



Dear Consignor,

We are so happy to have you participating as a seller in our Spring 2019 sale! Sale dates are Thursday, April 4th – Saturday, April 6th. We hope this will be an enjoyable and profitable experience for you! Everything you need to know to have a successful sale is included in this packet. Please read through carefully. If you have any questions we are here to help. You can email any questions to us at twiceblessed@findlayfirstnaz.org.

See you in April!

The Twice Blessed Team

Seller Checklist

- Read through the instructions carefully. Even if you are a return-seller, there are new guidelines and instructions on preparing your items for sale.
- Register online @ www.twiceblessedsale.org
- Sign up for delivery appointment using the sale system.
Delivery dates: 4/01/18 and 4/02/18
**We cannot accept items without an appointment.*
**Drop-offs are processed by appointment time.*
**Call/Text/Email ASAP if you are not able to make your appointment. Colleen: 765-745-0027*
Leah & Colleen: twiceblessed@findlayfirstnaz.org
- Prepare and enter all items according to instructions.
**Limit of 200 items.*
Finish entering items by **Midnight Saturday, March 30th*
- Sign up to volunteer! Twice Blessed is staffed 100% by volunteers. Volunteering is not required but great volunteers, like you, make the sale successful!
Volunteer Benefits;
 - Shop Wednesday Night Pre-buy
Volunteers ONLY
 - Meals provided
 - Childcare available
**Pre-registration Required, Limited Availability*
- Pick up any unsold, not donated items
Saturday, April 6th from 2:30pm-3:00pm

IMPORTANT REMINDERS:

- **System Shutdown**
System will close at **Midnight on SATURDAY, MARCH 30!**
Sellers will NOT be able to make any changes to inventory after this time.
 - **Item Pick Up**
All items not donated must be picked up on **Saturday, April 6 from 2:30-3:00 pm**. *Please do not arrive before 2:30. Any items not picked up by 3:00 pm will be donated.*
 - **Seller Checks:**
All seller checks will be sent by mail. They will be mailed by Fri., 4/26. You'll be asked to verify your address while registering for the sale.
 - **Consignment Sale System:**
**Registration, volunteer sign-up, inventory management, and printing tags – all online.*
**You can monitor your sales during the event – sales are updated each evening!*
 - **Off-Season items:** Due to space limitations, we cannot accept off-season items – no heavy coats, flannel shirts, no long sleeves for sizes 2T & up, etc.
 - **QUALITY:** Our volunteers will check over each item at drop-off. Almost everyone has items turned away because of undetected stains, wear/tear, or broken parts, please don't take this personally.
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Twice Blessed Consignor Instructions and Guidelines

A. CONSIGNMENT FEES & SETTLEMENT OF PROCEEDS:

- A \$6 Seller Registration Fee & 30% commission will be deducted from your proceeds. Twice Blessed 30% commission is for our Church's Children's Projects, with 10% donated to outside charities.
- **Your check will be mailed by Friday, April 26 – your itemized sales report can be viewed online.**

B. ITEMS ACCEPTED:

- Children's clothing: sized Infant newborn ~ Junior girls/Young Men boys
- Maternity: clothes, nursing tops, bras, etc.
- Outerwear: Shoes, rain boots, spring coats & raincoats (according to season)
- Toys for all age groups, bikes, sports/athletic equipment
- Books, games, DVDs, puzzles: All video/computer games **rated 10Y and under** only. Children's DVDs (rated G and PG only, **no PG-13**).
- Nursery items: cribs, nursery decorations, baby furniture, crib bedding
- Baby Gear: strollers, current car seats, playpens, high chairs, jumpers, etc.
- Other baby items: feeding, bath, potty training, travel, safety, etc.
- Other children's items: Children's furniture, bedding, themed bedroom décor, etc.

WE ENCOURAGE MOMS TO BRING THE "BIGGER KID" STUFF TOO!

C. ITEMS NOT ACCEPTED:

- Adult clothing other than maternity wear.
- Clothes that are dirty, missing buttons/hooks, have holes/stains, excessive wear/tear.
- Battery operated toys/item that do not have working batteries.
- Stuffed animals (unless it's an action toy like Chicken Dance Elmo, or something similar).
- ALL ELECTRONIC TOYS MUST HAVE WORKING BATTERIES – this allows shoppers to see that they work!
- VHS Tapes
- Off-season items (for example: heavy coats, flannels, long sleeves size 2T & up) will **not** be accepted for this Spring sale – save it for our Fall sale in September!
- Car Seats or baby gear that has "expired." Please refer to the manufacturers' label on your car seat for exp. date.
- Any other item that would NOT be used for children (general home décor, movies/games for adults, other furniture, accessories, etc.).

