SELLER'S GUIDE

Spring/Summer Sale

March 13-14, 2020

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Important Dates & Contacts

Sale Dates	
Thurs March 12, 2019	Setup & Drop-off
Fri March 13	Drop-off & Early Shopping
Sat March 14	Early Bird & Public Shopping
Mon January 13, 2019	Member Consignor Registration Opens
Mon February 3	Non-Member Consignor Registration Opens
Monday March 9	Last day to register to Consign
Thurs March 12 by Midnight	Last day to Transfer Inventory!

Sale Location
Sandy Plains Baptist Church
2825 Sandy Plains Road
Marietta, GA 30066

Facebook Consignor Group

Sale Website: www.NowamomSale.org
Facebook: www.facebook.com/NowamomSale
Instagram: www.Instagram.com/NowamomSale

Sale email: sale@nowamom.org
Sale Coordinator: Kelly Bowles
Assistant Coordinator: Jennifer Perry
Treasurer: Heather Kent/Rebecca Hodges

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Changes made for Spring March 2020

- Members who aren't selling can volunteer to work the sale – and shop early!!!!
- Volunteer workers will meet in the hold area at the beginning of your shift. The sale coordinator or asst. coordinator will go over duties and assignments – as well as get everyone signed in. If you do not sign in – your shift will NOT get counted!!!!

- Strollers
  - Strollers and Stroller Frames that accept car seats (ex. Snap-n-Go style) must have a print-out listing the model and model number of the stroller/stroller frame. They will also be given a tag to designate them as a SALE item. Please make sure your stroller has one BEFORE putting it out on the floor.

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Sale & Shopping Schedule

Thursday March 12	1:30 pm – 7:00 pm	Set-up & Drop-off (by appointment)
Friday March 13	8:00 am – 12:00 pm	Drop-off (by appointment)
	1:00 pm – 4:00 pm	Organization & Quality Control
	4:00 pm – 4:30 pm	Volunteer/Worker Meeting & Dinner
	4:30 pm	NOWAMOM BOARD Members Shop
	4:40 pm	NOWAMOM COMMITTEE Members Shop
	4:45 pm	NOWAMOM Member SELLERS and Member VOLUNTEERS Shop
	5:30 pm	NOWAMOM MEMBERS Shop
	6:00 pm	Non-Member “Sponsored Sellers” Shop
	6:30 pm	Friends & Family Shopping, Other Multiples Groups
	6:30 pm	First-Time Mom/Grandma Preview Sale (pre-registration required)
	7:00 pm	Contest Winners
Saturday March 14	8:00 am	Early Bird Passholders Shop (pre-registration required)
	9:00 am – 2:00 pm	Sale Open to the Public
	2:00 pm – 4:00 pm	Breakdown & Pick-up

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REGISTER TO CONSIGN

Monday **January 13**, 2020 @ 6 AM

Current NOWAMOM Members can register to consign

Monday **February 3**, 2020 @ 6 AM

Non-NOWAMOM Members "Sponsored Sellers" can register to consign

Monday March 9, 2020

Last day to Register as a Consignor

☑ **Step 1:** Pay $15 Consignor Fee Online:
(+ small Paypal processing fee)

