

# Second Blessings

## Children's Consignment Sale

February 20-22, 2020

[familylife@sbridge.org](mailto:familylife@sbridge.org)

### SELLER AGREEMENT:

#### By Registering as a Seller, You are Agreeing to the Following:

1. It is the seller's responsibility to read the entire packet and follow all directions.
2. The \$10 per 250 items registration fee will be deducted from the seller's sales check. Only registered sellers will be paid for sold items; should you choose not to sell, please notify us at [familylife@sbridge.org](mailto:familylife@sbridge.org).
3. Sellers must register online at [www.gostonebridge.com/secondblessings](http://www.gostonebridge.com/secondblessings) by noon, Monday, February 17th, 2020.
4. All items must be entered into the system by 4pm on Tuesday, February 18th, 2020. The system will be locked from any changes at that time.
5. Sellers may NOT sell any items on the CPSC recall list.
6. All sale items are subject to further evaluation and may be pulled from the sales floor if they do not meet our guidelines for any reason such as stains, tears, or ratings on movies and games.
7. All Sales Items placed by the Seller on the Sales Floor are subject to inspection. Any item requiring additional cleaning and preformed by the Second Blessing Team will be subject to an additional charge. See General Requirements.
8. In order to pick up any items you do not wish to donate, sellers or their adult family member must be present and checked in by 10:30am on Saturday, before the close of the sale, in order to help with sorting of **ALL** Non-Donated Items. Non-Donated items may be picked up **ONLY** after all items have been sorted.
- 9. Sellers with Unsold Items that do not check in by 10:30am on Saturday, will have their items donated to charities.**
10. Seller payments will be distributed through the United States Postal System approximately 2-3 weeks after the close of the sale.
11. Compensation for all sold items will be as follows: 70% seller and 30% will be retained by StoneBridge Church.
12. Seller understands and agrees to placing their tagged items in the corresponding areas on the sales floor once this form is signed and their item inspection has been initialed below.

#### I will adhere to the seller agreement herein:

Signature: \_\_\_\_\_

Item Inspection: \_\_\_\_\_

Print Seller Name : \_\_\_\_\_

Staff Initials: \_\_\_\_\_



STONEBRIDGE CHURCH

— Family Life Ministries —

One StoneBridge Church Drive, The Woodlands, TX 77382  
p.281-363-9292 f.281-363-8743 [GOSTONEBRIDGE.COM](http://GOSTONEBRIDGE.COM)

Revised 1/15/2020

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Print Seller #: \_\_\_\_\_

## SALE SCHEDULE

Monday, February 17th, 1:00pm-4:00pm Merchandise Drop Off\*

Tuesday, February 18th, 9:00am—12:00pm, 4:00pm-7:00pm Merchandise Drop-off\*

Wednesday, February 19th, 9:00am-12:00pm Final Preparations

Thursday, February 21st, 5:30pm-8:30pm Sale

Friday, February 22nd, 9:00am-12:00pm Sale

Friday, February 22nd, 4:00pm-7:00pm Sale

Saturday, February 23rd, 8:00am-11:00am Half-Price Sale

Saturday, February 23rd, 10:30am-Sellers Not Donating Items Check In/Sort in Place

Saturday, February 23rd, 11:00am-11:30pm Sellers Sort Non Donated Items

Saturday, February 23rd, 11:30pm Sellers Remove their Non Donated Items

Saturday, February 23rd, 12:00pm All Remaining Items Donated

Saturday, February 23rd, 12:30pm All Staging Equipment removed from Gym

**\*All sellers must reserve a drop off time!**

## SELLER GUIDELINES

1. Register to be a Seller. Online Seller Registration opens December 6th, 2019 and ends Monday, February 17th, 2020 at noon.
2. Read the Seller Instruction Packet (as you are doing now) and follow it carefully.
3. Gather your items. Clean out your house, garage, attic, and backyard of all items that you don't need or use anymore, including maternity clothing and children's clothing (newborn through size 12).
4. Enter, print, and tag your items using the online bar coding system.
5. Check In and place your tagged items on our sales floor during your reserved time.
6. Check in by 10:30 if you plan to pick up any unsold items you do not wish to donate, on the last day of the sale and participate in the sorting of **ALL NON DONATED ITEMS**.
7. Wait for your check to arrive in the mail within 2-3 weeks after the sale.

