

Hello CMOMs!

This is a comprehensive document with all that you need to know about selling and shopping at the Sale. Please click on the links in the content list below to jump to a subject. We try to communicate the Sale information clearly but ONLY YOU can ensure you read and understand it!

We use "My Consignment Manager (MCM)" to register and tag our items for our consignment sale. MCM is an online web service our members use to create, manage and print tags for our items for our consignment sale. MCM is open for you to register for the upcoming sale. Volunteer shifts will be available for you to sign up at 7am on **Monday, August 1st..**

Please remember: You must be a current member, consignor, or presale ticket holder in order to shop the Sale on Friday night. Please be sure your membership is current before checking in. No need to "register" to shop the sale, if you have access to Club Express, then we have you as a member and you'll be able to get into the sale. Please remember there is no need to purchase PRE-Sale tickets; they are for the public not CMOM members.

Please notice all the items below that we have changed for this sale. With these changes the sale team thought this would help strengthen our sale to the public and will attract more shoppers.

- Maximum number of items to consign is 500 items (you can consign more for an additional fee)
- Books: 40 per consignor
- No longer accepting Cribs, Vanities, Changing Tables, Toddler Beds or Vanities at our sale
- No longer accepting DVD's, DVD players, VHS's, adult chapter books, or parenting books
- No longer accepting Maternity clothes, adult men or women's clothing and adult shoes etc.)

Thanks,
VP Consignment Sale Operations
sale@charlottemultiples.com
Charlotte Mothers of Multiples Sale Handbook

Contents:

(To jump directly to each topic hold down your Ctrl key and click the topic title)

[About our Sale](#)

[Sale Timeline](#)

[Seller Information:](#)

[Types of Sellers](#)

[Registering for MCM](#)

[Transferring Items Via MCM](#)

[Registering for a Volunteer Shift](#)

[Tagging Your Items](#)

[Discounting and Donating your Items](#)

[***Pricing Suggestions***](#)

[Drop Off](#)

[After the Sale - Retrieval of Unsold Items and Reconciling Your Inventory](#)

[Shopping the Sale](#)

[New and Expectant Mom Shopping](#)

[Volunteer Friends of CMOMs](#)

[Where to find Sale information and how to ask questions?](#)

About the Sale

We lovingly refer to our twice a year consignment sale as THE SALE. Our sale began more than 20 years ago, and over the years it has grown and grown. We've moved locations, had clothing racks built for us, we've gone from handwriting tags to using computer generated ones, and we've started accepting credit cards and doing quality control. We learn from each sale and each sale committee strives to improve the sale. After a 2 ½ year hiatus, we are rebooting our sale with a few tweaks:

- We have moved to a new location: The Oasis Shriners Hall **604 Doug Mayes Pl, Charlotte, NC 28262**
- Larger items, maternity, and adult items will not be sold at The Sale
- We are limiting books to 40 (child and teen related book), no parenting books
- Our sale hours are shorter

The sale committee consists of a VP of Consignment Sale Operations, a sale assistant, 3 computer leaders, a sale registrar, and other e-board positions that have duties during the sale (treasurer, membership, president, advisor, and marketing). We sell just about anything that is child related. Our members tag thousands of items and sell over \$115,000 worth of merchandise keeping an outstanding 85% of their sales (if the seller works a volunteer shift). The sale is a service to our members by offering the opportunity to sell our items and buy discounted items for our children; saving each family countless amounts of money.

Sale Timeline

Thursday

Seller Drop-off -

4:00 – 9:00 PM by appointment - please sign up for your check-in time through MCM

New Mom Sale Information Session

7pm in The Oasis Shriners Lobby

Member Preview

8:00 – 9:00 PM

Friday

New/Expectant Mom Shopping

4:30-5:30 PM

Full Board Shopping:

5:00pm - 9:00pm

Members who work at least one 4-hour volunteer shifts shop

5:30– 9:00 PM

All CMOM Members shop

6:30 – 9:00 PM

**Volunteer Friends of CMOMs, Friends of CMOM Consignors,
Full Board guests, Vendors and Sister Club Shopping**

7:30 - 9:00 PM

Saturday

Seller pick-up (or when the sort is done)

4:30 PM

All items left at 5:30 will be donated.