http://www.nowamom.org/event-3699167

☑ **Step 2:** Go to website www.thecsasolution.com

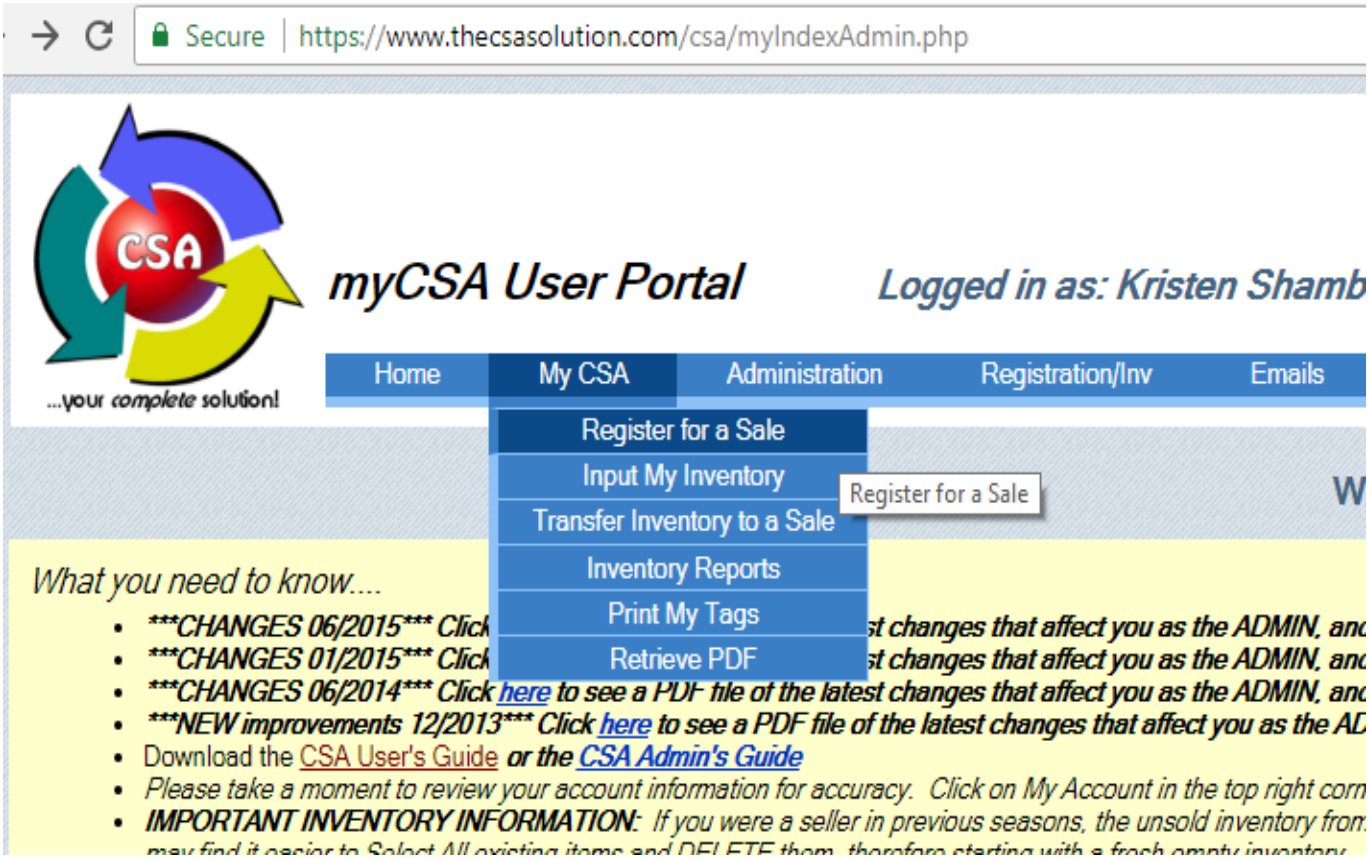
- Create account
- Register for Spring/Summer 2020 NOWAMOM Sale
- Sign up for Volunteer Shifts

☑ **Step 3:** Read this Seller's Guide!

The Consignor Fee is non-refundable

QuickLinks

My CSA



The My CSA drop-down menu is where you register for the NOWAMOM Sale and volunteer shifts.

HOT TIP!

You can click on Input My Inventory to start entering items ANYTIME of year!!

QuickLinks

Sale Earnings & Fees

NOWAMOM Members

Consignor fee	$15
Drop-Off Seller	Earn 80% of sales
Volunteer 1 Shift	Earn 85% of sales
Volunteer 2 Shifts	Earn 90% of sales
Volunteer 3 Shifts	Earn 95% of sales
Volunteer 4 Shifts	Earn 100% of sales!
Experienced Seller*	Earn 90% of sales

*Experienced Seller: Current NOWAMOM member that has sold in 2 or more of our sales. Majority of clothes must be size 6 or higher.
**Can still volunteer to work and earn the full 100%

Members who AREN'T selling can volunteer to work shifts – and shop early!!!!

Non-NOWAMOM Members "Sponsored Sellers"

Consignor fee	$15
Drop-Off Seller	Earn 75% of sales
Volunteer 1 Shift	Earn 80% of sales
Volunteer 2 Shifts	Earn 85% of sales
Volunteer 3 Shifts	Earn 90% of sales

Volunteer shifts are limited and fill up fast. Check back during sale week for last minute openings!

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Sort Codes

Consignor #	Sort Color
100-135	Yellow
136-170	Green
171-200	Pink
201-higher	Orange

Please highlight your consignor # on your tag.

