



Dunwoody United Methodist Church
Kids Consignment Sale

Fall/Winter 2011, August 25-27

The opening night of the sale is Thursday, August 25 from 5 to 8 pm

(No Infants or Children Allowed on Thursday/Adults Only)

We are open more hours to sell your items!

Dates to Remember

Seller Registration:

Will be done online at www.dunwoodyumc.org.

Drop off items: By Appointment ONLY – Register online for an appointment.

Monday, August 22 from 5:30-7:30 pm

Tuesday, August 23 from 9:30-11:30 am AND 5:30-7:30 pm

Preview Night (No Children) for Volunteers Only – Only the Volunteer Will Be Admitted

August 24

Committee: 3:00 to 7:00 pm

16 or more hour workers: 4:30 to 7:00 pm

12 hour workers: 5:00 to 7:00 pm

8 hour workers: 5:30 to 7:00 pm

4 hour workers: 6:00 to 7:00 pm

Sale Days:

Thursday, August 25 5:00 pm – 8:00 pm **(No Infants or Children Allowed/Adults Only)**

Friday, August 26 9:30 am to 1:00 pm (Children Allowed in Strollers Only)

Saturday, August 27 9:00 am to 1:00 pm **Half Price Day!**
(Children Allowed in Strollers Only)

Pick up Unsold Items: All items not picked up will be donated to charity. No Exceptions!

Saturday, August 27 from 3:30 to 4:00 pm

A "No Show Fee" of \$25 will be taken out of your final check if you fail to pick up your items.

Pick up Checks:

Checks will be mailed by September 30, 2011.

New The sale will no longer accept maternity clothing or cribs with drop sides.

Volunteering

If you are interested in volunteering during the sale please visit the website at www.dunwoodyumc.org. Volunteering entitles you entry to the sale prior to the general public! Complimentary childcare during work shifts will be provided by registration only. Nursery is provided on a first come, first serve basis. *If a reservation is made and not cancelled 24 hours in advance with the volunteer coordinator, a fee of \$25 will be charged as we must pay our nursery workers.*

Consignor Guidelines

1. Consignors receive 2/3 of the selling price. The sale retains 1/3. All proceeds from the Dunwoody United Methodist Church Kids Consignment Sale will be donated to DUMC approved charities. The sale is run solely by volunteers. The DUMC Kids Consignment Sale is not responsible for lost or stolen merchandise or any errors.
2. Consignor numbers are unique and should not be shared. To register as a seller number you must register online at www.dunwoodyumc.org.

3. A reservation is now required for drop-off, you will not be allowed to drop off if you do not register.
4. Your check and tax donation form will be mailed by September 30, 2011. All financial issues must be resolved by October 30, 2011.
5. The sale accepts the following items:
 - Fall and Winter clothing for girls and boys (in sizes from infant to 14)
 - Shoes (Placed in plastic bags or zip tied together and secure the tag to the shoes with pins or tape on bags)
 - Baby equipment and Nursery furniture
 - Toys, books, videos, puzzles and games. Non-violent video games only
 - Car seats less than 5 years old that have not been in an accident
6. All items must be in excellent condition. The sale will perform quality control checks. If an item is pulled from the sale it will not be returned.
7. All items tagged as Boutique need to be listed on our Designer List.
8. The DUMC Sale does not accept the following items: maternity clothing, cribs with drop sides, stuffed animals, encyclopedias, pacifiers (even new), teething rings (even new), war toys, weapons, violent games/movies/books, copies of Videos, painted cribs, toys, play tables and chairs, or any items listed on the Consumer Products Safety Commission Website (www.cpsc.gov)

Tagging Instructions (NEW)

You must have all of your items entered into the system by Wednesday, August 17 at 12 midnight.