Public Sale Timeline

- Saturday (Public Sale)
 - Public Shopping
 - 7:30 AM -11:30 PM
 -
 - CMOMs ½ Price Sale
 - 12:00 – 2:00 PM
 -
 - Public ½ Price Sale
 - 12:30 – 2:00 PM

Highlights

The loading area will remain open for drop off because of implemented staggered drop off times. Please be sure to sign up for a drop off time in MCM. Drop-off is by appointment and you should expect it to take one hour. Plan to bring in your hanging items, check in at the desk, deliver your items to be inspected at quality control and then return to your car and retrieve the rest of your items (toys, equipment, shoes etc.). You will put them out while your clothing is being inspected. Once you have put all non-clothing items out please come back to quality control and retrieve your clothing to put out at the front of the hall.

○ Quality Control during check in will continue. Please note...quality, fresh, clean clothes (no buttons missing, no stains, no holes, no out-of-date styles please.) If your child is in middle school, please don't consign their baby clothes. A good rule of thumb is 5 years, max. Clothing is inspected VERY closely under very good lighting. Items will be pulled and returned to you during sort on Saturday...NO DISCUSSION (**Exception will be made for Baseball Pants (small stains only) tagged in the Sports Clothing category).

Shoes will also be checked through quality control. Shoes with worn-out treads will not be accepted. No excessive dirt, holes, missing pieces, etc. will be allowed. These items will be pulled and returned to you during sort on Saturday...NO DISCUSSION

If a seller's mailing address has changed you MUST email our treasurer your correct mailing address as well as update Club Express. Treasurer@charlottemultiples.com

All ride-on, rechargeable battery items MUST be in working order when dropped off on Thursday night. If the item is tested and it does not run on Thursday night, it will be **REMOVED** from the sales floor. Buyers want to be sure that batteries can hold a charge so it is important that the items arrive in working order.

If you fail to work a shift you are registered for that occurs **AFTER** member shopping on Friday night, you will be a 65% seller, regardless if you have already worked an earlier shift. **ONLY** sign up for shifts that you can work!!

ALL TAGS MUST BE CREATED IN MCM BY 11:59pm ON the TUESDAY before the sale. After this time, you will be able to access the MCM "print tags" functionality, but you will not be able to create new tags. The sale must be closed in order to set up the computers at The Shriners Hall on Thursday. It is a good idea to create several extra \$1, \$2, \$5 tags prior to Tuesday at 11:59pm in case you need additional tags once MCM is closed. Be sure to advertise our Sale! More sales equal more \$\$\$ for sellers and the club! Print copies of the Sale flyers available on ClubExpress. Leave it with neighbors, friends, pediatricians, preschools, and daycare centers.

Please tell your friends about becoming Volunteer Friends of CMOMs by them working

Friday while we shop they can shop at 7:30 PM. The more workers the lighter the work.

Types of Sellers

- To sell at the CMOMs consignment sale you must be a CMOMs member, a Friend of a CMOM, or an approved Boutique Brand seller.
- As a seller you agree to:
 - Register as a seller no later than the Saturday before the sale on www.myconsignmentmanager.com/cmoms (MCM). The registration fee is \$15.00.
 - Enter all your tags into MCM by the Tuesday before the sale.
 - Inspect the items you tag for good quality
 - Only bring items that are appropriate for the sale. Unload and distribute your items on the sale floor on Thursday night. Clothing items and shoes can be distributed following passing quality control.
 - Either mark your items as donate or return to The Shriners Hall on Saturday **at 5pm** to pick up your unsold items.
 - Update your mailing address on Club Express. That is where your check will be mailed to! If you are a previous seller and your address has changed you must also email our treasurer your correct mailing address.
Treasurer@charlottemultiples.com
- You can choose to be a Working or a Non-Working Seller CMOM
 - A working seller volunteers to work a 4 hour shift and keeps 85% of the proceeds from the sale of her items minus a small seller's fee. (This is a fabulous percentage, no other consignment sale or store is able to offer this)
 - A Non-working seller does not work a shift and keeps 65% of the proceeds from the sale of her items minus a small seller's fee.
 - A Non-working FRIEND of a CMOM who does not work a shift will keep 65% of the proceeds from the sale of her items minus a small seller fee.
 - A working FRIEND of a CMOM who works one 4 hour shift will keep 70% of her proceeds from the sale of her items minus a small seller's fee.
- High Volume Sellers (HVS) is any seller who enters **500** or more items. To help accommodate the large number of items these sellers bring, they are asked to work 2 shifts to be a 85% seller. One of the shifts must be during the sort 1-5 or 2-6 on Saturday. Either or both shifts may be worked by a Volunteer Friends of CMOMs. If both shifts are not worked in their entirety the seller will be a 70% seller. Any seller over 500 will also be charged an extra \$15.00 per 100 items.

