Baby Bazaar

DONATE . SELL . SHOP.

infant • childrens • maternity

Welcome to Baby Bazaar 2016!

This is a great opportunity for you to clear your home of things you no longer need and to find great deals on ones you do! Each year, we look forward to meeting our new sellers and to seeing the familiar faces of returning sellers. We are excited about this event, and we are glad that you are joining us in this year's sale!

A Few Reminders

1. Use our direct link **www.myconsignmentmanager.com/babybazaar**, to log into your account. Here, you can enter items for tagging, manage inventory, sign up for volunteer slots, etc.
2. The address you entered is the one we will use to mail your check, so please ensure it is accurate.
3. Any questions?? Please email us at **babybazaar@faithbibleonline.org.** We are here to help you!

IMPORTANT DATES & TIMES

1. Seller Registration: Open thru Monday April 11th @ 11:59 p.m.
2. Volunteer Registration: Open thru Thursday April 14th @ 11:59 p.m.
3. Seller Check-In: Monday, April 11th thru Wednesday, April 13th
4. Entering Items online: Open through Wednesday April 13th @ 9:00 a.m.
5. **NEW! Pre-presale (Volunteers that serve 2 shifts or more): Thursday, April 14 6:30 p.m.**
6. Presale: Volunteers Only: Thursday, April 14th 7:00 p.m.-9:00 p.m.
7. Sale: Friday, April 15th 9:00 a.m.-7:00 p.m.
8. Half-off Sale: Saturday, April 16th 8:00 a.m.-Noon
9. Seller Pick-up: Saturday, April 16th 12:00-1:00 p.m.

Drop-Off/Check-In Information

You must register for a time to check-in and bring your items to the church. You can view time slots and select a check-in time through your account at www.myconsignmentmanager.com/babybazaar.

If you cannot make your check-in time, we will do our best to accommodate you. Please contact **Melissa Montgomery @ 281-414-8145** to make alternate arrangements.

Important Check-In Reminders:

1. **Please presort all items** according to category and size, to ensure a smooth check-in.
2. Please put your items out on the sale floor after check in and inspection
3. Ensure your Items are compliant with the **"Preparing Items for sale; Quality and packing" section** in this packet. Items will be rejected if they **are not** compliant.
4. Print all tags on **white card stock paper** to ensure the tag will scan. **If your tags do not scan, you will be asked to reprint your tags.** Please see "Preparing Items for Sale: Tagging" section of this document.

The End of the Sale

You must pick up any items you want returned to you after the sale. It is the seller's responsibility to find and collect their items. Sellers may pick up items between **12:00 and 1:00 p.m. on Saturday**. **ALL items left after that time will be donated.**

Reports for items sold on Friday will be available Saturday morning. Saturday's report will be available late afternoon. To view the Settlement Report login to your account on the website. After the sale, you will be mailed a check for **70%** of the total selling price of your items sold. Checks will be mailed out by **May 15th**.

We do our best to ensure the security of your items before and during the sale. However, we are not responsible for lost, missing, stolen, or damaged items.

Thank you for selling with us!

Preparing Items for Sale: Quality
1. Items must be in good condition – no holes, stains, excessive wear, broken parts, etc.
2. Items requiring batteries must have batteries in them to demonstrate working condition.
3. No recalled items are allowed. It is illegal to sell recalled items.
4. Items with inappropriate for children, such as PG-13 movies or objectionable books or games.
5. Anything sold in original packaging must have ALL pieces present!!
6. Items missing pieces may be sold ONLY IF the missing piece doesn't affect the integrity of the set and ONLY IF the buyer can clearly see what he/she is buying (e.g., an item may not be sold in the original packaging, if pictured items aren't present).
    a. **Examples of acceptable:** a set of play food is missing the apple, misc. Lego pieces in bag
    b. **Examples of *unacceptable*:** a puzzle missing a piece, a game missing a piece, cups missing valves, missing instructions or pieces to a Lego set
7. Car seats **must not be expired** (for most car seats, this is 5 years old). When you drop off the seat at check-in, you will be asked to sign a waiver verifying that the seat has not been in an accident and that it is in good condition. We also check the dates and labels on the seat to confirm that it is saleable.