**While we make our best efforts to secure your merchandise, Second Blessings and StoneBridge Church are not responsible for lost, missing, stolen, or damaged items resulting from the sale. We do not keep or store any items that are not sold or picked up on time. We are unable to compensate for any lost, missing, stolen, or damaged items.**



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# ACCEPTABLE MERCHANDISE

**Please be aware that your items will not be accepted if you have not followed these instructions.**

## **General:**

- **You may have up to 250 items per \$10.00 registration fee.**
- When entering items online for tagging, do not run the item descriptions to the very edge of the description box.
- Do NOT use all capital letters in your item descriptions.
- Items with multiple separate pieces must be pinned, taped, or bagged together if they are being sold as a set, put a tag on the set. Do not use multiple tags for items that are attached together.
- All sellers with any unsold items that do not check in by 10:30pm on Saturday and do NOT pick up their items by noon will be donated.
- Hangers will NOT be returned.
- Items placed on the Sales Floor that are not cleaned properly will be evaluated to determine whether or not they may remain on the Sales Floor or will be pulled from the Sale. If the item is allowed to stay on the Sales Floor and additional cleaning is required and preformed by the Second Blessings Team, seller will be charged up to 75% of their proceeds from the item depending upon the amount of time involved to clean the item.

## **Baby Equipment:**

- All items must be clean, have all parts, and be in proper working condition. If battery operated, items must have batteries in them. All items must be completely assembled. Damaged equipment will not be accepted.
- Fabric items and car seats must be washed and clean.
- Car seats dates must not expire within the year.
- Baby toys, bottles, breast pumps, etc., must be clean.
- Pacifiers will NOT be accepted.

## **Clothing:**

- We accept maternity clothing and boys and girls clothing sizes newborn to size 12.



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- Clothes are to be in clean and in first-class condition.
- No underwear.
- Items not in first-class condition will not be accepted. This includes items with tears, missing buttons, stains, fading, or flaws, loose hems, broken zippers, buttons or snaps.
- No hooded sweatshirts with drawstrings.
- Clothes must be hung on hangers with the hook pointing to the left and the tag safety-pinned to the right shoulder. (Make a question mark with the hanger.)
- When selling more than one item in a bundle, the items **MUST** be attached with safety pins or bagged. The items can easily become misplaced if they fall off of the hanger. We will not be held responsible for any items not properly secured or bagged. Remember to indicate on the tag how many pieces are in the set.
- Spending a little extra time getting your items ready will mean more money for you. Items that are cleaned and ironed, all pieces attached, and loose threads clipped, sell much better.
- **DO NOT** use wooden clothes pins to hang your clothes. The clothes will fall off the hanger and be lost.
- Investing in child size hangers will help clothing look better and sell faster.
- Wire hangers can be used to hang your clothing and can be obtained at the dry cleaners for free.

## **Furniture:**

- Furniture, bedding, and nursery decor items must be clean, have all parts and be in proper working order.
- All furniture must be completely assembled.
- Furniture with missing pieces or obvious damage will not be accepted.
- Lamps must **NOT** have light bulbs and the cord folded and secured with a rubber band or twist tie.
- All Cribs must meet all CPSC safety requirements.
- **No drop-side cribs will be accepted.**

## **Infant Wear:**

- Onesies, gowns, infant sleepers, and sleep sacks must be hung nicely on a hanger.
- Swaddles, socks, and other small items must be sealed in plastic baggies
- Consider putting several small items in one bag, using one sales tag.

- No cloth diapers or burp rags will be accepted.

### **Media:**

- Books (children's, pregnancy, and child-rearing titles) will be accepted.
- DVDs, and BluRays rated G and PG will be accepted.
- **We will NOT accept VHS.**
- Nintendo Systems, Sega Systems, XBox, iPads, handheld gaming devices, or any other electronic/video game systems are acceptable.
- Video Games **Rated E** for **EVERYONE will be accepted.** No other Video Game Ratings will be allowed.

### **Shoes:**

- Only like-new shoes will be accepted.
- Shoes must be sealed in plastic baggies. The sales tag should be placed in the bag with the shoes with bar code facing out and **taped closed.**

### **Sports Equipment:**

- Must be clean.
- Must be in like-new or gently used condition.