Twice Blessed volunteer workers will be checking over each item carefully at your drop-off appointment. Twice Blessed **reserves the right to refuse** items to include in the sale. Almost everyone has items turned away due to undetected stains, excess wear/tear, or broken parts, so please don't take this personally.

RECALLED ITEMS:

Please check the CPSC website at:
<http://www.cpsc.gov/cpscpub/prerel/prerel.html> for recalls. As of February 2009, it is illegal to sell recalled items.

Twice Blessed has a strong commitment to keeping the quality of our sale high. We want people to continue shopping and participating in our sale for many years to come. Our volunteers try their very best to ensure the items we sell are of high quality, in good condition, and clean! Attention to quality and proper preparation of your items will make our sale prosper and your consignment experience better.

D. PRICING YOUR ITEMS:

- Twice Blessed wants you to have a successful, profitable sale. We suggest you use these pricing tips from what we've learned our last 19 sales – remember, there are other sellers competing for sales, presentation and pricing can make all the difference!
- **We suggest to price items at 1/3 of what the item can be purchased as new.**
**If you price it at 1/2 price, it may or may not sell.
- We highly recommend that you opt YES, to **reduce prices 50% on Saturday.**
- **Only 50¢ increments allowed by our system, so please price items accordingly.**

TIP: We have found clothing items priced \$5 or less and/or clothing put together as complete outfits sell very quickly.



E. PREPARING YOUR ITEMS:

INVENTORY SHEET & TAGS: EVERYTHING MUST BE DONE ONLINE!

- **Online:** Go to our website (www.twiceblessedsale.org) for the link to register as a seller. Once registered, you can return to the "Seller Homepage" at any time to create/edit your inventory sheet (it will be saved online for you!) and print your tags.
****The system will close at Midnight, Saturday, March 30. After that, no changes can be made.****
- **Item Description:** Make it DETAILED so if your item loses its tag, we can try to match your item back to your list. (Ex: Instead of "shirt" write "Green shirt w/ dragon print." Or instead of "book," include a portion of the book's title.)
- **For clothing sizes/categories:** When the size isn't marked on your clothing, make your best guess. Be sure to select the correct category or it may be racked incorrectly and won't sell! NO ADULT CLOTHING IS ACCEPTED
- **Half Price Day:** If you want an item to be half price on Saturday, **CLICK ON THE BOX NEXT TO "CHECK TO DISCOUNT" FOR EACH ITEM TO BE REDUCED.**
*If you do not click this, your item will **not** be reduced by our system and can only be sold full price.*
- **Donations:** Checkmark the box next to the word "Donate" for each item you wish to donate if it does not sell. Be careful to not checkmark items you want back. All items marked "Donate" are given to a local charity directly after the sale closes.

CLOTHES – ALL CLOTHING ITEMS MUST BE ON HANGERS – SEE DIAGRAM BELOW

- **Launder and sort** your clothes. Iron them if necessary – *The nicer they look, the better they sell!*
- **All shirts, pants, shorts, need to be on hangers.** Secure pants to top of hanger, within a few inches of the hook with large safety pins, so they don't slide. Please, no FLIMSY plastic hangers on items larger than 2T (*they break w/ bigger items on the rack*).
- **Multiple pieces:** On outfits with more than one piece, safety pin all items together so they do not get separated. On top & bottom outfits, safety pin pants/skirts on the **hanger, outside** of the back of the shirt, not under, so people can easily see what they are buying.
- **Tagging your clothes:** Safety pin tags to the SHOULDER of garment, or PANT LEG, SEE ILLUSTRATIONS BELOW. (**Raincoats: Attach tags with clear packing tape. Don't make holes with safety pins.**)
- Hanger hook should be turned away from the tag (as shown) so tags are easily visible when customers are sifting through a rack.
As you are hanging your clothes, think of a question mark (?) That's the direction the hook should be open to.



