



Twice Loved Consignment Sale Seller's Guide

ITEM DROP OFF/PICK UP

Early Bird Drop Off (Thursday evening):

- Early bird drop off is Thursday between 6:30 - 7:30 PM. You must sign up for a drop off time on MyCM.
- *To take advantage of early drop off, \$20 will be taken off your final sale settlement.*
- Early birds just need to unload their items, take and sign off on a clothing count, and leave.

Friday Morning:

- Arrive between 10 AM - 1:15 PM to drop off items. If you have hanging clothing items, you must sign up for a check in time on MyCM.
- Check in/out at the front table to ensure we have proper contact information for pickup on Saturday.
- **THE SELLER must place all items** in their designated areas on the sales floor by 2:00 PM on Friday.

- Arrive on time for your clothing check in time and follow the instructions given on hanging, sorting and inspection.
- Assemble any large items (such Pack and plays, strollers, etc.) as directed.
- Bring at least one bin or box labeled with your seller number to leave during the sale. Bins are used for display and hanger sorting and will be returned Saturday.

Picking Up Items Saturday Afternoon:

- Sellers are responsible for picking up their unsold items between 3:15 and 3:45 PM on Saturday. Do not attempt to pick up items earlier than 3:15 PM.
- Double check your items to make sure they are all, in fact, your items.
- Do not throw anything in the dumpsters outside of the venue.
- **All items left at 4 PM will be donated to charity.**

PREPARING YOUR ITEMS

Pricing and Condition:

- Items should be in consignment store condition or better. Broken toys, puzzles missing pieces, stained clothes, shoes with holes, etc. will be returned to the seller.
- Twice Loved sale price points are between consignment store and garage sale prices. Pricing is subjective to each seller and prices vary throughout the sale.
- Clothing typically sells for 75% less than retail prices for most clothes and 50-60% less on boutique items.
- Toys sell for 50-70% below retail.
- To discount an item for Power Hour (Saturday 12-1 pm), please select "Discount: YES" when entering the item.
- **CHECK YOUR ITEMS FOR RECALL!** Check for current recall information at www.cpsc.gov/recalls.

Printing Tags and Labeling your Items:

- Print tags on **60# or 65# white cardstock** only.
- Use the "Normal/Standard" setting when printing tags instead of "best quality."
- Keep the barcode visible when using painter's tape to attach tags.
- Clothing that is hung should be tagged using a proper tagging gun. Tagging guns and barbs can be purchased through several online retailers or in local office supply stores.
- If any changes need to be made to a tag, reprint the tag. Do not make changes by hand.

Guidelines for Clothing

- 90 pieces of hanging clothing fit on a standard 6 ft commercial grade rack. Twice Loved rents racks for \$10. You can also purchase your own heavy duty metal (not plastic) rack to bring and use.
- Racks are inspected upon check in to ensure they are commercial grade! Label every piece of the rack with the proper seller number.
- To rent a rack, complete the form located at twicelovedsale.com by Wednesday at 5 PM.
- Wire hangers are not accepted, please only use plastic. Label hangers with your seller number if you want them returned to you at the end of sale.
- The layette section is an option for clothing sizes NB - 18 months. Layette items **MUST** be placed in plastic bags and often sell best when offered in groups of like or coordinated items.
Bagged layette items do not count toward your hanging clothing items total.
- Clothing must be free of tears, stains, holes, odors and/or excessive wear and all zippers/buttons should be in working order.
- Hang garments with the open part of the hanger hook facing left. It should look like a question mark.
- Use a tagging gun to attach the tag to the garment left side. Avoid putting the tagging gun directly through the fabric.
Please do not use safety pins to attach tags.
- Sets of tops and bottoms should be secured using a tagging barb if possible.
- MULTIPLES CLOTHING SETS: If you have twin matching or coordinating outfits that you would like to sell together Friday night, **tag them separately**, but rubber band the hangers together. They will be separated and re-hung for Saturday public shoppers.

Guidelines for Shoes

- Keep shoes in pairs by securing with a zip-tie or string. Attach the tags with a string or zip tie.
- Place crib shoes in resealable bags with the tag taped to the outside of the bag where you can still see the shoes.

