



LFMOMC Semi-Annual Consignment Sale Guidelines

*Ashburn Elementary School
44062 Fincastle Drive, Ashburn, VA 20147*

Updated 08.25.2016

www.lfmomc.com | info@lfmomc.com

The Loudoun/Fairfax Mothers of Multiples Club (LFMOMC) semi-annual kids' consignment sales are our club's biggest fundraisers. Proceeds from these sales support many of our programs, socials and charitable activities. All LFMOMC members are encouraged to participate and support this event – and we welcome non-members to consign their items, as well. Hope to see you all there!!

Directions to Ashburn Elementary School:

From Rt. 7, take Ashburn Village Blvd South (turn right if coming from Leesburg, left if coming from Sterling). Travel 1.3 miles and the school is on the right. Turn right onto Fincastle to access the parking lot.



Proceeds from the sale are shared with the club. There is also a \$5 processing fee for every separate seller ID.

- **80% to LFMOMC Club members who volunteer ***
- **70% to non-members that volunteer**
- **60% to all others**

* Late LFMOMC membership renewals, after June 30, will receive 70% if the member volunteers and 60% if the member does not volunteer. Late membership renewals will not be entitled to the 80%.

REGISTRATION

<https://seller3.myconsignmentmanager.com/lfmomc/>

1. New sellers or volunteers

- a. Once your registration is completed, you will use the Returning sellers/Log In option to access your account for tagging and printing.
- b. **Even if you are only volunteering, you still have to register & follow these steps!**

2. Returning sellers option

- a. Log in with your MyCM user ID and password and choose current LFMOMC consignment sale
- b. Log In – Registered users log in to access their account for tagging, printing and volunteering.

3. Choosing your Seller Number -You will need to create a seller number in the format described below

- a. Please use the following 6 digit format for selecting your seller number
 - i. 1st to 4th digit – **First 4 letters of your LAST NAME**
 - ii. 5th digit – **First letter of your FIRST NAME**
 - iii. 6th digit – Indicates member status; use **1 for LFMOMC Member** or **2 for Non Member**

Example: Sue Smith non-member (SMITS2)

- b. If you have a seller number already established with another sale, please keep that seller number for the LFMOMC sale so you don't have to reprint tags between sales. For example, some members belong to FCMOM or NVPOM who also use MyCM for their sales. These sellers will be exempt from using the LFMOMC seller number format explained below and should email consignment@lfmomc.com to coordinate selling/drop-off/pick-up at our sale. If you will be selling under an LFMOMC member, please coordinate with the member to determine the correct seller number to use.

4. How did you hear about us?

- a. Choose *LFMOMC member*, *friend of LFMOMC member* or *Other*

5. You will then have the option to Enter Items, Manage your Inventory, and Print Tags

- a. To transfer items from another sale, choose the *Items Transfer* tab under *Manage Inventory*.
 - i. Choose the sale to transfer **from**
 - ii. Select sale you wish to transfer **to** (*active*)
 - iii. Select the items to transfer (only the items you check will transfer)
 - iv. Then hit *Transfer Items now*. It's that easy!

6. Email consignment@lfmomc.com with questions!

Registration ENDS on the Tuesday before the sale. NO EXCEPTIONS!!!

TIMELINE

- MyConsignmentManager opens for registration and tagging!
- Volunteer Shifts Open on MyCM
- Tuesday before the sale at 11:59 pm!! Registration on MyCM ends. (You still have time for tagging!!) To volunteer and to sell, you MUST be registered by this date, with your volunteer shifts selected.
- Friday before the sale at 6:00 AM – ALL ITEMS MUST BE ENTERED IN THE SYSTEM. You can still print after this time, but we have to close the items for sale, in order for all the laptops to be updated.
- Friday before the sale – SETUP DAY!
 - 5:00 PM – SHIFT #1 Starts (to 8:30 PM) -Meet at storage unit to pick up racks from storage unit, drive to school, set-up shelves & racks, tables, boxes, signs, and assist with placement.
 - 7:00 to 8:15 PM – All sellers bring your items to the school and assist with placement. Before placing your merchandise, you MUST check in and fill out a disclaimer form.
 - All LFMOMC members are encouraged to help one another carry merchandise in the door and put it in the appropriate places.
 - Large cardboard boxes are also welcome on Friday night to use for baby items.
 - For faster placement, please group your items by size and gender.
 - 8:30 PM – Finish stocking the floor, Quality Control check
 - 9:00 PM Early shopping for Yard Sale Committee Members and Board Members
- Saturday – SALE DAY!
 - 7:00 AM – Doors Open, Start lining up
 - 7:15 AM – All consigners and club members WHO VOLUNTEER shop – Please check-in to get a name badge/sticker before entering!
 - 8:00 AM –Non-Volunteering Club Members (including prospective members), Non-Selling/Non-Member Volunteers, and those with an Early Shopping Pass shop.
 - 8:30 AM – Other twin club members with proof of membership and Non-Member/Non-Volunteering Consigners shop. Military & first responders shop.
 - 8:45 AM – SHIFT #2 Starts (to 1 PM) thru sale breakdown.
 - 9:00 AM – Sale opens to the public (closes at 12:00 PM).
 - 11:30 AM – SHIFT #3 starts (to 2:30 PM) Start breaking down the sale, load the racks into the truck, unload at the storage unit in Sterling.
 - 2:30 PM – After unloading, return the truck and celebrate another successful sale!