IN GENERAL

- You will need access to a computer, printer and Internet with up to date browsers.
- Pastel colored 60#, 65 or 67# cardstock (NO dark colors); no regular paper; WHITE is the BEST choice; no fuzzy or textured paper (because the barcodes will bleed)
- Do not place tape over the barcodes
- Must use a printer with normal toner (no dot matrix printers)
- Must use NORMAL or DRAFT print setting- Best quality is too dark and causes the barcodes to bleed-it is recommend that sellers need to test one page of tags and make sure the barcodes are crisp and clear and not bleeding.
- Must make sure if you have a color printer, that you have selected "Black Cartridge Only" from the printing properties screen. Otherwise, the tags can appear purple and blurry.
- Ink jets are preferable.

HOW DOES IT WORK

- Once you register with our system, you can logon, enter & manage items, print inventory sheets, print completed tags.
- The system consists of a database, where all of your items are stored as soon as they are entered.
- When you are ready to print, just go to the Print Tab and follow the instructions.
- When you electronically enter your tags, you can save at least 50% of your time as you prepare your items.
- Items entered into the electronic database can be reused. Those items that remain unsold can be transferred to another sale.
- Printer Friendly Inventory Sheets can be printed by clicking on the printer friendly Inventory Report. For example, you can print your entire inventory for the upcoming sale or for a report for tax purposes regarding the inventory you donated to charity.
- You can manually manage your items (can mark items sold at the end of each sale as unsold) and have an updated list of items that you still need to sell.

CREATE AN ACCOUNT

- Each new seller MUST create an account with the Registration and Tagging system, go to www.dunwoodyumc.org to register.
- Fill in all information following the formats required.
- You will need to accept the terms and conditions in order to register.
- Remember that the User ID and password are case sensitive. Be sure to write down your User ID and password, because you will need it for every sale.
- Click on the Create an Account button - Very Important or all of your data will be lost.
- Continue to follow the prompts to then REGISTER for the specific sale you want to sell with.
- Click on Register when complete. Now you will have created your account and registered for one consignment sale.
- You will login each time you are ready to tag your items.

TAGGING/ENTERING YOUR ITEMS

- You should sort your items by gender and size for best efficiency.
- All items must have a individual tag, system generated tag, including a tag on each item with multiple parts. You will need to create a tag for each item, enter price on the 1st tag only. Enter \$0.00 for the price on additional tags for multiple parts.
- **Tags should be oriented vertically. Please allow 1 inch between the safety pin and your seller number.**
- **(No straight pins allowed)**
- All clothing items must be hung on **wire hangers**. Please place the clothing item with the hanger facing your left.
- Do NOT place tape over or hide any part of the barcode.
- If an item does not have a tag, the item becomes the property of the sale. Additionally, if a tag is lacking a price, the sale reserves the right to price the item.
- All large riding vehicles should come with a charged, but disconnected battery.
- Please bring your clothing sorted by gender and size to facilitate drop-off.

Contact Information

To consign, e-mail consignment.information@gmail.com or call 770-394-0675 x 284.
 To volunteer, e-mail consignment.volunteers@gmail.com or call 770-394-0675 x 284.
 To donate, e-mail consignment.sale@gmail.com or call 770-394-0675 x 284.
 For finance questions, e-mail consignment.sale@gmail.com or contact 770-394-0675 x 284.
 For other questions, e-mail consignment.sale@gmail.com or contact 770-394-0675 x 284.

DUMC Boutique Brand List

3 Marthas
Anavini
Baby lulu
Bailey Boys
Beaux et Belles
Carriage Boutique
Chasing Fireflies
Chicken Noodle
Clair & Charlie
Creme de la Creme
Crewcuts
Deux par Deux
Feltman Bros
Florence Eiseman
Garnet Hill
Hannah Anderson
Hartstrings
House of Hatten
Icky Baby
Janie and Jack
Juicy Couture
Just Ducky
Kellys Kids
Kissy Kissy
L'amour
Lacoste
Laura Ashley
Le top
Lilly Pulitzer
Little Threads
Mini Boden
Monday's Child
Mulberry Street
Now & Zen
Oilily
Orient Expressed
Peaches'n Cream
Petit Ami
Petit Bateau
Rags Land
Royal Child
Sarah Louise
Shrimp and Grits
Strasburg
Sweet potatoes
Tea Collection
Vive la fête
Will'beth
Zutano