If you cannot locate a highlighter, please use a marker to circle your #.

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DEDUCTIONS

Consignors will be subject to deductions from their total sales earnings due to failing to follow protocol:

- Being late to a work shift (5%)
- Bringing children to any work shift (10%)
- Pre-shopping during set-up (20%)
  - For example: Setting items aside during quality control

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Bonus $: Refer a Consignor!

Refer a NEW Consignor to the NOWAMOM Sale and earn an **extra 5%** of your sales!

- Limit 1 referral per sale
- Referred consignor must pay $15 registration fee
- Maximum earnings = 100% for NOWAMOM sellers,

  90% for Non-NOWAMOM sellers
- ALL sellers are eligible to earn referral bonus!

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VOLUNTEER SHIFTS

Sunday March 10	
Banner & Flyers	After 2 pm

Thursday March 12	
Truck Driver	8:30am-12pm (counts as 3 shifts)
Racks/Set-up	9am-12pm (counts as 2 shifts)
Signs	9:30am-complete (counts as 2 shifts)
Quality Control	1:30pm-4:30pm
Quality Control	4:30pm-7:30pm

Friday March 13	
Quality Control	8:00am-12pm
Quality Control	1pm-4pm
Cashiers	*5:00pm-8:00pm *5:30pm-8:30pm 6pm-9:15pm
Monitors	6pm-9:15pm
Husband Shift	6pm-9pm

*Great shifts for Experienced Sellers! (please!)

If you drop a shift during sale week and cannot find a replacement you will lose your eligibility to shop during Seller Shopping!

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VOLUNTEER SHIFTS

Saturday March 14	
Cashiers/Monitors	7:30am-10:30am
Cashiers/Monitors	10:30am-2pm Includes lunch break
Signs	12pm-until complete (counts as 1 shift)
Truck Driver	1:30pm-5pm (counts as 3 shifts)
Racks/Breakdown	2:30pm-5pm (counts as 2 shifts)
Husband Shifts	7:30am-10:30am 10:30am-2pm

Volunteers working 2 consecutive work shifts are entitled to a 30 minute lunch break. Lunch is usually donated by Chick Fil A.

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Committee Shifts

Some Volunteer shifts qualify as *Committee* Positions

These shifts require a little more time/focus – get you 100% of your sales – and allow you to shop nearly an hour before Member Sellers.

Treasurer – responsible for all the monetary transactions for the sale, as well as running reports and figuring out seller earnings.

Racks Supervisor – this person supervises the truck/racks team on both Thursday and Saturday. You are responsible for directing loading/unloading of the truck, as well as helping direct setup/breakdown of the sale.

Administration – this person helps the sale coordinator/asst. coordinator with tasks we can't get to during the sale

Job Descriptions

Job	Description
Floor Monitor	Work in assigned area, customer assistance, watch for shoplifters, keep area tidy, quality control. Help customer with items in equipment area.
Door Monitor	Monitor entrance and exit, keep people from entering or exiting wrong doors, keep count of people entering and collect friends and family passes at entrance
Banners/Flyers	Install large banners & flags at entrance to Church, place leftover flyers/postcards in nearby businesses.
Cashier	Scan tags, print receipts and collect money from customers. Must be comfortable using a computer and printer. You may switch with your cashier helper when you need a break.
Cashier Helper	Work with cashier stacking, hanging, and counting items. You may switch with the cashier if they need a break.
Signs	Prior to sale, place signs at previously selected street corners on Thursday (counts as 2 shifts). Typically takes 2-3 hours. Pick-up signs after sale on Saturday and return them to the sale (counts as 1 shift). Both sign workers will meet at the church or storage unit at 9:30am Thursday and again at 12pm Saturday, can ride together to put out and pick up all of the signs. Map will be provided. Not ideal for pregnant members, is labor intensive.

