

Bright Beginnings Preschool Spring Consignment Sale 2012

Located in the Gym at the First Baptist Church in Loganville
680 Tom Brewer Road

Tuesday, March 6th 2012 ~ 7:00pm - 9:00pm Drop off items (by appointment only)

Wednesday, March 7th 2012~ 9:30am – 12:00 pm Drop off items (by appointment only)

Wednesday, March 7th 2012~ 4pm - 5pm Volunteer Preview Sale

Wednesday, March 7th 2011~ 5pm - 6pm Seller Preview Sale

Thursday, March 8th 2012 ~ 9:00am -12:30pm Sale to the General Public

Thursday, March 8th 2012 ~ 4:00pm-8:00pm Sale to General Public

Friday, March 9th 2012 ~ 9:00am – 12:30pm Sale for the General Public – Some Items 25% off

Saturday, March 10th 2012 ~ 9:00am - 1pm Sale to the General Public – Some items 50% off

Saturday, March 10th ~ 4:30 – 5:00 pm Pick-up of unsold items ~

****all unclaimed items will be donated at 5:00 pm.**

ITEMS (Spring & Summer) THAT WILL BE ACCEPTED:

Clothing: Infants, girls, boys, pre-teen clothing up to size 16, including: shorts, shirts, dresses, dance/gymnastic outfits, pajamas, etc.

Shoes up to children's size 6.

Other Items: Toys, Barbie Dolls, baby furniture, linens & bedding, baby equipment (swings, walkers, bouncy seats, high chairs, booster seats, & pack-n-plays), riding toys, bicycles, playhouses, slides, kitchens, ball pits, computer games, children's books, home-school books or resources, cassette tapes, and DVD's. **Please make sure that items contain all the pieces, have batteries and are in good working order and have not been part of a recall.**

ITEMS THAT WILL NOT BE ACCEPTED:

*****Due to new crib standards, we will NOT be able to accept any cribs to sell at this time.*** Maternity Clothing, Junior or adult clothing, Undergarments, Stuffed Animals, Potty's, Diaper Disposal Systems, Kids meal Toys, VHS tapes, and items that are violent in nature or that promote ideas contrary to that which we ascribe to in our classroom environments. Please understand that your items will be checked at drop-off and any items that do not meet our standards will be rejected.

HOW TO BE A SELLER:

- Visit our Website: www.bbpreschool.org and then click on the link for the consignment sale. You will then need to click on the “Consignor Homepage” to register to sell with us. This sale (Spring 2012) we are implementing a new web settlement system, so you will have to register with this system and receive (or choose) a new seller code.
- Be sure to register for a drop-off time – of you would like one of the Tuesday evening shifts, please register for it early as they fill up rather quickly.
- You will use the computer tagging system to input each item and to print your tags; you will receive 70% of your sales minus the \$10.00 administration fee. The system is very user friendly, but if you have any problems, we are happy to help!
- Please contact Melissa at 770-554-3154 or email consignment@bbpreschool.org if you have any questions.

HOW TO PREPARE YOUR ITEMS:

- **WASH, IRON, REPAIR** buttons, gather loose pieces of toys, check the batteries and do whatever is necessary to ensure that your items are in *excellent condition* – they will be more attractive to buyers!
- *Items will be returned that do not meet these guidelines.* (Items must be in good working order, free from obvious smoke and pet smells and stains, not part of a recall and stylish – we are looking for HIGH QUALITY new and used items only.)
- **HANG** clothing on hangers so that the hanger looks like a ? – Also place loose items into a baggie, tie shoes together with a ribbon or zip-tie.
- **ORGANIZE** the items you are selling, the more organized you are, the quicker Data entry and Drop Off will be!

HOW TO COMPLETE THE COMPUTER DATA ENTRY: (It's easy, quick & fun!)

