

## ***Welcome to the 6th Columbus Kids Resale!***

**You'll soon see why our Kids Resale is the latest trend in consigning kids clothing and gear. This packet will be your guide as a seller. Please read this document in its entirety to understand this fun, easy way to make the most money on the items you have to sell!**

### **Resale Coordinators:**

**Lindsey Babinec**-Former real estate agent, owner of Blondie's Tan, mother of 2

**Brittany Boezeman**-Former elementary teacher, Stay at home mom of 2

**Please feel free to contact us anytime, with questions:**

[columbusINresale@yahoo.com](mailto:columbusINresale@yahoo.com) or Brittany at 812-344-6310, Lindsey 390-9519

### **Why sell with us?**

**-We are the ORIGINAL and LARGEST kids' resale in Columbus!**

**-We have a great track record!**

We've had 5 **very** large and successful sales! This has become an event the community looks forward to attending.

**-You won't have to pay a registration fee or attend an orientation meeting.**

We know your time and money are valuable so you should enjoy it as you wish!

**-Sell with us and earn up to 80% of your sales and shop the presale!**

**First time sellers:** You will earn 70% of all your sales, with the opportunity to volunteer at the sale for an additional 5%, and refer friends to be sellers for an additional 1% for each friend that participates in the sale (up to 5 referrals)...for a total of 80% of your profit! Plus you get to shop the pre-sale!

**Returning Sellers:** You automatically earn 73% of all your sales to thank you for your loyalty to our resale, volunteer for an additional 5%, and refer 2 friends for 2% more (or 1% for 1 friend)...for a grand total of 80%! Plus you get to shop the pre-sale!

**-We do all the behind the scenes work for you. Did we mention we are fun and easy to work with?**

All bases are covered when you sell with us- including a lot of advertising of the sale! We also pride ourselves on great communication with our sellers. We are accessible anytime, day or night.

**-Giving back to the community is a high priority!**

5% of all sales go to a charitable organization within our community. We have previously made a generous contribution to FCC Preschool for low income scholarships and CASA (Court Appointed Special Advocates) as well as the Pregnancy Care Center and the Orphan Grain Train. This kids' sale will again benefit the Pregnancy Care Center. Donated items will benefit both PCC and Orphan Grain Train. *What a great feeling it is to pay it forward.*

### **Suggested Items to Sell:**

**-Fall/Winter Clothing** (infant-teen): Please do not sell any tank tops, strappy tanks, shorts or Spring/Summer dresses at this sale. Please save them for the Spring sale. (Athletic shorts are acceptable at this sale)

**-All Seasons Maternity Clothing**

**-Shoes** (make sure there is very little wear)- please no sandals or flip flops

**-Uniforms:** school, sports, band cheer, gymnastics, and dance

**-Toys and Video Games (board games, puzzles, blocks, dolls, electronics, trucks, cars, pull toys).** Please make sure all pieces are included. You do NOT have to have batteries in the toys. We will have a toy testing table and supply the batteries to demonstrate items work .

**-Play equipment:** sports equipment, swings, ride-ons, tricycles, slides, cars, sand boxes, water tables, yard toys, scooters, bikes, kitchens, playhouses, etc.

**-Nursery/Baby Items:** diaper bags, monitors, bedding, bottles, room décor, bathtubs, rockers, furniture, blankets

**-Baby Equipment:** swings, exersaucers, strollers, bouncy seats, slings, carriers, high chairs, boosters

**- Books and Media:** current books about children, parenting, education, and pregnancy; fiction and non fiction books for infant-teen as well as DVD's, **NO VHS please!**

\*\*\*The following items *will not be sold* at the resale due to safety hazards or liability: car seats, used underwear and used swimwear (swimwear up to 2T permitted since the child would have worn a swim diaper), breast pumps/shields, any used pacifiers/nipples for bottles. **Also, we won't be accepting stuffed animals for the sale. The only exception to this is if it is in excellent condition AND talks, sings, dances, etc.** Cribs can be sold at the sale. However, the crib must not be more than 5 years old and must be recall free.\*\*\*

**Sellers, please check your items for recall alerts. We take the safety of children very seriously. Thank you for efforts to protect children.** [www.recall-warnings.com/category-cat\\_infants.htm](http://www.recall-warnings.com/category-cat_infants.htm) or [www.cpsc.gov/cpscpub/prerel/category/child.html](http://www.cpsc.gov/cpscpub/prerel/category/child.html)

