

*** Please note several changes to Guidelines ***

TO BE ALLOWED TO BUY FRIDAY NIGHT

- Buyers must be dues-paid members of GMOM in good standing with no outstanding obligations.
- In order to shop at 6:00 p.m. during the Seller's Sale, a member must have all items set up in the gym by 4:30 p.m. and work a triple shift during the sale AND complete one job card.
- In order to shop at 6:15 p.m. during the Seller's Sale a member must have all items set-up in gym by 4:30 p.m. and work a Friday night/Saturday morning double shift during the sale AND complete one job card.
- In order to shop at 6:30 p.m. during the Seller's Sale, a member must have all items set up in the gym by 4:30 p.m. and work a double shift during the sale AND complete one job card.
- In order to shop at 6:45 p.m. during the Seller's Sale a member must have all items set-up in gym by 4:30 p.m. and work one full shift during the sale AND complete one job card.
- Non-selling club members in good standing may shop at 7:00 p.m.
- Members of other Multiple Clubs are admitted at 7:30 p.m.
- Buyers are permitted to bring a large shopping bag or laundry basket to collect items they wish to purchase. **No strollers allowed.**
- **NO HUSBANDS, CHILDREN, FRIENDS, RELATIVES, ETC. ARE PERMITTED ON FRIDAY EVENING with the exception of expecting members and postpartum members (up to two months) who will be allowed one helper.**

TO BE ALLOWED TO SELL

- Sellers must be dues-paid members of GMOM with no outstanding obligations.
- Sellers must register with the Clothing Sale Committee and pay a non-refundable seller's fee.
- All sellers must sign a guidance compliance form at rack check-in.
- The seller's fee cannot be charged against a seller account.
- All sellers must complete a job card. Sellers are required to work at least one full shift on Thursday, Friday, or Saturday.
- **Any person buying or selling goods in the Salvation Army parking lot will result in missing a sale and up to a 25% of profits from both seller and buyer.**
- Seller must agree to not knowingly sell products that exceed lead limits set by the CPSC or to sell recalled products. Each seller is responsible for reviewing their items on the CPSC website (www.cpsc.gov) database of recalled items. Seller will not sell products that are likely to have lead content, i.e., children's jewelry, painted wooden or metal toys, flimsily made toys that are easily breakable into small parts or toys that lack the required age warnings.

WORKING THE SALE

- Seller must be on time for shift, work all shifts assigned, and complete a job card.
- All workers report to your assigned manager for instructions.
- Please be considerate to all members by refraining from shopping while working your shift.
- Sellers must wear a GMOM t-shirt while working the sale on Saturday. Shirts may be purchased from the Apparel Chairman.
- Sellers are required to pick up their unsold items and racks (or designate a person to do so) **BETWEEN 5:00-5:30 p.m.** on Saturday. Unclaimed items will be donated to a local charity.

CLOTHING RACKS

- Sellers are required to provide **at least one sturdy** clothing rack per 80-100 items of clothing. All racks must have wheels or rubber stoppers on the bottom. If your rack does not have rubber stoppers, place cut tennis balls on the feet of your rack.
- Your rack must be of sturdy construction. If it falls apart during the sale, it will be marked and you will not be allowed to use it again in another sale.
- Each piece of a rack must be clearly marked with a seller number.
- **Racks must be delivered to the gym in assembled condition on Thursday night between 3:30 and 6:30 p.m.**

SETTING UP

- Seller may begin setting up all items on Thursday night at 7:30 p.m. and must finish before 9:30 p.m. Item drop off resumes on Friday at 10:30 a.m. and must be completed by 4:30 p.m.
- We now encourage drop off of all items on Thursday, except for large outdoor play equipment (i.e. swing sets, playground equipment, sandboxes, and anything else too large to be brought indoors overnight); such items need to be brought on Friday between 10:30 a.m. and 4:30 p.m.
- **No children's products can be sold that are likely to have lead content, i.e., children's jewelry, painted wooden or metal toys, flimsily made toys that are easily breakable into small parts; toys that lack the required age warnings.**
- **No children's products can be sold that have been recalled (except for items that have been repaired – check www.cpsc.gov recall listings).**
- **No household items, adult clothing, breastpumps, plastic utensils (cups, bottles, nipples, pacifiers, utensils, plates, bowls, etc.) stuffed animals, broken/defective toys or equipment, or torn/stained clothing (also see above for lead/recalls). These items will be pulled from the selling floor.**
- **Non-plastic feeding items may be sold (glass bottles, metal or enamel bowls, etc.)**
- **You, the seller, put out all items, unless prior arrangements have been made between you and the clothing sale chairs. Toys may be left in the designated toy area to be put out by a floor manager. Your items must be in the gym by 4:00 p.m. Friday and completely put out by 4:30 p.m. If not, the remaining items may be put out on the floor between 9:30 p.m. and 10:00 p.m. No exceptions.**
- **All sellers must vacate selling floors at 4:30. No exceptions. Absolutely no unauthorized members are to be on selling floor during this time.**
- Clothing is to be in-season (i.e., no bathing suits or sleeveless shirts or shorts in the fall, no heavy jackets or snowsuits in spring).
- Clothing allowed at all sales includes: Capri pants, short-sleeved t-shirts, jeans, and long-sleeved t-shirts.