- **GATHER** your items in a location where you can work best – be sure you have good lighting – The lights in the Gym appear to be able to detect things that are not detected under normal home lighting, consider a location which has plenty of direct sunlight if possible.
- **REGISTER or LOGIN** - Click "Consignor Homepage" (from the Consignment Sale link on our website) then you will be allowed to signup as a consignor. If this is your first time registering with this system, you will need to acquire a seller code. To do this you will simply fill out a short form where you will be asked for your name, address, email, etc. and then you can either choose an ID (such as the last 4 digits of your phone number) and a password (be sure to write this down – there is space at the bottom of this packet for you to use for this purpose) or one will be provided. If you have already completed the registration step, you can simply enter your seller code and password where you then be taken to your personal “Consignor Homepage”. You will know it is yours because your name and seller code will be displayed at the top. From your personal homepage you can complete a variety of tasks, you can register for a drop-off or volunteer appointment, manage your account settings (address, phone, password, etc).
- **ENTER YOUR ITEMS** –When you are ready, you can click from the menu “work with consigned inventory” where a new window will open up. From there you can click to add to your active inventory. There will then be a screen where you can choose from a variety of items, sizes and descriptions to fit your needs. This new system will also allow you to choose a quantity – so if you are tagging 15 books all at \$1.00, you can easily generate tags for all of them in one step! You will also be able to save your work and come back to it later if you'd like.
- **PRICE** – As you are entering your items, you will be allowed to select the price at which each item will be sold. A general rule of thumb is to price items at 30% of their retail value. (For instance, a game bought for \$10.00 could be sold at

consignment for \$3.00). Please keep in mind if the price is something you would pay for it if you were to buy it at consignment. Remember, this is where a little time and effort (i.e. putting outfits together as a set, adding an accessory to an item, and even ironing clothing) can go a long way – making sure your items present well can really pay off for you - literally.

- Choose if you would like to REDUCE or DONATE items which do not sell. You will be able to choose none, all, or select certain items to do this for. With this new system, if you choose to donate or not reduce an item, it will be clearly marked on the tag.
- **PRINT** your tags. You must use CARDSTOCK, please use white or other light color. Cardstock can be found at most retail stores and office supply stores. **We will print your tags for you for a small fee (you MUST request this service Before March 1st).** Printing with this new system is MUCH easier! But you must allow pop-ups to appear. *Your tags will print 10 to a page.*
- **TAG** your garments. All clothes must be on hangers with the tag safety-pinned to the front left shoulder of garment and the hook turned away from the tag (see diagram below).



All items must be entered by 11:59pm Sunday March 4, 2012. The inventory input will be unavailable after that date. This new system will not allow you to enter new items after this date, however you will be allowed to print your tags if needed.

PLEASE NOTE:

Each item ***WILL*** be checked at check in and we reserve the right to ***REJECT*** any items that do not meet these standards.

We want to make sure we are able to offer ***QUALITY*** items for sale since we have limited space.

Remember – If you wouldn't buy it, *please don't* bring it to sell.

HELPFUL HINTS:

- Please keep in mind that the system offers a variety of pull down descriptors, however the space that you can “type” in your own description is limited. The descriptors are for your use only primarily.
- With this system, the most important part of the tag is the BARCODE please do not cut, write or tape over the barcode. Each item that you enter into the system is assigned a specific barcode – not just each seller.
- Please use CARDSTOCK only to print your tags.
- Please do not hesitate to let us know if you have any questions regarding printing. We will be happy to help you and even print your tags if need be.

HOW TO DROP OFF YOUR ITEMS:

- Arrive a few minutes before your drop-off time.
- The first worker available will check the condition and correct season of your items. Allow 15 minutes for this appointment, possibly longer if you have a large number of items.
- You will be given an envelope to write your address and seller code on, which will be used to mail your check.
- If you have 25 or more items to sell, you will be given a ticket so that you can enter the Seller Preview Sale.
- Remember to make arrangements to pick-up your unsold inventory – **WE CAN NOT STORE YOUR LEFTOVER ITEMS, EVEN IF YOU FORGET TO PICK THEM UP –IF THEY ARE NOT PICKED UP BY 5:00PM - THEY WILL BE DONATED.**

HOW TO VOLUNTEER:

- Visit our Website www.bbprechool.org and then click on the link for the consignment sale and sign up to volunteer for one (or more) of our shifts.
- You will receive entry to the Volunteer Preview Sale & you will be entered into a drawing for a prize to be held at each shift!
- Look forward to having a good time with us working with us...you are going to LOVE it!

Ready to begin?

Simply go to www.bbpreschool.org to get started.

Questions? Email or call us at:

Consignment@bbpreschool.org or

770-554-3154

*** Please keep this information for your records, only***

Thanks!!

Consignor ID: _____

Password: _____

Drop off time: _____

Volunteer shift: _____