**\*\*REGISTRATION DEADLINE- Sept. 4 or when we've registered 125 sellers (whichever comes first)**  
*Let's Consign...Savvy Moms-Stylish Kids*

**Seller Checklist (please keep this page for your records):**

\_\_\_\_ Read, sign, and mail the following: *Seller Information Sheet, Seller Agreement Release, and Seller Commitment Form w/check* (this check will be returned to you upon item drop off)

**Send the above signed documents and your \$20 check (payable to: Columbus Indiana Resale) to:**

**Brittany Boezeman, Columbus Indiana Resale, 5494 Brush Creek Drive Columbus, IN 47201**

\_\_\_\_ Once your paperwork is received, you will be contacted with a seller number. This is your official ticket to participating in the Kids Resale! Consignor number assigned: \_\_\_\_\_. Returning consignors will keep the same seller number! However, you do need to re-register for each sale in which you plan to participate.

\_\_\_\_ Gather your items to sell, inspect them, and make sure they are clean/ironed and in good to excellent condition etc.  
**Hang ALL clothing items.**

\_\_\_\_ Download the *Tag Template* found on our website columbusINresale.com. Make copies of the tag template as needed. Print on yellow paper if you'd like your items to be sold for ½ off at noon. We HIGHLY recommend this option.

\_\_\_\_ Tag your items (see "Selling Guidelines" for requirements, tips, and hints!).

\_\_\_\_ Drop off your items at Northside Middle School between 5:15 p.m. and 7:15 p.m on September 17. **Bring someone to help you unload and unpack the items you intend to sell. Please see below for more information regarding drop-off.**

\_\_\_\_ Shop the presale on 9-17-10 . **PLEASE NOTE:** We are making a minor change in the order in which sellers shop the presale. *A seller that is ALSO a volunteer will get to enter the presale 20 minutes earlier than a seller that is not volunteering.* Therefore, sellers that are also volunteers will get to enter the presale at 8:15. Sellers that are not volunteers will get to enter the presale at 8:35. Presale shopping will wrap up around 9:35. **Please do not bring additional guests or family members with you to shop the presale.** We will be taking appropriate measures to check attendance for this special sale. Thank you for your cooperation in this matter.

\_\_\_\_ Pick up your unsold items between 5 and 5:30 the day of the sale. All items unclaimed after 5:30 p.m. become the property of Columbus Indiana Resale and they will be donated. If you mark "donate" on your tags, we will take care of your leftovers and there isn't any reason you need to come back to the resale.

\_\_\_\_ All checks and seller tags will be mailed on or before Friday, Sept. 24. Please note: \$2.00 will be deducted from your sales to cover postage and shipping materials.

***Drop off Information:***

***All items need to be dropped off at Northside Middle School between the hours of 5:15 and 7:15p.m on Sept. 17. Please bring your items in boxes or totes labeled with your name on the lid and the base. You will get these containers back at the close of the sale. Bringing these containers enables us to load your unsold items back into your labeled bins at the close of the sale.***

***You will be responsible for unloading your vehicle and unpacking your items, so please bring along additional help to load or unload if you so desire. We ask you have all of your items sorted/organized according to size and gender. This will speed along your check in process. When you arrive at drop-off, please check in at the registration tables located at the front doors of Northside. You, the seller, will then be asked to place the items on the selling floor. We will have volunteers to guide and assist you through this process. Please note: The average seller takes approximately 30-45 minutes to check in/unpack once the vehicle is unloaded.***

**Seller Information Sheet**

Name \_\_\_\_\_ Seller # (returning sellers only) \_\_\_\_\_

Email \_\_\_\_\_ (always check your spam in case our emails go there instead of your inbox)

Address (complete with city and zip code):

\_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

How did you find out about this sale? Newspaper ad Craigslist Preschool MySpace Facebook Other: \_\_\_\_\_

Please acknowledge your check will be mailed by Fri. Sept. 24 and there's a \$2.00 fee to cover postage/shipping supplies by signing on the line below.