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Job Descriptions

Racks/ Gym Set-up and Breakdown	Meet at storage facility Thursday AM to assist in loading racks, then meet at church to unload and position the racks. Also set up tables, baskets, and signs so all sale equipment is ready for inventory. On Saturday after inventory has been sorted, dismantle racks and tables, load onto truck with baskets and other sale supplies and return to storage space to unload. Involves heavy lifting and is labor intensive. Men are welcome on this team. (Counts as 2 shifts)
Truck Driver	Pick up truck from UHAUL off 92 in Woodstock, drive truck to storage unit, assist in loading truck, drive truck to church, assist in unloading and setting up the gym on Thursday and on Saturday assist in gym breakdown, loading the truck and then unloading at the storage unit. Once truck is empty, fill truck with gas and return to UHAUL. Sale Committee will reserve the truck and inform you of the time to pick up (Thursday 8:30 AM & Saturday 1:30 PM). (Counts as 3 shifts.) ***Please note: you are expected to cover the payment for the rental truck & gas, and you will be reimbursed by the sale treasurer.
Quality Control	Inspect items as they are brought into the sale to ensure that they meet our quality standards, that items are hung and tagged appropriately, and pull stained, torn, or non-working items.
Husband Shift	Heavy lifting for the Sale. Assist customers with large items to check out and to their car.

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Drop-Off

You will select a Drop-Off window in My CSA when you Register for the NOWAMOM Sale.

- Have more than 500 clothing items? Email sale@nowamom.org for an additional drop-off time slot!
- Consignors are responsible for placing their own items on the sales floor! Volunteers will assist as time allows.

Tips for an efficient drop-off:

- ✓ Bring your clothing organized by gender and then size
- ✓ Bring an adult helper if you are pregnant or have many items. **Consignors place items on the sales floor.**
- ✓ Only clothes, strollers, carseats, and items priced $25 and up need to go through Quality Control (QC). Other items can be dropped off anytime during the drop-off window.

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PICK–UP: SATURDAY

All Consignors (member sellers and non member sellers) (EXCEPT Drop-off Sellers) will return to the Sale at ***2 pm*** on Saturday of the sale to help sort ALL unsold items.

*Please note – no children are allowed in the building during this time. Consignors MUST help sort ALL unsold items, not just their own items.

Sorting will be complete by approximately 3 pm.

Drop-off Sellers should report to the Sale at 3 pm to pick-up unsold items.

Bring a blanket or bins to place your unsold items!

Items not picked up will be donated to charity at 3:30 pm.

Double check your items to ensure you only bring home your items!

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Consignor Checks & Reports

- Checks will be mailed within 2 weeks of the sale
- Checks must be deposited within 60 days of the sale
- Inventory reports of Sold/Unsold items will be available within 48 hours of the sale
- Print your reports within 3 weeks if you require them for tax planning. Data is purged from the system after each sale!

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Prepping Items to Sell

Hangers	Only adult size **wire hangers** are allowed. Hook should be to the left, like a question mark. Hangers are not returned.
Tags	Print tags from website on plain white paper or light weight (65 lb) cardstock. Do not use slick or textured paper or colored paper. Tags are to be pinned with a safety pin to the **UPPER RIGHT-HAND CORNER** of items. For those items placed in plastic bags, tape or pin tag to **OUTSIDE** of bag. Do not tape over barcode! Do not place tag inside bag. **HINT**: if using a Mac, use Safari, **NOT** Firefox, for tags to print correctly.
Pricing	Prices are to be in increments of $0.50. As a general rule of thumb, price items higher than yard sale prices, less than consignment stores. Prices should be approximately 1/4 – 1/2 of the retail cost, depending on condition.
Quality	All clothing items will be reviewed upon drop-off. No stained or damaged items will be accepted. Please be sure that items are clean and presentable, no worn out shoes or broken toys. Any item over $25 must be inspected by one of the QC workers upon drop-off. Only this sale's in-season items will be accepted.
Clothing	Infant through juniors clothing is accepted. Maternity clothing and school uniforms are also accepted. When hanging multi-part outfits, use only **ONE** hanger. See image example in Section 6. **Only onesies may be placed in baggies.** All other items must be on a hanger. **Button all buttons, snap all snaps, zip all zippers**! Please refer to the images on the last page for detailed pinning and hanging details. There will be a boy/girl coordinating rack. Please note, if your items are hung incorrectly it will be your responsibility to rehang your items, workers will not be able to assist you and this cannot be done during your work shift.
Accessories	Shoes, stockings, socks may be grouped and placed in clear plastic bags. Use clear packing tape to seal, **NOT** masking or duct tape.
Shoes	Secure shoes tightly together. Use either plastic zip ties or curling (gift) ribbon, no safety pins. Be sure to clean shoes well, otherwise it may affect the quality of other shoes and risk being pulled for quality.

