECK PICKUP: We will offer a **Check Pick-Up option** on the day checks go into the mail on Thursday, August 9 from 5:00 - 7:00 pm. We will follow the same procedure as previous sales regarding envelopes and fees, but you may come and collect your check in person if you prefer. If you send someone to pick up your check, you **MUST** follow our specific instructions on page 5 of this brochure in order for us to release it.

SPREAD THE WORD about our sale! And join us on **FACEBOOK!** The more customers we have, the more money you will make. Additionally, if you know of people who would like to be added to our mailing list, please call with their names and addresses. Thanks!

SALE GUIDELINES: In order to make this sale a success, you should read carefully the guidelines on the following two pages:

GENERAL: If you participate in other sales, we're sorry, but all tags must comply with our guidelines. We do this to prevent confusion for our shoppers. For all items, please make out an individual 3x5 index card, following the format shown below (**hung vertically**):

Pin will go here (on the 3" side)	D
Description of item	Size and gender
Bar code	Price

- * Place a large D in this area if you would like this item donated at the conclusion of the sale (if it remains unsold). These items should not have prices circled in red.
- * Size - Use a number, not S, M, or L. Use only the smallest size in a range (3 - 6 months should be 3 months) and indicate "boy" or "girl."
- * Description of item - Use this space to "sell" your item. Be sure to point out if it is a name-brand label, if it's new and has the original sales tags attached, or other important information (e.g., the current retail price.)
- * Price - Enter your price. Circle in RED if price is firm.
- * Bar code will be affixed here at item drop-off.

Consignors are encouraged to individualize their index cards, keeping in mind our requirements. You may use colored card stock, decorate your cards, etc...anything which makes your cards uniquely your own and sets them apart, thus making it easier for our volunteers to separate unsold items at the sale's conclusion.

If you're bringing items consigned with us in previous sales, please prepare new cards for those items. Relaunch and consider lowering your prices or allowing for discounts this time.

Leave the top of the card (about one inch) blank, except to note an item to be donated. Attach the card to the item within this one-inch area of the card. **EACH ITEM MUST BE REPRESENTED BY A 3 x 5 INDEX CARD!** Please use card stock paper. Also, please put your initials on the back of each index card. This assists us in managing your items should your card come off.

You determine the price for all of your items. Use increments of \$1.00 only (no .50 or .75). You should price your items at 1/3 to 1/2 of retail price so that they will sell. See *Helpful Hints For Consignors* on our website for more specific pricing assistance.

Any item that you do not want to be reduced to half price on Discount Weekend should have the price circled in RED. You may have a particular or an expensive item which you do not want reduced to half price, but would consider discounting. You may indicate this on the index card by circling the original price in red with the following phrase to the left of the price: "MAY SELL FOR \$_____ ON DISCOUNT WEEKEND." These items require special approval at item drop-off and should be rare. In other words, this pricing exception does not apply to most clothing items. Also, no shoes, bin items, or toys with a price of \$5 or under should have their prices circled in red, as these items automatically are donated at the end of the sale.

For items placed into clear, Ziploc® bags, we suggest sealing the tops closed with clear packaging tape. Attach your index card by safety pin through the packaging tape. Your index card should NOT be inside the bag, as it is impossible for you to apply the barcode at drop-off.

You may wait to set your prices for larger toys, furniture and equipment at item drop-off so you may see how similar or identical items are priced. If you wait to price these items, you should have these tags completed when you bring the items to drop-off, leaving only the price blank. For large ticket items such as furniture or equipment, you may want to include original or current sale price information [Example: copy of original sales invoice or printout from a web site with current price of the item.]

Attach cards to toys, furniture and equipment by punching a hole in the top area of the card and tying a string to the item if necessary.

CLOTHING: We accept boys and girls' clothing sizes newborn through 16 only. PLEASE DO NOT BRING JUNIOR SIZES!

Clothing of all types will sell very well if it is in good condition. A fresh laundering and ironing, if necessary, will make a difference. Items with holes or spots are not acceptable. *We sell only clothing of high quality. A good guide to follow: bring only items that you would consider buying yourself.* Please snap all snaps and button all buttons to show that they are present. Infant sleepers only sell well if brand-name and in almost-new condition. We do not accept T-shirts or sweatshirts unless they are brand names or logos.

We request that all clothing be placed on wire hangers. For items which appear to slip off easily, we ask that you attach them to the hanger with safety pins as well. Show sets together by hanging the first item and then turning the hanger over and pinning the second

item to the backside of the hanger. This allows both pieces to be viewed easily. Pin the 3x5 index card vertically with a silver safety pin (no little gold ones or straight pins) to the upper right side of the garment as you face it (not the sleeve). Hang or pin (with safety pins) garment to the top of wire hanger with the open end facing left. The hanger opening resembles a question mark (?).

Attach all skirts, pants and shorts to the TOPS of hangers, rather than folding over. Items pinned to the tops of hangers don't slide. We suggest using paper-covered dry-cleaner's hangers to keep items from sliding. Hung bedding should be draped over a hanger and pinned beneath the bottom of the hanger so that it won't slip. [Most cleaners are happy to give you recycled hangers.]