Registering for MCM

General MCM Information

- Registration for any CMOM that wishes to sell in the CMOMs sale is already open, so go ahead and sign up today!
- **Notification will be posted on Club Express when volunteer shifts are available (August 1st).**
- It is not required for Sellers to register for a volunteer shift. Working sellers will receive 85% of their profits (less applicable seller fee) and **Non-Working sellers will receive 65% of their profits**(less applicable seller fee). Please follow the directions below for registering for a shift if you wish to be a working seller.

Instructions for Registering if you already have a MCM Seller number and want to keep the same number:

- To get to the site, go to <http://www.myconsignmentmanager.com/cmoms/>
- Under Returning Users, Choose Login and enter your username and password
- Under Register me as a Seller, indicate How you heard about us and click "Register Me"
- That will give you access to create and print tags.

Instructions for Registering if you DO NOT already have a MCM Seller number:

- To get to the site, go to <http://www.myconsignmentmanager.com/cmoms/>
- Click- Create User Account and enter your information
- After you have entered your information go back to the sale site
- <http://www.myconsignmentmanager.com/cmoms/>
- Choose Login and enter your username and password. You will automatically be generated a MCM seller number
- That will give you access to create and print tags.

Registering for a Volunteer Shift

General Information

- Prior to registering for a Seller Shift, it is important that you review the Shift Descriptions, so that you understand the time commitment and responsibilities of each shift.
- Shifts are assigned on a first-come, first-served basis. Each shift has a limited number of required staff, so if you have specific shift needs, we suggest you register early.
- Please report to the Hospitality Table, next to the registers on the sales floor in The Carolina Room at the beginning and end of your Shift to sign in and out and receive your nametag (the only exception is the Rack Retrieval and Rack Return Shift). You must sign in and out to get credit for working your Shift, otherwise you risk being changed to a 65% Seller.
- Please be sure to carry with you the email of the Sale Chair, vpsale@charlottemultiples.com or President, president@charlottemultiples.com. It is solely your responsibility to inform them of any situation that may arise that prevents you from signing in on time.

• When you are working your Shift, please refrain from bringing any children Elementary school age and younger than 12 years old who require supervision. This is unsafe and distracting to your fellow workers. If you do, you will be asked to leave and be considered a 65% Seller. Be sure to sign up for a Shift that is convenient for you!

Penalties for Tardiness or Failure to Work your Shift

- We need our volunteers! The success of the CMOMs Sale is dependent on our members and volunteers who assist in its execution. Therefore, it is critical that we are able to depend on each person who has committed to assist. Please do not arrive late or leave early without notifying the VP of Sale Operations. If you fail to work your entire assigned Shift, ***you will be a 65% seller.***
- If you fail to work a shift you are registered for that occurs **AFTER** member shopping on Friday night, you will be a 65% seller, regardless if you have already worked an earlier shift. **ONLY** sign up for shifts that you can work!!

Registering for a Shift

Log in to <http://www.myconsignmentmanager.com/cmoms> under the "Please Make a Selection for your next step" section, Click Volunteer and put a check in the box next to a shift you would like to work. Scroll to the top of the page and click the "Add Me to Selected Shift" button.

General Volunteer Information

CMOMs provides a Hospitality Table, stocked with waters, chips, candy, etc, that is available to all shift workers during their assigned shifts. Because we only require a 4-hour shift, CMOMs does not provide breakfast, lunch, or dinner to shift workers, or breaks for these meals.

Tagging Your Items

The tag shown below (**See Photo # 1**) is an example of the MyConsignmentManager CMOMs “Seller Tag.” **All items for sale must be labeled with an official tag. Items that are not labeled with an official MCM “Seller Tag” will be pulled from the Sale Floor and returned to the Seller!**

SAMPLE TAG:

| | |
|---|---------------------------|
| Seller #: 2333 | Size: Preemie |
| Price: \$ 0.50 | Category: Girl's Clothing |
| -----www.mycosignmentmanager.com © 2008----- | |
| Description: | |
| Pink Dress | |
| Gap Dress | |
| D | Price: \$0.50 |
| Item #: 308 | Discount: YES |
|  | |
| 2333-308-0.50-1 | |

STOP Taping at the Green line indicated in this drawing. DO NOT place tape below the Green line

Photo #1



Tagging Guidelines:

1. Attach Seller Tags with safety pins, clear packing tape, zip ties or string when appropriate – no stick pins please, ouch! Remember, do not place tape over barcode or the tag will not scan properly!

