



# WeeRuns<sup>SM</sup>



## FOURTH SEMI-ANNUAL CONSIGNMENT SALE IN WINSTON-SALEM, NC

### CURRENT PREPARATION INSTRUCTIONS BROCHURE FOR SPRING 2010

**TO SELL ITEMS:** Follow the links on our website to access our online appointment scheduling feature or call Lynn Lilley at (336) 971-9602. 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.

We have only 16 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 so that we may assist you. No rescheduled appointments may be made online, only cancellations.

Plan to pick up any unsold items on Thursday, March 25 between 10:00 AM - 12:00 noon 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 on page 2.

**WHAT TO SELL:** Children's clothing, sizes newborn to 16 (spring and summer only), maternity clothing, toys, furniture and equipment. A list of suggestions follows:

#### CLOTHING:

Easter attire	Hats/caps
Raincoats and boots	Sleepwear
Jackets	Belts/ties
Seasonal shoes	Scout/Karate outfits
Play clothes	Roller 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	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 two private sales!

- A private sale for all consignors will be held on Thursday, March 18 from 5:30 - 9:00 PM.
- In addition, all consignors will be invited to the Private Discount Sale on Sunday, March 21 from 12:00 noon - 1:00 PM, before the sale opens to the public at 1:00 PM.

We are sorry, but no children under the age of eighteen are allowed into the private sales. We suggest that you bring measurements with you to assist you with your purchasing decisions.

Admission passes will be required for admission to all private sales. If you are both consigning and helping with the sale, your passes will be given to you at your item drop-off. If you only are helping, your passes will be mailed to you. Please let us know if you do not receive your passes 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:** Old Town Shopping Center, 3800 Reynolda Road in Winston-Salem, North Carolina. See our web site for a map and directions.

**ITEM DROP-OFF:** Appointments for consignments are being accepted now! Approximately 150 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.

If you are unable to find a time that will work with your schedule, contact us and we'll try to schedule an appointment convenient for you. We will try to work with you. However, we can schedule only a limited number of appointments in this manner.

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. Please bring a self-addressed stamped envelope to your appointment. We will use it to mail your check and consignor report after the sale.

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.
- 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 and damages relating to lost, stolen or damaged items. Seller also acknowledges that items not retrieved by Thursday, March 25 at 7:00 P.M. (unless other arrangements have been made in advance) become the property of WeeRuns, Inc. 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.

**CHECKS AND UNSOLD ITEM PICKUP:** Plan to pick up your unsold items and your check on Thursday, March 25 either between 10:00 - 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. Your check and consignor report will be mailed to you on Monday, March 29.

The donation of unsold shoes and bin items at other WeeRuns sales has been supported enthusiastically and has been so successful that we plan to support this practice. 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.

**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 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 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)		<b>D</b>
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.
- \* The barcode 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.

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. No "Post It" note index cards please! Also, please put your initials on the back of each index card. This assists us in managing your items should your card come off your item.

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 prices 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 (except for those that would be considered shirts with snaps). 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 ten 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.

**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 any playpen which has exposed metal hinges or walkers with wheels which do not lock into position or car seats 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.