

Seller's Info & Instruction Packet

Aug 15-Sept 27	Register for your seller number AND check-in appointment.	
Sept 28	Deadline to submit electronic inventory to www.CTKB.org/sale	
Sept 28	7:30pm – 8:30pm	Sale merchandise received by appointment only.
Sept 29	10:00am – 5:30pm	Sale merchandise received by appointment only.
	6:00pm – 7:30pm	Private pre-sale.
Sept 30	9:00am – 6:00pm	Opening Sale Day
Oct 1	8:00am – 2:00pm	Sale Day (50% off marked items)
	2:00pm – 4:00pm	Teardown
	3:30pm – 4:30pm	Pick up unsold items (if indicated*)
Oct 3	4:30pm	All unclaimed items not picked up by 4:30pm will be donated.
Oct 15	Internal deadline for sellers' earnings checks to be distributed	

Sale Location: Christ the King Lutheran Church

8600 Fremont Ave, Bloomington 55420 (952)-881-8600

Call Sarah Marotz at 952-886-0203 or Rachel Bernier at 612-208-5874 with any questions.

1. Become a Seller!

a) What's your cut

- **Sellers earn 70%**, CTKB Children & Family Ministry and charities earn 30%. **Sellers that volunteer a minimum of 3 hours can earn 75%! CTKB will also help with a starter kit of safety pins and hangers!**

b) Getting a Seller Number

- Log in to www.ctkb.org/sale to register for your personal seller's code and choose your check-in time.

2. Prepare Your Merchandise

a) What will be accepted?

- **We encourage in-season (fall and winter) clothing for best sales. However, all merchandise will be accepted for this sale.**
- New and "gently used" baby/child/pre-teen clothing, maternity wear, shoes (up to women's size 7 and men's size 9), accessories, baby items, indoor and outdoor toys, games, books, videos, baby/juvenile/youth furniture, bedding, sports equipment.
- All items must be clean and in excellent condition. Inspect them to make sure they have no rips, holes, stains or unstitched seams. All buttons, zippers, snaps, buckles and velcro must work. Non-clothing items must have all parts and be in good working order. Any items not in great condition and clean will be pulled from the sale.
- Sort your items, grouping by size and gender. This will speed your inventory and check-in process.

b) Inventory items

- Go to www.ctkb.org/sale to login to the inventory system. Your final inventory must be submitted by midnight **Sept 28th**.
- Enter your items into the online inventory system.
 - Description: Give a short description of your item on the tag, just in case it becomes separated from the item.
 - Price: You set your own price on all your items! **Please price to sell.** Generally items sell for 20-33% of the original price, depending on name brand and condition. Ask yourself "What would I pay for this item?" **Price to sell though or it is not cash in your pocket.** Minimum price is \$0.50. All prices must be in multiples of \$0.50 (ex. \$1.00, \$1.50, \$2.00...). You may bundle items to meet the minimum price (example 3 bibs for \$0.50).
 - Discount: Decide if you do not want the item to be 50% off during the Saturday discount time. Please be selective on the items that you select (to remain at full price), since sale items sell quickly.
 - Return/Donate: Determine what items you would like returned to you or donated to charity if they do not sell.
 - Multi-piece items: For items with multiple pieces** (like toys or beds), create a tag for EACH piece by selecting the 'add part' icon. The first piece will have a price and number/letter (ex: 1a). The subsequent tags will not have a price and will include b, c, d etc. for the numbers (ex: 1b, 1c, 1d...). **If your multi-piece item can be kept together as one unit you do not have to create a part (example: outfit set on one hanger that can be pinned together do not need to have 'a' and 'b' tags).

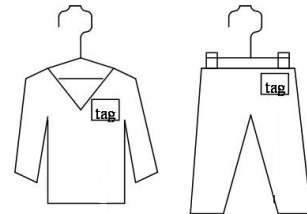
c) Prepare tags for each item

- All tags must be printed from the online inventory system onto plain white paper. Do not use card stock or colored paper.
- **Highlight the bottom of the tag if you want the item returned to you.** Do not highlight if you want your item to be donated. This makes it easier for volunteers to find and sort your items after the sale.

d) Final preparation of sale items

- Clothing: Attach tags to clothing using standard SAFETY PINS ONLY. No straight pins. Tag should be approximately 1-inch from the top left corner of the item.

- **Hang all clothing on hangers as shown.** Pants not on clip hangers must be pinned to the top of the hanger, not on the bottom bar. Hangers must face the correct direction.



- Multi-Piece Items: Each item must be tagged then all items attached together, ie. 3a, 3b, 3c...etc. Secure the items together to prevent separation.
- Shoes: If shoes have laces, tie them together, or put a curling ribbon through the eye holes or velcro to help keep them together. Pin on tag, tape on or lace with curling ribbon through eyes. Remember that we cannot sell items without tags, so label well.

- Tagging small items: Onesies, sleepers, socks, bibs, rattles, hair bows and other small items will sell much better if sold as a set. Please put several like items together in a clear plastic bag. Clearly label what is in the bag on your tag, and zip shut. Tape tag to the outside of the bag using clear tape. At the sale, there will be a table for these items.
- Toys, Books, Other: Attach tags to toys, books and odd-shaped items that cannot be pinned so that tag is secure and visible, yet easily removed by the checkout volunteers. Use tape at the top and bottom of the tag, leaving the sides free.
- Tagging toys and equipment with multiple items: Package or box all toys with multiple pieces in a clear plastic bag. Tape the tag to the outside of the bag. For large items with multiple pieces, put a tag on EACH piece.

e) Notes

- We reserve the right to withdraw clothing that is dirty, stained or torn or smells like smoke.
- Items without a tag cannot be sold. We will try to match up items (based on description) if possible; otherwise the items will be set aside for pickup on Saturday.
- Please check that your items are not subject to a recall for the safety and health of all children. Here is a website to aid you: <http://www.cpsc.gov>
- We will be taking precautions against theft, but we cannot be responsible for lost or stolen merchandise.

3. Come to your check-in appointment with....

- Your merchandise tagged and packaged correctly, ready to sell! If you have your clothes sorted by size and gender in your piles, then drop off will be easier and faster for you.
- A box or bin with your seller number on it for items you want returned to you.
- A self-addressed, stamped business size envelope so your check can be mailed to you. If you do not provide an envelope, you will need to stop by the church office to pick up your check. A sold/unsold items report will also be sent to you via email for accounting and tax purposes.

Remember:

- All items will automatically be reduced by 50% during the Saturday discount time of the sale unless items are marked otherwise.
- All unmarked items will be donated. All items unclaimed by 4:30pm on Monday will be donated, regardless of highlighting on tag. At this time we can accommodate late pickups via prior arrangements.
- Tax Deduction: Donated items are tax deductible. Your inventory sheet and sold items report serves as your receipt.

Volunteers are needed!

- ❖ Consignors that volunteer a minimum of 3 hours will earn 75% on their items!
- ❖ The private PRE-SALE (Thursday Sept 29th, 6-7:30pm) is open to VOLUNTEERS, Consignors and Expectant Parents to shop!
- ❖ Sign up to volunteer by calling the church office at 952-881-8600 and pick your own time.
- ❖ There are a wide variety of opportunities and time periods available. Each volunteer is allowed pre-sale admission on the honor system.

Word of mouth is the best advertising...Please tell your family, friends and neighbors!
Thank You for Your Support!