When you arrive at the sale on Saturday morning, be sure you are wearing you're a lime-green shirt (LFMOMC members, please wear your club shirt!), so shoppers can easily identify who to ask for help during the day. If you don't have a club shirt, they will also be available for sale (\$5 each) at check-in on Saturday morning! You will also pick up your nametag at check-in, which designates your shift and shopping time. Depending upon traffic, you may be asked to do something other than what you sign up for. This helps the sale run smoothly and increases our sales. Thanks for your cooperation!!

VOLUNTEER SHIFT SIGN-UP

- Shifts are filled on a first come/first serve basis, so please do not wait. Please sign up for both a volunteer shift and a bake sale item to bring! We will assign tasks at your shift check-in and change as needed. Thanks for being flexible!
- We also welcome husbands, grandparents, other adult family members and friends to sign up for a shift – they will just need to register on MyConsignmentManager also! If you are on bedrest or facing circumstances prohibiting you from volunteering yourself, you can have someone volunteer and shop early in your place.

Main Shift Descriptions

- **Shift 1 (Friday 5:00 pm – 8:30 pm)** – Meet at storage unit to load racks onto truck, unload at the school and assist with rack set up . Assist with unloading racks from truck, set up racks and set up sale areas with signs, quality control check.
- **Shift 2 (Saturday 8:45 am – 1:00 pm)** – Members are needed to staff checkout tables, assist customers at the sale, help customers carry large items to their cars, assist with clean up and sort merchandise after the sale closes, clean up the sale floor after pickup.
- **Shift 3 (Saturday 11:30 am – 2:30 pm)** – Breakdown racks, load racks on the truck, unload at the storage unit.
- **Special assignments** are available to those with extenuating circumstances such as nursing or being pregnant. Please contact consignment@lfmomc.com!

GENERAL INFORMATION

- This sale is for children's toys, high chairs & feeding gear, cribs/furniture & room décor, strollers & baby equipment, books & CDs/DVDs, non-expired car seats & travel items, books & games, clothing, costumes, plus maternity clothes, shoes, sports equipment, water toys and swim suits in good, clean condition. NO STUFFED ANIMALS. We will accept clothes in all seasons.
- Proceeds from the sale are shared with the club. Club member sellers who volunteer receive 80% and LFMOMC receives 20%. Outside sellers who volunteer receive 70% and LFMOMC receives 30%. All other sellers who choose not to volunteer receive 60% and LFMOMC receives 40%. There is also a \$5 processing fee for every separate seller ID!
- **There is something for everyone to do!** All members who sell must sign up to work a shift in order to divide the workload and ensure the success of the sale (described below). Members who work extra shifts get extra smiles and thanks all day long! Those who want to only shop early (at 7:15 with the other sellers) just need to work a regular shift – but you must sign up on MyCM to register as a volunteer!!
- Pregnant/nursing/new moms/members who have very special circumstances—please email consignment@lfmomc.com to discuss particular ways you can help.
- Friends of members and members of other Twin Clubs may sell items at the sale – but everyone must follow the registration instructions. We welcome the extra profits friends of members bring to our sale!
- Shift assignments generate a name badge that is required for early shopping from 7:15-8:45 a.m. This applies to members, friends, husbands, etc. **You must have a shift assignment and MyCM seller ID to shop early on Saturday!** Sorry, no exceptions!!
- We are asking all members to wear LFMOMC club shirts (lime-green) during the sale so that shoppers can find someone if they need help. Non-members should wear a lime-green shirt or they can also purchase one for \$5. They will be available at check-in on Saturday morning.
- **ALL SELLERS are responsible for returning to the sale by 12:00 pm to assist in sorting unsold merchandise and collect their own.** You may take it home or donate it in the boxes provided. Please help until all merchandise is sorted – THEN you can remove your unsold merchandise from the sale floor.
 - **Please note: if you do not return to get your things at 12:00 pm or make arrangements to donate, a 10% penalty of your total sales will be charged and your unsold merchandise will be donated.**
- We will be selling Friends Shopping Passes. Pregnant MoMs may bring one person with them to shop, but you must stay together at all times. Otherwise, each person you bring, who wants to shop early, whether friend or family member, must buy a pass. We will also be selling them to the general public for \$15. These can be purchased via PayPal thru our website. This will allow people to get into the sale one hour early at 8:00am.
- We will also be allowing members of other clubs to shop at 8:30am. They must bring a copy of their newsletter to show proof of membership.
- Volunteering – Every volunteer needs to sign up for one shift and bring one bake sale item as a donation. The bake sale items are emailed a few days prior to the sale. If you have any questions, please contact consignment@lfmomc.com.
- Donations – Items that are unsold may be donated after the sale is over. Organization that will be taking donated items after the sale is TBD.