QuickLinks

Prepping Items to Sell

DVDs/CDs/Game Cartridges	Please test all DVDs, CDs and game cartridges to ensure that they are in working order and tape them closed. It is the Seller's responsibility to ensure the item is in working order and not scratched. Pirated copies are not allowed. No VHS tapes!
Battery Operated Toys/Equipment	It is the seller's responsibility to include batteries in any equipment. Items will be pulled by quality control if they are not in working order. All ride-on toys must also have charged batteries to demonstrate to buyers that the equipment is working.
Sizes	Use the manufacturers' size on the tag. Sizes will be limited to those on the drop-down menu when creating the tags. Avoid mixing the sizes within an outfit as these will be pulled by quality control.
Toys	Toys with several pieces should be placed in Ziploc bags and sealed with clear **packing** tape. Tape all items together securely and tape the tag to the bag. Be aware that tape may ruin some toys. Please indicate if any pieces are missing on the tag. The item may still be sold as long as the toy still works appropriately without those missing items.
Books	Please use **RUBBER CEMENT** to affix the tag to the **BACK, OUTSIDE** cover of the books. ****DO NOT USE TAPE** to affix the tag as it will ruin the book!
Puzzles	Please wrap all puzzles in **clear plastic wrap** and then secure with packing tape to avoid damage to the puzzle. Then tape the tag to the plastic wrap.
Cribs	Cribs manufactured before June 28, 2011 will not be accepted for resale as per federal guidelines regarding crib standards.

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Prepping Items to Sell

Infant/Toddler Equipment	Safety pin the tag when possible, otherwise use clear packing tape to affix tag. Check for any recalls on manufacturers' websites, **www.cpsc.gov**, and **www.nhtsa.gov** for car seats.
Car Seats	Manufacturer's expiration date must be noted on the tag in the description portion. Seats cannot be sold if they are less than 12 months from expiration. This information can be found somewhere on the car seat and must be documented. All seats expire 6 years from manufacture date. All carseats must be checked by Quality Control and receive a sticker!
Bedding/Linens/ Layette	Hang these items when possible as they display better. Keep in mind that single items don't sell well, i.e. washcloths, burp-cloths, towels and sheets. Try to group like items together. Clearly label any bagged items. Bag items, such as bottles and utensils, and tape labels to the outside of bags.
Matching outfits	Each outfit should be on its own hanger with its own tag and price. Place boy/girl *dressy* matching outfits together with rubber bands and they will be placed on a special rack at the front of the sale, near the seasonal items. These items will be disbursed to the appropriate size and gender section at some point on Saturday.
Stuffed animals	Only LICENSED/TRADEMARKED items will be accepted. (i.e. Disney, Nickelodeon) NO BEANIE BABIES, as they do not sell well.
Infant Bath Tubs	New Federal law requires that infant bath tubs manufactured on or after October 2, 2017 must have an attached warning label indicating drowning/fall hazards in order to be sold/resold. Tubs manufactured before Oct 2, 2017 do not require a warning label to be sold/resold. Check tub for manufacture date.
Strollers	Strollers and Stroller Frames that accept car seats (ex. Snap-n-Go style) must have a print-out listing the model and model number of the stroller/stroller frame.

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Acceptable Items by Season

Fall/Winter Sale

- ✓ Coats, raincoats, light jackets
- ✓ Pants, jeans, snowsuits
- ✓ Snow boots
- ✓ Winter theme clothing
- ✓ Halloween, Thanksgiving, Christmas, Valentines Day items
- ✓ Fleece pajamas
- ✓ NO SUMMER/SPRING THEME CLOTHING
  - ✓ No sleeveless (tank top) shirts or dresses
- ✓ NO SANDALS OR OPEN TOED SHOES

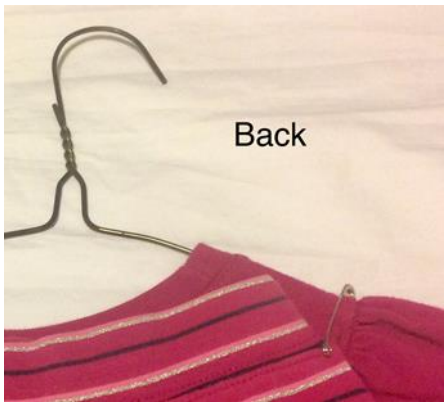
Spring/Summer Sale

- ✓ Sleeveless clothing
- ✓ Shorts, swimsuits, jeans, lightweight pants
- ✓ Crocs, sandals, flip flops
- ✓ Summer & spring themed clothing
- ✓ Easter, 4th of July items
- ✓ Raincoats, light jackets
- ✓ NO FLEECE
- ✓ NO TURTLENECKS
- ✓ NO SWEATERS
- ✓ NO WINTER HOLIDAY THEME CLOTHING

QuickLinks

Tagging & Pinning 101:

Click HERE for how-to videos!