### **Toys:**

- **No stuffed animals will be accepted.**
- No recalled toys will be accepted. Please refer to [CPSC](#) for a listing of all recalled items.
- Toys must be clean.
- Toys and games must have all pieces. Toys with pieces should be sealed in zip lock bag.
- Small toys may be combined in zip lock bags and sold as one item.
- Toys that require batteries **MUST** have working batteries in them. Upon check-in, you will be asked to demonstrate that it works.
- We discourage the sale of monster toys and toy weapons, as well as any item that may be offensive or frightening to children.
- Large toys and outdoor play equipment must be clean, and free of dirt and water.



# PRICE GUIDELINES

This guide will give you tips and ideas for pricing items so that you are putting money in your pocket and not taking your items back home. You are certainly welcome to price your items as you see best, but here are a few things to keep in mind when considering your pricing:

- Lower priced items sell more quickly.
- Consider marking your items for reduction on Saturday.
- Items sell best at about 1/4 of the original retail price. For example, a Tommy Hilfiger jacket that sells for \$40-50 new will sell quickly for \$10. However, a nondesigner jacket will sell well at \$2-5.
- High quality shoes may sell well for \$8-10, whereas Target, Wal-Mart or Payless shoes should be priced lower. Remember shoes must be in "like new" condition.
- Pack-n-Plays sell between \$25-50 depending upon condition, model, and year.
- Newborn basic layette items should be priced inexpensively to sell quickly. Consider putting several of these items in one bag.
- Items must be priced at \$1 or above, in half-dollar increments (For example: \$1.50, \$2.00, \$2.50). Lower priced items should be grouped together and sold as one item.
- Searching Craigslist, eBay, and Facebook Market are also good ways to research current pricing.

# PRINTING TAGS

- **Use ONLY 60#, 65# or 67# WHITE Cardstock Paper.**
- NO dark colored tags will be allowed.
- Cardstock is a heavy paper that can be pinned to clothing and other items. It can be found at any store that sells paper *i.e.* Wal-Mart, Target, Office Max and Office Depot. If you do not use cardstock, your tags may tear off and be lost.
- No regular paper.
- No fuzzy or textured paper.
- Must use a printer with normal toner. Ink jet printers are preferable.
- Dot matrix printed tags will not be accepted.
- Must use NORMAL or DRAFT print setting – **BEST quality is too dark and causes**



**the bar codes to bleed.** Test one page of tags and make sure the bar codes are crisp and clear and not bleeding when you begin.

- Make sure that if you have a color printer, you have selected "Black Cartridge Only" from the printing properties screen. Otherwise, the tags can appear purple and blurry.
- **In order to print** You must be logged into the Second Blessings website at [www.seller3.myconsignmentmanager.com/secondblessings](http://www.seller3.myconsignmentmanager.com/secondblessings)
- If you are logged in to the Second Blessings site you will not need a print code. However, if you are asked for one, the print code for Second Blessings is **PL181112371**.

## ATTACHING TAGS

- **Do not place tape over the bar codes.**
- When tagging clothes use safety pins to attach the tags as it is the only proven way to keep your tags on your items. Tagging guns save time but the tags get torn off on the rack.
- Sort your clothes by gender and size before tagging for efficiency.
- When tagging items in a bag, tag should be taped on the outside upper right corner of the bag. Be sure to indicate the number of pieces on the sales tag.
- Tape tag securely to all toys or items.
- Any bags should be taped shut with the tag taped to the outside of the bag.

## DROP OFF

- You must register for a drop off time
- Seller merchandise drop-off is Monday, February 17th from 1:00am - 4:00pm and Tuesday, February 18th from 9:00am—12:00pm and from 4:00pm-7:00pm.
- **We will not accept any items on the CPSC recall list.**
- We cannot accept items not properly packaged, bagged, tagged or labeled.
- Organize before arriving to drop off your items before the sale, the clothing items should be organized by gender and size.
- Each Seller will receive a layout of the merchandise area and will be responsible to place their own items in the appropriate designated areas.
- We will have limited carts for your use during this time, so plan appropriately and stick to your drop off time.