Guidelines for Toys:

- Must be clean and ready for play.
- **Toys that require batteries MUST be operational with working batteries.**
- **Toys, puzzles, and games MUST have all their pieces.** These items will be brought to an inspection table during check-in.
- Loose pieces should be sealed in resealable bags and attached to the largest pieces of the toy.
- Wooden puzzles can be secured with plastic wrap.
- Small toys may be combined in a resealable bag. Place the tag on the outside of the bag insuring that the toys will not get lost.
- Do not bring any toys that are likely to have lead content such as children's jewelry and painted wooden or metal toys unless you have confirmation that they have less then the current CPSC lead limit.
- **Any items sold that are broken or are missing pieces will not be accepted.**

Guidelines for Baby Gear and Other Large Items:

- Check in car seats, car seat bases and booster car seats at the “Car Seat and Bedding Check In Table” prior to placing these items on the sales floor. You will be asked to sign a release form (2 copies) for each piece. One form will be attached to the car seat and the second form will be kept for APOM records. If you do not sign a release form, we will be unable to sell your items and they will be pulled from the sales floor. The release form will confirm the following:
 - You are the original owner of the car seat. The car seat has never been in an accident.
 - None of the parts of the car seat have been broken.
 - There needs to be a minimum of one-year left on the car seats expiration date. Please check the manufacturer’s label on the car seat for the expiration date/manufacture date. If no expiration date is indicated on the car seat, the car seat must be less than 4 years old.
 - You have verified that this car seat is not under recall.
- Use clear packing tape, a zip tie or string to attach your tag to the items.
- **No cribs, breast pumps or breast pump accessories may be sold.**
- If the assembly hardware is loose, package it in a resealable bag and attach it to the directions.
- If an item is too large or difficult to assemble, please attach a large color photo and assembly instructions.
- Please ensure there are no food particles or remnants and no obvious stains.
- **Items must be clean, safe, in good condition and without missing parts.**
- **If it requires batteries, they must be working at the time of the sale.**

PERCENTAGES EARNED AND VOLUNTEERING

Each volunteer shift is three hours in length. Percentages represent the amount of earnings of your total sales. *To qualify for the highest two percentage tiers, at least one shift must be completed during sale hours.*

VOLUNTEER SHIFTS	PERCENTAGE EARNED
0	60%
1	65%
2	70%
3	80%

Volunteer shifts:

- Sellers, their spouses or their parenting partners can volunteer shifts to count towards the total percentage.
- Teenagers 14+ can volunteer for specific shifts which count toward the seller's percentage. Email twicelovedsale@gmail.com for info.
- Friday dinner and Saturday breakfast and lunch is provided to volunteers who work during those hours.
- Arrive 10 minutes before your scheduled shift and check in with the volunteer coordinator to receive credit for your shift.
- Children under the age of 14 cannot be present during any volunteer shift.

Receiving your sales check:

- Within 2-4 weeks, you will receive a settlement report to review for accuracy. Note: Your settlement in MyCM will be inaccurate at first, until your percentage is manually changed after volunteer shifts are entered
- All checks will be prepared and mailed out 4-6 weeks from the sale. **Please be sure that all information in MyCM is correct.** Check payments are issued via mail to the address entered in MyCM.
- Please deposit your check promptly. **All sale checks are void after 90 days.**

FEES

Consignment Fees:

- Each seller is charged a nonrefundable, non-transferable \$15 registration fee to cover venue rental, advertisement, supplies, equipment, storage, tables and chairs, etc.
- Each clothing rack rental is \$10. You can provide your own commercial grade rack or rent a rack for every 90 pieces of hanging clothing you have. First time sellers get one free rack rental!

Penalty fees:

- Reissued checks incur a \$40 stop check fee.
- Tags that won't scan incur a 25c fee per tag (note: first 10 faulty tags free)
- Sellers who miss a volunteer shift without advance notice incur a 5% penalty per shift.
- Please check items carefully for recall. Items sold that are recalled may be refunded by the seller (plus credit card fees) and are handled on a case by case basis.
- Sellers who arrive after 1:35 PM for setup incur a \$30 fee.

KEY CONTACT INFORMATION

Registration, volunteer, schedule check-in, and enter items:

www.myconsignmentmanager.com/twiceloved

Email: twicelovedsale@gmail.com

Website: TwiceLovedSale.com

Facebook group: [Twice Loved Sellers Group](#)

All the hard work you put in to make this sale a success is appreciated!