If you use a tagging gun! Be Careful! Please only place in a seam or in the manufacturer tag. The underarm in the seam of a shirt, sweater, dress is the best



2. **We -encourage cardstock** especially non clothing items. On items that do not have a flat surfaces to secure the tag with tape we strongly encourage you to cover a corner of the tag with tape, use a hole punch to create a hole through the tape, then secure the tag with a zip tie or double knotted string.

3. Tags must be safety pinned to the left shoulder of garment, i.e. the right side of the garment when it's on the hanger.



4. Safety pin needs to be pinned HORIZONTALLY on the tag, see photo #3.

Pinning the tag on vertically is not secure and will cause the tag to be easily torn off.



5. To hang pants, you may use pant hangers or wire hangers. If you use wire hangers (like dry cleaner –type), safety pin the pants to the top of the hanger (i.e. to the right and left of the hook, NOT the bottom straight part). The wire hangers are so thin that getting a safety pin around the wire and through pant material is much easier than other types of hangers. Also, hanging at the top prevents the pants from sliding back and forth and bunching on the hanger.



6. If a tag comes off of an item, it will be sold under the CMOMs number at the Sale Chairperson's discretion, which will mean the sale will add to CMOM profits, not yours! So be sure to attach tag securely! A detailed list of all items sold under the CMOMs number will be kept to assist in crediting the proper seller if possible after the sale.

7. You must enter your items before the MCM CMOMs sale closes on Tuesday night prior to the sale, at 11:59pm. You cannot cross out or alter prices on the barcoded tag after you've printed them, the barcode will not scan the handwritten price.

8. We REQUIRE all clothing to be on hangers (including jeans, shorts and pajamas). The only exceptions are onesies, hats, socks and girls' accessories (e.g., hair bows), which will be put in bins on centrally located tables according to size/type. When looking at the outfit, the hook of the hanger should look like a question mark (with the open end on the left) and the Seller Tag should be on the right (i.e., the left shoulder or left hip of the garment).

9. WE ENCOURAGE YOU TO OFFER YOUR ITEMS AT HALF PRICE. When a shopper sees item discount NO on item after item they get discouraged and quit looking therefore spending less money, we sell fewer items, and have more items to sort on Saturday. If you have items that you prefer not be sold at half price during the Half Price Sale, please do NOT check the "discount" box when creating the item in your MCM inventory. All discounted items will be sold at half price from 12:00-2:00pm on Saturday.

Tagging Shoes:

We are now asking Sellers to please print all tags on cardstock and use Zip Ties to secure shoes together (you can secure the tag in the zip tie or separate (please place a piece of tape on the corner of the tag and use a hole punch to create a hole then secure the tag to the shoes with string double knotted or a zip tie. Use 6-inch zip ties that you can buy at Home Depot to join the 2 shoes together and add your tag. It is not a requirement, but it does make it easier for shoppers and therefore more likely your shoes will be sold.



Shoes with worn-out treads, holes, stains or missing pieces are no longer allowed.

Tagging Books (40 Book Max per seller):

1. Please help us categorize the book area!
2. Please place books in the proper category when dropping off of books so they can be properly displayed by category. (Board books, early readers, chapter, preteen, and Book (use this for all other books.)
3. Please tag books on the back cover in the upper right hand corner.

4. WE STRONGLY ENCOURAGE YOU TO OFFER YOUR BOOKS AT HALF PRICE AND AGAIN ALL BOOKS WILL BE DONATED WE WILL NOT BE SORTING BOOKS AS IT TAKES A LOT OF TIME!

Tagging Guidelines for Large or Bulky Items

1. On items that the tag cannot be taped flat on the item please print tag on cardstock and place a piece of tape on the corner of the tag and use a hole punch to create a hole then secure the tag to the item with string double knotted or a zip tie.) These are the items that will be placed in the Large Item Section: Due to space limitations we will no longer be accepting Cribs, Vanities, Changing Tables, Toddler Beds. If you have any questions please email the Sale Committee sale@charlottomultiples.com.