Preparing Items for Sale: Packaging
Non-Clothing Items:
1. Tags may be secured to items using clear packaging tape. Please be careful not to tape over the barcode, as this can interfere with scanning the tag!
2. Items requiring batteries MUST include batteries.
3. Items that have multiple pieces included should be placed in re-sealable plastic bags. **Please TAPE THE BAGS SHUT** to prevent loss of items inside. (Examples: Legos, toy cars, Sippy cups, socks, shoes etc.)
4. For large items with smaller items in the set: Package smaller items in re-sealable plastic bags and **TAPE THE BAG SECURELY TO THE LARGE ITEM** in the set.
5. **Optional suggestion for larger items:** If you have a set of several non-clothing items that you are selling as a group, please use the following system: **1.** First Tag should include price and have 1 of 2 or 3 etc. in description. **2.** Second item should have $0.00 for dollar amount and 2 of 2 or 3 etc. in description. (Please see phone at the end of this section.)

Clothing and Layette Items: We have included an example photo below.
1. All general clothing items MUST be placed on appropriately sized hangers! This includes shirts, pants/shorts, jackets, pajamas, swimsuits, and costumes. Inexpensive hangers can be found at dollar stores, general merchandise stores such as Wal-Mart, Target and online.
2. When hanging items, the hanger should point to the **RIGHT shoulder or side of the garment.** Tags should be attached to clothing items on the **LEFT shoulder or side of the garment**. Please use **safety pins** or price tagging gun to attach tags to garments. ***DO NOT USE STRAIGHT PINS***.
3. When tagging children's items, please use numerical sizes whenever possible.
4. Optional Suggestions:
    a. Please bag all Accessories such as hats, hair bows, socks, and underwear.
    b. Layette items such as undershirts and onesies may be bagged in sets and sold.

c. Please bag all layette items such as small receiving blankets, burp cloths, and crib sheets
d. If you have a set of several clothing items that you are selling as a group, you can usually put them together on a hanger and use one tag. In the item description, simply note it as such.

Preparing Items for Sale: Tagging

When you are ready to enter items into the system, login to your account on **www.myconsignmentmanager.com/babybazaar** and go to the **"Enter Items"** tab.

To ensure that your tags scan properly at the sale:

1. **You must use white cardstock paper (at least 60# or 65# cardstock) to print your tags.**
2. Print your tags with an inkjet printer (not a dot matrix, and not a laser).
3. Use the 'normal' setting when printing – NOT best quality**.** Barcode must not bleed or fade or be excessively dark (lines bleeding into each other).
4. **Do NOT** put tape over the barcode!
5. Please select Donate if you want to donate your item(s). You must do this for each item you are selling.
6. Please select Discount if you want your item(s) to go half price on Saturday. You must do this for each item you want discounted half price.
7. If you do not have access to a suitable printer, please contact us at **babybazaar@faithbibelonline.org**.

If you are transferring items from another sale/season:

1. If you are transferring items from another sale/season, you must verify 3 items on your tags. Make sure that:
2. Your seller number on your printed tags matches the registered seller number in the new sale/season
3. The tag's discount/donate options do not conflict with those on the Baby Bazaar tag
4. The tag's description length from the previous tag is not too long for the Baby Bazaar tag.
5. To test your tags, simply generate a list of tags to print.

Optional, to increase your efficiency:

1. Use the **"Power Tagger"** feature to make **individual tags** for similar items that are the **same price, description and category,** (ex. 10 shirts for $2 dollars each). Do not photocopy tags, as each item must have a unique barcode.
2. Use the Manage Inventory Screen to: Edit items, print inventory reports and see Projected Settlement Report.
3. Printing can be performed at anytime, at intervals or all at once when you finish entering your items.