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HOW TO HANG AND PACKAGE ITEMS FOR SALE

- All clothing must be on a hanger. The hook is positioned like a question mark (?) when you are looking at the front of the garment, blanket, or bedding. Please see example on website.
- Small items such as bibs, onesies, etc. should be placed in Ziploc bags. (Hint: large quantities of these items in a bag sell well).
- Blankets and bedding should be hung on a hanger and pinned so that they will not fall off the hanger. You may also wish to cover large blankets or bedding sets with a clear plastic garment bag and tie at the bottom to prevent any pieces from falling on the floor during the sale.
- Items such as small toys, cassette tapes, game pieces, puzzle pieces and small books should go in bags.
- Items containing small parts should be marked with the small piece statement: "Contains small parts that may cause a choking hazard for children under 3."
- Clothing is priced individually unless being sold as a matching set or complete outfit.
- Attach clean shoes with zip ties and attach the tag to the zip tie or tape the top of the tag to the bottom of the shoe. If shoes cannot be secured with a zip tie, they may be placed in a Ziploc bag.

HOW TO LABEL ITEMS FOR SALE

- **Items are labeled with white 65 lb cardstock (print in black only and draft setting).**
- If pinning your tags, tags are placed at the top right (shoulder) area of the front of the garment in the seams or attached to the garment's tag as you are looking at the front of the garment.
- If using a tagging gun, attach to a visible label or inside seam of the right side of garment (so that the tagging gun does not damage the garment)
- Tags are to be generated in My Consignment Manager (MyCM) and the price cannot be changed once the tag is printed.
- If the tag must be taped to toys or bagged items, **tape only the top portion** above the website line to the item.
- You will be penalized if your tags cannot be cut due to improper taping/tagging
- **If you wish for unsold items to be donated after the sale has ended check the donation box when creating the tag. The new tags for Spring 2010 will feature a "D" on the bottom of the tag to help expedite the process of pulling donated items. Please see website for an example.**
- **Please make sure your items are tagged prior to entering the gym.** There will be no tagging allowed on the sales floor.

FINANCIAL OBLIGATIONS

- Sellers will receive checks via U.S. Mail within three weeks of the sale. Fifty cents will be deducted from each seller's profits for mailing expenses.
- GMOM will deduct 12% from Seller's profits to cover costs associated with the sale.
- Additional penalties assessed from seller's profits may include: **50% deduction for failing to work a full assigned shift (no arriving late or leaving early), 25% for incorrect labeling of items.**
- Nonconformity of guidelines herein subject to an additional penalty fee, imposed by the Clothing Sale Committee and the Board.

BREAK & BREAKDOWN INSTRUCTIONS

- The sale will remain open until 12:30 p.m. for shopping and will change to the ½ price sale at 1:00 p.m. All advertising for the sale will state that our sale is open from 8:30-12:00 with the half price sale from 1:00-2:00pm. We will start asking shoppers to check out at 11:50, with the objective of having all customers completely out of the gym by 12:30 p.m.
- The 1st shift will eat from 11:30-12:00 p.m. 2nd shift workers should eat prior to starting their shift and please remember that you are relieving a 1st shift for their lunch, please be courteous and arrive on time.
- Preparation for breakdown will begin at 12:00p.m., which includes: pulling donated items and organizing racks. Specific instructions will be given at the sale. **Full participation is necessary for a quick break down and we ask you to please refrain from shopping during this critical time.**