X \_\_\_\_\_

Are you a returning seller? \_\_\_\_\_ If yes, what sale did you participate? \_\_\_\_\_

Were you referred to us by a friend/co-worker/family member? Please let us know who to thank: \_\_\_\_\_

Did you refer any additional people as sellers? \_\_\_\_\_ If yes, please list \_\_\_\_\_

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Please fill out the following:

Do you want to volunteer a 3 hour shift for an additional 5% of your sales? \_\_\_\_\_

If yes, what volunteer shift would better suit your needs- Friday evening or Saturday during the day? Shifts available are: 5-8 Friday evening, and Saturday 8-11, 11-2, and 2-5). Volunteers will need to arrive 15 minutes before their shift starts in order to be briefed on your assigned duty. 1<sup>st</sup> Preference \_\_\_\_\_ 2<sup>nd</sup> Preference \_\_\_\_\_

\*\*\*Please Note: Shifts will be determined on a first come, first serve basis.\*\*\*

For advertisement purposes, please let us know what you plan to sell:

**Sizes and Gender** of clothing you plan to sell: \_\_\_\_\_

Approx. # of large items to sell \_\_\_\_\_ (this would be a crib, pac-n-play, ride on toy, stroller etc)

Brief listing of large items you plan to sell: \_\_\_\_\_

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*Thank you for your time and participation. We look forward to working with you and for you!*

**Seller Agreement and Release- Fall/Winter Sales Event 2010:** In consideration to participate and profit from the **Columbus, IN Resale- Kids Sale (CIRKS)**, the undersigned consignor is in agreement to the following terms and conditions:

1. CIRKS will take all reasonable precautions to prevent loss, damage, or theft. Consignor acknowledges possibility of such occurrences and is choosing to proceed in consignment with CIRKS. All items consigned to CIRKS are at the sole risk of the consignor.
2. CIRKS, resale coordinators, leaser and/or owner of space where the sales event is held, volunteers and/or paid participants of CIRKS and insurer of CIRKS shall be held harmless and released from liability with no claims for damaged, stolen, or lost consigned items.
3. CIRKS, resale coordinators, leaser and/or owner of space where the sales event is held, volunteers and/or paid participants of CIRKS and insurer of CIRKS shall be released from liability and waived of any and all claims for personal injury resulting from participation in the CIRKS, for all cause, whether foreseen or unforeseen.
4. New Consignors will receive 70% of the sales price on their merchandise that sells, unless otherwise stated in sales promotions, volunteering commitments, or CIRKS organizer discretion. Resale coordinators will work with diligence to have consignor's checks ready to mail by Fri., Sept. 24 . Returning Consignors will receive 73%. Additional % is available for volunteering a 3 hr shift and for referrals (up to 80%). A referral only earns 1% IF the person actually signs up to become a seller and actually participates in the sale. *Sellers will only receive referral credit the first time the friend/referral participates in the sale.*
5. CIRKS reserves the right to remove any items from the resale that do not fit the guidelines or criteria listed in the seller's packet which was distributed to every consignor participant.
6. Consignor agrees any items not picked up from the resale by 5:30 p.m. on Saturday, Sept. 18 will become the property of CIRKS and donated to a local charity.
7. Consignor agrees that items with missing tags will not be sold to any shopper under any circumstance at the CIRKS. All items without a tag will be placed aside and will not be for sale. It is the sellers responsibility to check the lost and found at the close of the sale to claim unsold items without a tag or a tag with missing information such as a seller number.
8. Consignor releases CIRKS for any discrepancies involving items consigned at the sale and agrees that no claims will be made against CIRKS, resale coordinators, leaser and/or owner of space where the sales event is held, volunteers and/or paid participants of CIRKS, and insurer of CIRKS.
9. Consignor assumes and bears all risk regarding consigned items, and releases CIRKS from any and all liability. Consignor releases CIRKS, resale coordinators, leaser and/or owner of space where the sales even is held, volunteers and/or paid participants of CIRKS, and insurer of CIRKS from compensation for lost, stolen, or damaged merchandise \_\_\_\_\_ (initial)

**\*\*By signing, I have read and understand the terms of the Consignor Agreement and Release Form.\*\***

X \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Print name

**Seller Commitment Form-**

I am submitting a \$20.00 check payable to Columbus Kids Resale in order to secure a consignor number in the Kids Resale. This check displays my commitment as a consignor. The coordinators of the resale will not cash this check UNLESS I do not submit any items for sale 9-17-10 at 7:15 p.m. Should I fail to attend the item drop off at Northside Middle School, I understand I will be considered a "no show" for the Kids Resale. This reserves the right for Brittany Boezeman to cash the check in order to compensate for other sellers that were turned away due to all consignor positions being taken or loss of profit.

