



# WeeRuns<sup>SM</sup>



## CONSIGNMENT SALE OF CHILDREN'S ITEMS IN HICKORY, NC

### PREPARATION INSTRUCTIONS BROCHURE FOR SPRING 2010

**TO SELL ITEMS:** Follow the link on our website to access our online appointment scheduling feature, or call Sheryl King at 828 308-3837. Please be sure to leave your name (including the spelling) and all telephone numbers where you may be reached. Also indicate how late into the evening you will receive calls. Your profit is 60% of the sales price of the items sold minus a \$10.00 participation fee, which will be deducted from your check at the conclusion of the sale.

If you find it necessary to reschedule your appointment, please call 828 308-3837 and allow us to assist you. Should you wish to cancel, we request that you do so online, as soon as possible, to allow others the opportunity to participate.

Plan to pick up any unsold items on Thursday, March 25 between 9:00 - 11:00 AM or 5:00 - 7:00 PM. Items left beyond 7:00 PM on Thursday, March 25 will be donated to our designated charitable organization(s). See additional details below.

**WHAT TO SELL:** Children's clothing, sizes newborn to 16 (spring and summer only), toys, furniture, equipment and maternity clothing. Here is a list of suggestions for more ideas:

#### CLOTHING:

- Easter attire
- Raincoats and boots
- Jackets
- Seasonal shoes
- Play clothes
- Sunday clothes
- Hats/caps
- Sleepwear
- Belts/ties
- Scout/Karate outfits
- Roller skates / cleats
- Uniforms

#### TOYS:

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

#### FURNITURE AND EQUIPMENT:

- Cribs
- Bassinets
- Youth beds
- Rocking chairs
- High chairs
- Booster seats
- Playpens
- Sassy seats
- Travel tenders
- Car seats
- Port-a-cribs
- Infant seats
- Swings

- Juvenile furniture sets
- Strollers
- Exersaucers and jumpers
- Gates/bedrails
- Changing tables and dressers
- Breast pumps
- Baby carriers
- Clamp seats
- Lamps
- Mobiles
- Bedding
- Diaper bags
- Nursery decorations

**LOCATION:** 2129 North Center Street (Hwy 127) at North View Plaza in Viewmont, next to Clark Tire and across from Sherry's Produce. See our web site for a printable map and directions.

**PRESALE INFORMATION:** All sellers will be invited to attend a private sale!

- A private sale for all sellers will be held on Thursday, March 18 from 7:30 - 9:30 PM. Each seller may bring one guest to this sale.

We're sorry, but no children under the age of eighteen will be admitted into the private sale on Thursday, March 18. We suggest that you bring measurements with you to assist you with your purchasing decisions.

Passes will be required for admission to the private sale. You will receive these passes and additional information when you drop off your items. We request that you not save places in line prior to the sale. It is not fair to those who wait in line to see the line in front of them expand when the doors are opened.

Would you like to shop even earlier? Volunteer four hours and shop at the Private Helper Sale on Thursday, March 18 beginning at 5:30 p.m.

**ITEM DROP-OFF:** Appointments for consignments are being accepted now! Approximately 180 appointment slots are available for sellers on a first-come, first-served basis. Please see the Reschedule/Cancellation Policy.

Please bring your items to the store at your scheduled appointment time. 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. Please bring all items with you, as you will be unable to bring additional items after your appointment.

During this appointment, we will assign your consignor number, inspect your items, apply barcode labels to 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.
- 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.)

Please don't be offended if certain items are rejected. Our lights often pick up spots/stains not visible in typical household lighting.

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.

**CHECKS AND UNSOLD ITEM PICKUP:** Plan to pick up your check and any unsold items on Thursday, March 25, either between 9:00 - 11:00 AM 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 organization(s), and your check will be mailed to you within a week.

**GIFT CERTIFICATES:** We are pleased to offer WeeRuns gift certificates. These gift certificates may be purchased by telephone, mail, e-mail or at any WeeRuns sales event.

**SPREAD THE WORD** about our sale! 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 or e-mail with their names and addresses. Thanks!

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

## GENERAL:

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<br>(on the 3" side) | <b>D</b>                       |
| <b>Description<br/>of item</b>       | <b>Size<br/>and<br/>gender</b> |
| <b>Bar<br/>code</b>                  | <b>Price</b>                   |

- ★ 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 - We will affix the bar-code here at item drop-off.

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!** Any variation from a 3 x 5 index card is incompatible with our filing process. Please use card stock paper. No "Post It" note index cards please! See our website for a tagging template. Also, please put your initials on the back of each index card. This assists us in managing your items.

We do not issue consignor numbers prior to drop-off appointments. Returning consignors will not use the numbers they have used in the past.

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 DAY." 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.

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 and difficult to remove it at the register when it is sold.

You may elect to 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]. If you need to change or correct a price on an item, make out a new card for that item. Items with changes on the index card cannot be sold at checkout.

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.

## 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. All onesies, infant sleepers and underwear must be placed into Ziploc® bags to be placed into our bins. Infant sleepers only sell well if brand-name and in almost-new condition.

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 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 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 infant sets costing under \$3.00 also should be placed into the bins.

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 20 current-style, brand-name spring and 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. 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.

## **FURNITURE:**

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 web site of the U.S. Consumer Product Safety Commission at <http://www.cpsc.gov/cgi-bin/prod.aspx> 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 playpens which have exposed metal hinges.

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 price card (using a hole punch, not scissors), and tie the price card to the shoes using string through the hole. Do not place shoes in plastic bags or boxes.