MERCHANDISE SET-UP

- Racks are transported on Friday night and set-up before sellers arrive.
- Sellers must price and tag their merchandise and bring it to the Elementary School on Friday night and put it in the appropriate places (on racks, on tables, in boxes) in the sale rooms starting at 7:00 p.m. (we will close the door at 8:30 pm). We must leave the school by a certain time. If you have circumstances that make this impossible, please email consignment@lfmomc.com and we will try to work something out.
- All LFMOMC members are encouraged to help one another carry merchandise in the door and put it in the appropriate places. Cardboard boxes are also welcome on Friday night.
- Due to the congestion during this time, we are asking that everyone have their items grouped and separated when they bring them. Unload your items and then move your car(s) to the other lot. This will allow the area to be available to other members.
- Once you have brought your items inside and put them away, please help others. The gym and cafeteria tend to become over-crowded with people hanging out and talking. This makes it difficult for others to bring items inside.
- The Elementary School doors will be opened at 7:00 a.m. on Saturday for those working. Shopping will begin at 7:15.

YOUR MERCHANDISE

- Toys and Equipment must be CLEAN and of good quality. Please be certain to scrub your toys and equipment, especially the tires on strollers and bicycles.
- **Make sure that the toys, equipment, etc. works. If something is missing, indicate this information on the tag. Think of how you would feel if you received this item.**
- All clothes must be on hangers, except socks, shoes, hats, and tights. Safety pin 2-piece garments together to avoid separation.
- Please Pre-sort clothing by size and gender for faster and proper placement on the racks.
- Use zip lock bags for items with small or multiple parts and pieces. Note anything that may be missing.
- Use scotch or masking tape to seal tops of bags so they cannot be opened, but do not put your tag inside the bag!!
- Wrap puzzles tightly in plastic wrap several times to keep pieces in order.
- Tie laced shoes together securely with the laces or use a zip tie. Tie buckle shoes together with string. Use masking or duct tape on the soles of the shoes to attach the tag or a safety pin thru the tag.
- Test your battery-operated toys before pricing. Sell the item with the batteries so that our customers are assured it works.

TAGGING AND PRICING

- **White card stock of 60-65 lb. weight is required to print price tags from MyCM!** You may not use regular paper. Items with paper tags will not be allowed at the sale and will be pulled from the racks. If a different weight/colored paper is used there is a good chance our scanners will not be able to read the barcode so your items will not be allowed at the sale.
- Attach tags to garments with a safety pin. **DO NOT USE STRAIGHT PINS OR STAPLES.** You can also buy a tagging gun – you can find them for \$10-15 on Amazon.com. Please use tagging gun through a seam to avoid making holes in fabric.
- Attach your tags to toys and large equipment with masking tape or packing tape... **but please don't cover the barcode or it may not scan!** Too much tape slows down our checkout lines considerably!
- All items must have a price. Minimum price per item is 50 cents. Prices increase in 50 cent increments.
- If an item comes to checkout without a tag, we are unable to sell it.

Suggested Pricing: Only you know the worth of your merchandise and how much your child(ren) has/have worn it, played with it, used and loved it! Price your items low if you want them to sell! Think about how much you would want to pay.

Layette items (Newborn to 12 months) are harder to sell, so price accordingly.

- **Coats**
 - Rain - \$5.00-\$8.00
 - Lightweight - \$4.00-\$8.00
 - Heavy/Winter - \$8.00-\$12.00
- **Pajamas** \$2.50-\$5.50
- **Dresses**
 - Casual - \$5.00-\$8.00
 - Fancy & Holiday- \$8.00 and up
 - Romper - \$3.50-\$6.00
- **Sweaters** - \$4.00-\$8.00
- **Onesies**
 - Plain - \$1.50-\$2.50
 - Patterned - \$2.50-\$4.00
- **Shirts**
 - Short-sleeved - \$2.50-\$4.00
 - Long-sleeved - \$3.50-\$5.50
 - Brand name - \$4.00-\$6.00
- **Shorts & Pants**
 - Shorts - \$2.50-\$4.50
 - Denim jeans - \$3.00-\$6.00
 - Overalls - \$4.50-\$6.50
- **Shoes**
 - Sneakers & Sandals - \$3.50-\$6.50
 - Dressy & Boots - \$5.00-\$8.00
- **Maternity** (Note: harder to sell)
 - Dress - \$5.00-\$8.00
 - Tops, Shorts & Pants - \$3.00-\$5.00
 - Career - \$10+
- **Software** - \$3.00-\$5.00
- **Books** - \$.50-\$2.00
- **DVDs**
 - Long movie - \$3.00-\$5.00
 - 30-minute - \$1.00-\$3.00
- **Toys and Equipment** - one half to one third of retail, depending on the condition