SignX \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**\*\*This check will not be cashed and will be given back to you the evening of 9-17-10 when you drop of your items to sell. However, in the event you are a no-show, we do reserve the right to cash the check.**

*Please affix the check to the registration paperwork.*

#### **Guidelines for selling:**

- Clothing should be clean and shouldn't have any tears, rips, stains, piling, or excessive fading.
  - All items must come from a smoke free environment.
  - Clothing styles should be current and up to date.
  - Only seasonal clothing will be accepted at this sale.
- Please keep items separated by size and gender. Attach all outfits securely to a hanger with safety pins (displaying each piece of the outfit).
  - Mark the tag accordingly (example: 3 pc. Gap outfit)
- Only sell items in good working condition. We will have a toy testing area and supply the batteries for shoppers to test a toy prior to purchasing. You no longer have to make sure each item has batteries.
- Please refer to this packet for the list of items, that "will not" be sold at this resale. (This is listed directly underneath "Suggested Items to Sell")
  - Most things sold in a set (i.e toys, socks, hair ties, etc) should be tied or packaged together in sealed ziplock bags to avoid them being separated from the items they belong with. Clothing should be secured together with safety pins so shoppers can look it over without taking it out of a bag. Shoes can be tied together at the shoelaces. If there aren't shoelaces, use a ziplock bag or packing tape to secure the shoes together.

**Please remember: We expect our sellers to only sell items they would buy for their own children. This will help us ensure a classy and upscale image for our sale. If you have an item that you think is questionable, please contact us to get approval before bringing it to the sale.**

#### **Preparing and Tagging your Items:**

All sellers will use the same tag. This tag can be downloaded on our website [www.columbusNresale.com](http://www.columbusNresale.com). Copy the template accordingly. Hint/Tip: You can fill in your initials/seller number/pick up or donate on all of your tags to eliminate some repetitive writing.

-Gather the supplies you'll need: ink pen, safety pins, hangers, and possibly ziplocks and packaging tape.\*Tags should be printed on standard weight paper. Choose white paper if you want your item to stay full price all day. Or choose yellow paper to have your item reduced to half price at noon. **We highly recommend selling your items at ½ price. Your goal is to sell as much as you can and bring home as little as possible, right?**

-Only mark items in .50 increments (for example do not mark an item: \$2.35 or \$2.25 etc.).

-Fill a tag out for each item you're selling. Seller number must be on every tag in order for you to receive your profit! How you price your items is up to you. Our suggestion is to price your items in between garage sale prices and the price a consignment store would sell the item for. This is why a kids resale is SO wonderful. Shoppers are getting items for less than they could buy them at a consignment store, but you are selling them for more than you could at a garage sale and more than a consignment store would give you to buy your items.

**-When tagging clothing please secure the tag (from the template) using a safety pin on the upper right hand side of item (when looking AT it). The safety pin needs to go through the tag horizontally near the top of the tag.** Cashiers will need to be able to pull the tag off without removing the safety pins. This also keeps the sale uniform and makes it easier for buyers to shop!

**IMPORTANT:Please HANG ALL clothing items! We won't have any tables for folded clothing. When looking at the piece of clothing on the hanger, the hanger should look like a question mark. Hangers will not be returned to the sellers. They will become the property of the shopper that purchases the item.**

- Use packaging tape to secure the price tag to plastic toys etc. Leave one side without tape so cashiers can easily remove the tag for our records.

-If toys have multiple pieces, put them in a ziplock bag and secure the price tag on the outside of the bag with packaging tape. PLEASE NOTE: Only secure 2 or 3 sides of the tag with tape. Cashiers need to be able to grasp a corner of the tag in order to remove it for records.

-If you have product manuals, instructions, or warranties for items you are selling, attach them to the product.

\*\*We are pleased to have you as a seller! If at anytime throughout the resale process you have questions, please feel free to contact us [columbusNresale@yahoo.com](mailto:columbusNresale@yahoo.com) or 344-6310.\*\*