Strollers

Exersaucers

Bouncy Seats

Bassinets

High Chairs

Bikes

Tricycles

Ride-ons

Tables

Easels

Swings

Pack n plays

Gliders/rocking chair

Bookcases

Wooden toy box

Kids rocking chairs

Small kids chairs

Basketball goals

Shopping carts

Sand & water tables

Tool benches

Outdoor swings

Walkers

Swings (travel & full size)

Kitchens

Slides

Picnic tables

Other outdoor toys

2. All ride-on, rechargeable battery items MUST be in working order when dropped off on Thursday night. If the item is tested and if they do not run on Thursday night, they will be REMOVED from the sales floor. Buyers want to be sure that batteries can hold a charge so it is important that the items arrive in working order.

Tagging Boy-Girl Matching Sets or Coordinating G/G or B/B Twin Sets

1. We will have a rack containing twin matching/coordinating clothing. All sizes will be grouped on one rack for the Friday sale ONLY. On Saturday, we offer the option of separating the outfits or keeping them together. You have the option of putting your twin sets on this rack OR on the main clothing racks - whichever you prefer.

2. If you do not want matching outfits to be sold separately on Saturday at the Public Sale, rubber band the hangers together and tag the top piece with a description of both items. Items rubber banded together will NOT be separated for sale on Saturday. If you want matching outfits to be sold separately on Saturday at the Public Sale, simply tag them separately and hang them together on the “matching” rack. Those items will be separated on Saturday for the public Sale.

Requirements for Condition and Quality of Items

1. All clothing and equipment must be **clean** and in **good** condition. Please do not sell stained, damaged or well-worn items - only sell items that you would consider buying yourself. Items not in compliance will be pulled from the floor, stamped “Stained” and returned to the Seller on Saturday during Sorting. Please pay special attention to shoes.
2. **NO UNDERGARMENTS may be sold. This includes training underwear and training bras.**
3. **You are not permitted to sell any item that has been recalled! If you would not let your child play with it, don't let another child!!** (HINT: Most companies offer some kind of compensation for recalled items.). Check this website <http://wemakeitsafer.com/> for any recalled items. All toys must be checked with the Consumer Product and Safety Commission: <http://www.cpsc.gov/en/Recalls>
4. Toys, games & puzzles must be complete and in working order. Please cover complete puzzles with plastic wrap and secure with tape to prevent damage to puzzle images (do not tape directly onto the puzzle); put fresh batteries in toys so that buyers can test them.
5. **Things that CANNOT BE SOLD: Maternity clothing, women's clothing, VHS tapes, DVDs, CDs, DVD players, CD Players, Car seats, infant carrier bases, mattresses and stuffed animals, Cribs, Vanities, Changing Tables, Toddler Beds.**
6. **No out of date or non-children focused merchandise can be sold (i.e. DVD players, Home décor, Office desk chairs, adult chapter books, no parenting books, adult clothes and shoes etc.)**

Additional Tagging Suggestions

1. THE BETTER THEY LOOK–THE BETTER THEY SELL! Please take the time to freshly launder and press your clothing. Wrinkled clothing is a turnoff to buyers! More often than not, wrinkled poorly prepared items go back to the consignor unsold. Do not bring stained, torn, or out of date/style/season clothes. Those items will not be accepted at inspection.
2. Place small items like hair bows and socks in sealed zip-lock bags.
3. Safety pin 2-piece items (top & pants) together - label with one Seller Tag and note that there are 2 pieces.
4. If you have large items, such as pack ‘n plays, etc, which are disassembled for selling, consider taking a picture while assembled or downloading a picture from the manufacturer's website for printing and attach it to the Seller Tag. This helps the potential

buyer see what the item looks like and generally helps the item sell better.

5. Save pins and hangers from the items you buy at the Sale! You can reuse them when doing your tagging for the next Sale!
6. PLEASE do not sell miscellaneous bags of "stuff" on the toy table, **it will be removed from the sale floor and donated at the end of the sale.**

Discounting and Donating items:

When creating tags you have the option to discount and/or donate your items.



1. Discounting an item means that on Saturday from 12:00-2:00 pm your item will be available to purchase at 50% off. By offering your items at half price you will increase the number of items you sell and decrease the number of items you have to take home!
2. At the conclusion of the sale unsold items that have a D (which stands for Donate) will be moved to a designated area. Prior to the sale local non-profit agencies are selected to receive our donated items. In the past we have partnered with organization such as Salvation Army, Gate Pregnancy Center, Gingerbread House, The Park Church, and Baby Bundles. In MCM you are able to print an itemized list of all the items that you donated for tax purposes. All items that are checked donate will be automatically check for discount as well.

