

# CHANGING HANDS SALE



## Consignor Agreement Spring Sale March 4, 2023

### Item requirements:

HIGH QUALITY, new or very gently-used children's items ONLY

#### \*\*\*IMPORTANT\*\*\*

Because of regulations by the Ohio Department of Commerce, we are unable to accept bedding, upholstered furniture, and stuffed toys. This includes: mattresses, comforters, mattress pads, changing pads, cushions, pillows (bed pillows, throw pillows, pregnancy/nursing pillows, Boppies), mattress protectors, quilts, blankets, and sheets. These regulations do not apply to new items in packaging. For further information, see:

[http://www.com.ohio.gov/documents/dico\\_Bedding2ndHandProcedures.pdf](http://www.com.ohio.gov/documents/dico_Bedding2ndHandProcedures.pdf)

### Clothing

\*\*\*IMPORTANT: The Changing Hands Sale is growing so well, we are almost overflowing. Where we feel this more than ever is in the (0-12 month) Baby Room. Our tables are so full of clothing, they're toppling over! For this reason, please limit the baby clothing (0-12 month) to your 50 best pieces. We're hoping that this will allow for more items to be sold throughout the day and a little less digging for our buyers. Thank you for understanding!

- ✓ Baby, children, and maternity clothing
- ✓ Stained, damaged, or unsuitable clothing (i.e. undergarments) will be removed from the sale and will NOT be returned to the seller
- ✓ No vacation or personalized items please
- ✓ Maternity clothing should be limited to current fashions only. No nursing bras.
- ✓ Spring and/or summer clothing items only (swimsuits, shorts, sundresses, etc.). No winter clothing (Christmas/holiday dresses, coats, snow pants, etc.) will be accepted for this sale.

### Shoes

- ✓ Must be in mint condition
- ✓ Shoes should be tied together using zip-ties, cable ties, string, or twine. Tags should be secured to shoe bottom or laced through ties. Shoes that cannot be tied together can be placed in a Ziploc bag.
- ✓ No winter shoes or boots

#### Baby equipment

- ✓ NO diaper pails, potty chairs/seats, breast pumps
- ✓ NO car seats. Booster seats are acceptable.
- ✓ Baby bath towels will only be accepted if they are new in package
- ✓ Baby bottles will only be accepted if they are new in package. No sippy cups.

#### Toys, books, games, electronics, CDs, and DVDs

- ✓ Toys must be clean and include ALL pieces in a sealed bag
- ✓ NO stuffed animals
- ✓ Cartridges for electronic games must include both the game and any associated books sold with them.
- ✓ Seal all CD, DVD, and puzzle and game boxes to ensure they remain in their packaging during the sale (wooden peg puzzles can be secured by sealing entire puzzle in clear packing tape)
- ✓ Battery operated items without batteries will not be sold. Please include batteries for these items to be tested for workability.

#### Bedding, room accessories, and furniture

- ✓ See requirements at the beginning of the Consignor Agreement.
- ✓ We cannot accept cribs due to recent mass recalls.
- ✓ Blankets will only be accepted if they are new in package.

#### Indoor/outdoor play & sports equipment (bicycles, riding toys, playsets, etc...)

#### ***Please note--***

- ✓ Each consignor retains ownership of the items brought to the sale until they are sold.
- ✓ NO recalled items will be sold. All consignors are responsible for ensuring that their items meet legal and safety requirements. Please check the CPSC website for products by type and manufacture date at [www.cpsc.gov](http://www.cpsc.gov)

#### **Creating Tags:**

- ✓ Tag template is available on the website and must be used for tagging items.
- ✓ Please print your tags on white cardstock.
- ✓ Use \$0.50 increments when pricing items.
- ✓ Indicate on your tags if unsold items are to be donated after the sale.
- ✓ Pricing guideline is available on the website for reference.

## Tagging & Preparing Items:

### Clothing

- ✓ Clothing should be folded, unless it is specified as a hanging item (see Item Preparation on website to determine if your item should hang on a rack).
- ✓ If you have an item to be hung, it should be placed on the hanger with the hook facing left, like a question mark. Wire hangers are preferable.
- ✓ Outfits with multiple pieces must have the same size top and bottom. Attach pieces with safety pins pushed through the seams (top or dress in front, bottoms in back)
- ✓ All clothing should be tagged on the garment's left side (that is the right side if you are facing the garment) so that tags are easily seen by buyers and cashiers.
- ✓ Use either a tagging gun or a **large SAFETY pin (no straight pins, staples, etc.)**.
- ✓ If you are using a tagging gun, pierce through the tag an inch below the top edge - the tagging gun barb tends to rip through the tags if they are pierced too near the edge of the tag.
- ✓ If you are using safety pins, PUSH THE PIN THROUGH THE TAG, THROUGH THE GARMENT, BACK THROUGH THE TAG AND CLOSE THE PIN - please do not pin with a single penetration of the tag or through pre-punched holes.