Because of limited *rack* space, we are unable to accept any hanging clothing item with less than a \$3.00 price. Should you have an item falling into this category, we suggest you make it part of a set. Sets must be the same size and coordinated. Please note that all onesies and underwear should not be placed within the racks on hangers, but rather these items should be placed into our bins. You may group these items and place into Ziploc® bags. Individual sleepers and sets costing under \$3.00 also should be placed into the bins. Please note that unsold bin items will be donated to one of our designated charitable organizations at the conclusion of the sale.

Any clothing found in our racks which does not fall into our size range, either on the index card or on the manufacturer's label, will be pulled from the racks and considered a donation to our designated charitable organization. Other items pulled will include items with less than the \$3.00 minimum price, unacceptable T-shirts or sweat shirts, and items considered not sellable due to excessive wear, stains, outdated styles, etc. PLEASE SAVE YOURSELF TIME BY INSPECTING YOUR ITEMS BEFORE YOU BEGIN TAGGING THEM. While we do our best to inspect items at drop-off appointments, it is your responsibility to assist us in maintaining a quality sale. Pulled items WILL NOT BE SORTED after the sale; however, they will be available should you wish to look through them for items which may belong to you.

MATERNITY CLOTHING: Please limit to 10 current-style, brand-name spring/summer items. DO NOT bring larger size ladies' clothing to place into the maternity section. Our shoppers wish to purchase fashionable, in-style MATERNITY clothes to wear during their pregnancies. Any non-maternity clothing items left within our racks will be pulled prior to the sale and donated. All maternity clothing requires special approval and inspection before the barcoding process begins.

TOYS: Toys sell very well, especially large items, such as Little Tikes® dollhouses, kitchen sets, wagons, etc.... PLEASE DO NOT BRING STUFFED ANIMALS. Any item requiring batteries, such as a toy or game, should have fresh ones installed so that buyers can see how it works. Any toy or puzzle with pieces should be put in a Ziploc® bag or held together in some way so that they will not come apart. We cannot be responsible for lost pieces, so protect yourself by securing all pieces together. Books may be sold in sets, if appropriate, but otherwise, should be sold individually. The title of the book should be noted on the card.

Please ensure that items you plan to sell are not subject to manufacturers' recalls. For assistance, please visit the web site of the U.S. Consumer Product Safety Commission at <http://www.cpsc.gov/cgi-bin/prod.aspx>. Feel free to contact us if you have recall-related questions.

Please ensure all DVD and CD boxes contain the correct discs.

Also, please note that all unsold toys with an original price of \$5.00 or less will be donated to one of our designated charitable organizations at the conclusion of the sale.

FURNITURE: Note WeeRuns can not accept drop-sided cribs. For large ticket items, we suggest you go online if possible and print off information and current price, or you may attach original sales information. This information may be attached to your index card.

EQUIPMENT: Any item requiring batteries, such as a swing or bouncy seat, should have fresh ones installed so that buyers can see how it works.

Please ensure that items you plan to sell are not subject to manufacturers' recalls. For assistance, please visit the website of the U.S. Consumer Product Safety Commission at <http://www.cpsc.gov/cgi-bin/prod.aspx> or The National Highway Traffic Safety Administration at <http://www.nhtsa.gov> or call the Department of Transportation (800 424-9393). Feel free to contact us if you have recall-related questions.

Please thoroughly clean baby equipment prior to item drop-off. This includes washing fabric covers for car seats, strollers, etc. Baby carriers should be placed on hangers. We cannot accept any playpen which has exposed metal hinges or equipment more than ten years old.

For large ticket items, we suggest you go online if possible and print off information and current price, or you may attach original sales information. This information may be attached to your index card.

SHOES: Shoes should be in excellent, almost-new condition. Tennis shoes should be new and unworn. Clean or polish shoes as appropriate. Please tie shoes together using all four laces or yarn or string looped through the buckles or closed straps. If necessary, pin the shoes together using a large safety pin. Punch a neat hole in the index card (using a hole punch, not scissors), and tie the index card to the shoes using string through the hole. Do not place shoes in plastic bags or boxes.

Please note that all unsold shoes are donated at the conclusion of the sale. If you do not wish to support this mission, we suggest that you not consign shoes. However, we hope that you'll consider helping us support this worthy cause.

Instructions for Release of Items/Check to Third Parties

WeeRuns is more than happy to work with you to distribute your items or check to whomever you wish; however, in order for things to run smoothly for all parties involved, it is imperative that you work with us by following these instructions. There can be no variation from the following, but you may provide the necessary instructions to us through several avenues:

- (1) When you schedule your drop-off appointment online, you may indicate your preference at that time when prompted
- (2) At your item drop-off appointment you can let us know, and we will take care of the necessary paperwork when you are with us
- (3) After drop-off, you may e-mail us (deane@weeruns.com) or call (339-889-5159) and leave a message. You **MUST** include your name, your consigner number, who will be collecting your items or check, and the relationship to you. If you neglect to leave all of this information, we cannot release anything.

In order for us to meet the needs of all consignors, we must set the following deadlines.

For Third Party Pick-up of Items

We must receive your instructions BY 11:30 pm, Wednesday, August 1

For Third Party Pick-up of Checks

We must receive your instructions BY 11:30 pm Wednesday, August 8

Failure to comply will, no doubt, result in wasted time on the part of your third party, as we will **NOT RELEASE YOUR ITEMS!** In other words, if you wait until the last minute, someone will be upset, disappointed, or angry. We set these procedures in place to safeguard your items which you have left in our care, not to be difficult.

PLEASE NOTE: A photo ID will be required from the third party collecting either items or checks.