WHEN YOU ARE FINISHED WITH YOUR HANGER ITEM, IT SHOULD LOOK LIKE THE DRAWING ABOVE.

At seller drop-off, clothing items prepared incorrectly will have to be corrected by you before we can accept them. We will be processing thousands of items, and won't have time to correct any mistakes. Please save yourself time and double check to make sure you have prepared your clothing correctly. The correct preparation helps you! Buyers can clearly see your item and price information and buy it! (It's EASY to do it backward. Double check your work.)

LARGE ITEMS:

- Clean all items, then secure tags in a clearly visible spot on the item using packing tape, or safety pin if there's fabric.
- If there are small pieces that come with the large item, place them in a Ziploc bag and secure the bag to the large item using packing tape – **please no scotch tape!**

Toy Tips: Write on the tag that the toys or game is complete. Broken/dirty toys, toys without batteries, or incomplete toys/games will not be accepted. **PLEASE MAKE SURE ALL PIECES ARE INCLUDED AND THE TOY IS IN GOOD WORKING CONDITION.**



ALL OTHER:

- Clean your items and attach tag securely.
- **Small items:** Use zip lock bags for
 - Socks
 - Underwear
 - Small Shoes
 - Small toys (Legos, etc.)
 - Hair accessories
 - Small Games
 - Other Small Misc. Items
- Use clear packing tape to tape **tags** on OUTSIDE of zip lock bags. Staple or clear tape them shut so they can't be opened at the sale.
- **Large Shoes:** Fasten together, either with the shoe strings or using string or cable ties.
- **BATTERY OPERATED TOYS:** MUST HAVE WORKING BATTERIES TO BE ACCEPTED AT DELIVERY TIME. We cannot accept toys that don't work. We cannot supply batteries, please bring your own.
- **Sheet and blanket sets:** Safety pin, tie, or (clear) bag pieces together. Make sure your tag is secured and can be easily found!! If bagging, attach the tag to the OUTSIDE of the bag.
- **Books:** ****Please tape sale tag OVER any visible barcode**** For individual books, use removable tape or rubber bands to secure the tag so not to damage the book. For multiple books, place in a large ziplock and tape the tag to the OUTSIDE.
- **Puzzles:** Saran Wrap works great to keep puzzle pieces in place!

F. LOST ITEMS TABLE

- Any item without a tag that could not be matched to a list, will be placed on the LOST ITEMS TABLE
 ***Please check that table during the sale, in case one of your items may be there.**
 *Items left will be donated, after Saturday pick up.

TWICE BLESSED FINAL NOTES:
SPREAD THE WORD!

The success of this sale depends on how many SHOPPERS COME TO BUY.
 We are very limited with how much we are able to spend on advertising, we depend greatly on YOU!
 Spread the word about this huge sale where Moms can get lots of quality kids stuff at low prices!
 Share with all the Moms you know – at work, at Church, in the neighborhood, send emails to friends, post it on Facebook!
If you would like flyers to hand out, we'll get them to you right away. -- Call/text Amy for flyers 419-348-8190

VOLUNTEER!

Every single worker at our sale is a volunteer – we cannot put on the sale without these awesome helpers! We have days and times to accommodate anyone. Ask family & friends to volunteer too! We have a huge variety of volunteers each year!
 Perks – Pre-Buy Sale for all workers, free food, free babysitting (limited availability – must pre-register). Plus, it's fun!!!

Pre-buy Hours For Volunteers:

- 6:00pm those who work 3 shifts
- 6:30pm those who work 2 shifts
- 7:00pm those who work 1 shift

Family and Friends are not permitted to attend the Sale Pre-Buy unless they are also one of our workers.

****This is a monitored, special reward for our hardworking volunteers!***

SHOPPERS, SELLERS & VOLUNTEER WORKERS DO NOT HAVE TO BE MEMBERS OF OUR CHURCH

Twice Blessed was created to be a BLESSING to the entire community!

VISIT US!

We invite you to visit us on Sunday morning and check out what else we have going on around here! You're only "New" here one time...then you become part of the family. We're sure you'll see a familiar face or 2 from the sale, and we'd love seeing you!

FINDLAY FIRST CHURCH OF THE NAZARENE

Sunday school 9:30 a.m. Worship services 9:15am & 10:45 a.m.

Nursery is provided here too – and older children can enjoy the "Power Plant!"