### Toys and other hard-surface items

- ✓ Use clear packing tape to attach the tag. DO NOT use duct, brown packing, masking, or Scotch tape.
- ✓ If there are multiple pieces to a large item, create a set of tags that state the item name and "1 of x" on each of them, and place tags on each of the items.
- ✓ You may use painter's tape or artist's tape on books. This will prevent damage from occurring when tags are removed. Tags can go on back cover or on the inside of the front cover.

### Donations

- ✓ Any unsold item marked for donation on the tag will be donated to one of several charities chosen by the organizers of the sale. **During the last hour of the sale, these items will be sold for 50% off.**

## Sale Set-Up -- Friday, March 3, 4:00-6:30 PM:

- ✓ Arrive with your items at Madeira Elementary School between 4-5 pm on Friday, March 3<sup>rd</sup> using the side entrance of the school. The side entrance is adjacent to the playground.
- ✓ Please check in at the Consignor Desk to get your name tag and name tag for a helper (if you bring one). At check-in, you will need to show a minimum of 20 quality items to sell or items that total \$50. If you do not bring this minimum of items with you when you check-in, you will be asked to do so before receiving your name tags. Everyone helping or selling is required to have a name tag.
- ✓ You will receive additional name tags for yourself and one guest that will serve as your passes to enter the pre-sale on Saturday morning. Please keep these as they will be required for entrance into the pre-sale.

- ✓ All items need to be tagged and ready **before** you arrive and should be sorted according to size and category. If you have clothing for boys and girls, have your clothes also sorted by gender to make set-up go efficiently.
- ✓ You will be responsible for setting out your items - for most consignors this takes between 45 and 60 minutes depending on how much you have to sell.
- ✓ All consignors **must** have their items set up no later than 6:30 pm.
- ✓ PTO members and other volunteers will be available to assist you in getting your items displayed in the correct area.
- ✓ Mark any bins/boxes/totes used for transporting items with your consignor number.

## Pre-sale -- Saturday, March 4, 8:00-9:00 AM:

- ✓ All consignors and sale volunteers are welcome to shop before the sale at the pre-sale – this sale is *only* for consignors, their guests, and volunteers.
- ✓ Your name tag will be your pass to the pre-sale. You will receive this name tag on Friday night at set-up.

## Item Collection and Clean-up:

- ✓ ALL consignors are required to return at 1:15 pm on Saturday, March 4<sup>th</sup>, to help in the clean-up.
- ✓ Everyone will assist in sorting items until everything is collected and returned to the appropriate owner's bins, all racks and tables are disassembled and loaded, and the school is back in pre-sale condition.
- ✓ MES PTO is not responsible for lost or unclaimed items following the sale - please make sure you have retrieved ALL your unsold items before leaving the building.
- ✓ **All items not picked up by 2:00 pm will be donated.**
- ✓ Before leaving the sale site, please go through your bins of unsold items. If you find items that do not belong to you, please give them to a sale worker. If you find items that do not belong to you after returning home, please contact us at [changinghandssale@gmail.com](mailto:changinghandssale@gmail.com)

## Financial Details:

- ✓ A **non-refundable** \$11 consignor registration fee is required to help offset sale costs. This fee must be returned within 10 days of registering in order to retain your spot. Consignors will no longer need to bring a self-addressed stamped envelope to check-in on Friday.
- ✓ MES PTO will collect all sale money and retain 30% as a donation.
- ✓ A check containing your payout will be mailed to you within two weeks of the sale.
- ✓ Anyone choosing to donate their 70% to the MES PTO will have the \$11 registration fee waived. These consignors will be marked in our computer system as "100% donation" and need not make any special notations on their tags.

Please note that MES PTO takes every precaution to ensure that items are not lost or stolen during the sale. However, we acknowledge that with the large volume of items and the condensed time frame of the sale, it is inevitable that some items will be unaccounted for following the sale. **MES PTO WAIVES ALL RESPONSIBILITY FOR THESE MISSING ITEMS AND WILL NOT REIMBURSE CONSIGNORS FOR ITEMS WHICH ARE NOT RECOVERED.**

*In the "Consignor Registration Form" link, you will check a box to indicate your acceptance of the Consignor Agreement.*