Run safety pin through pants, shirt, and top of wire hanger

2 Onesies pinned together

QuickLinks

Do's & Don'ts

- DO make sure all items are clean, odor-free and free of pet hair.
- DO use only clear packing tape—no duct tape, masking tape, double-sided tape
- DO print and attach retail price info for expensive items
- DO a test run of tags to ensure they print correctly. Barcodes that print too lightly or smear will not scan and will need to be hand-entered, holding up our lines!

- DON'T include stained, torn, or broken items. They will be pulled by QC.

Bring your best!

- DON'T wait too long to print tags. Just in case you have printer issues!
- DON'T schedule your drop-off time during your work shift please.

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V.I.P. TAGGING

Lots to sell? No time to tag? Let us help!

Step 1

Register to consign as a VIP ($15 + $5 supply fee)

Step 2

Gather your clean items

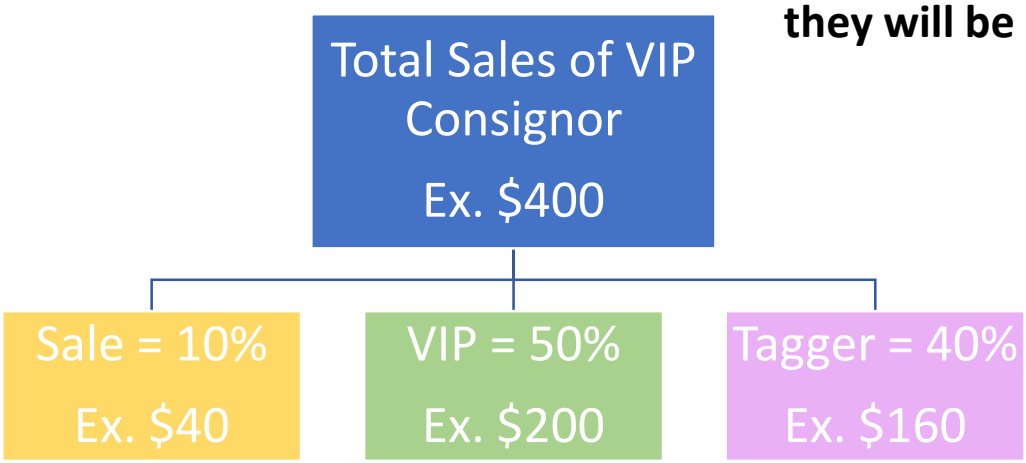
Step 3

Tagger picks up items

Step 4

Pick up unsold items and cash your check!

- Open to NOWAMOM Members only!
- Tagger sets prices.
- Minimum 50 items required
- Items must be ready to be picked up 4 weeks before sale.
- **Unsold items must be picked up at 3pm on Saturday of the Sale, or they will be donated.**



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FIVER CONSIGNOR

Perfect if you only have a few “big things” to sell!
Or if you’re new to consigning and want to “start small”!

- NOWAMOM Members only
- Total of 5 items must equal at least $50
- Shop early!
- Register HERE

Consign
UP TO FIVE
items

$5 Consignor Fee!

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The Fine Print

- Sellers must sign a waiver at Drop Off agreeing to the terms outlined in this guide. We do our best to prevent loss/theft, but we cannot be held responsible for missing or damaged items.
- No children under the age of 15 are permitted in the gym during set-up, drop-off, breakdown or work shifts due to safety concerns.
- NOWAMOM Member shopping is for MEMBERS ONLY. No children, spouses, or family members.
  - 2 exceptions: babies under 1 year old may be worn during member shopping, and members who are pregnant may have 1 partner accompany them to assist.
- Quality Control volunteers are instructed to pull items that have stains, tears, or excessive wear. It's easy to miss a small stain, so don't feel badly! We take great pride in our reputation as having the BEST QUALITY around!
- Be sure to watch the pinning and tagging videos. Ask if you're unsure. Join our private Facebook group for tips: NOWAMOM CONSIGNORS. You don't want to have to re-pin your items during drop-off!

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