Pricing Suggestions

General Information Guidelines

1. Baby items sized 0-6 months do not sell well if priced too high (Baby sleepers sell best at around \$2.00 or so). Price them slightly lower than you would initially consider... chances are they will sell quickly that way!
2. Consider creating several extra blank tags of \$1.00, \$5.00, etc. prior to the CMOM sale closing at 11:59pm on the Tuesday before the sale. These tags will show up in your inventory and estimated sales projections reports, so be sure to take that in to account when viewing your inventory through MCM. You may or may not need these last minute tags, but if you don't create them before the sale closes on Tuesday we will have no way to tag your item for the Sale.
3. Look at the Seller Tags of items you have purchased at previous Sales as a reminder of what you were willing to pay for something. Get feedback on quality and pricing of your

items from other Sellers/CMOMs. See the pricing guideline below for suggestions; for example, if an item is new or in very good condition and cost \$100 when new, price it at \$30. When in doubt, price it slightly lower so that it sells quickly.

| <u>Condition of Item</u> <u>Percentage of "New Price"</u> | |
|--|-------------|
| new/ once worn clothing | 30% |
| like-new equipment | 30-40% |
| like-new toys and games | 25-30% |
| shoes in great or new condition | 25% |
| good condition, no stains or repairs | 25% |
| small stain or tear, with damage noted on the seller tag | NOT ALLOWED |

Clothing

0-24m shirts \$0.50-2 pants \$1-2, Dresses \$2-\$5

3-4 shirts/pants \$2-4, Dresses \$3-\$6

5 and up \$3-\$6. Dresses \$4-10

Shoes \$2-6 (small shoes should be cheaper), name brand shoes (Keen, Merrill, etc.)

\$5-12, Boutique Brand: \$12 and higher (depending on brand and condition)

Books

\$1-2 for soft, \$2-4 for hard cover

Equipment

Stroller/Umbrella: \$5-\$10 Stroller/Lightweight \$15-\$45 Stroller/Single: \$10-\$65

(depending upon brand) Stroller/Double: \$15-\$75

Stroller/Jog: \$35-150 (depending on brand/single or double) Stroller/High End Brand: 1/3

-1/2 of original price

Exersaucers: \$15-\$45 (depending upon activities /condition) Pack-n-Play \$15-\$75
(depending upon attachments)

Swings: \$10-\$50 Bouncy Seats: \$10-\$35 (depending upon equipment)

Drop Off

Drop Off Hours

Thursday from 4:00 – 9:00 PM

Sign up for Drop Off in MCM will begin 2 weeks prior to the sale and will close the Wednesday before the sale. Bay/Garage doors at rear on building of the Shriners Oasis Hall - Drop-off is by appointment and you should expect it to take one hour. Plan to bring in your hanging items and shoes, check in at the desk, deliver your items to be inspected and then return to your car and retrieve the rest of your items (toys, equipment, shoes etc) and put them out while your clothing is being inspected, When your number is called please interrupt this process and immediately retrieve your rack of clothing and put it out on the sale floor. Sign up in MCM for drop off time.

General Information

- The garage door will close at precisely 9pm and drop off will end. **YOU** will distribute your own items to the appropriately labeled area on the sale floor. **Please come to the check-in table inside The Carolina Room before you begin to bring in and distribute your items at your scheduled drop off time. You may pull right up to the door and unload and check in at that time. Move your car to lot and distribute your things after QC.**
- Selling in the parking lot is prohibited. Once an item has been brought into the building, it cannot be removed, nor may the price be altered.
- You are responsible for unloading and distributing your items. There will be a limited number of clothing racks and dollies available to use. Please feel free to bring your own wagon, hand truck, or other wheeled device.

After the Sale

Retrieving Unsold Items

- Pick Up Day is Saturday at **4:30 PM** (or when all items are sorted). Please note that the sort process length depends on the number of items and volunteers and may change from sale to sale - we will do our best to keep you updated on a final time via Facebook and Club Express channels, but please plan to be at the Shriners Hall by 4:30 pm for pickup. **ALL ITEMS LEFT AFTER 5:30pm WILL BE DONATED**
- **Only the workers who are on shift at the close of the sale will sort & distribute the unsold items. At 2:00 pm, only shift workers with aprons on will be allowed to remain in the building.** If you are a seller and are willing to assist with the sort process while you wait, please see the sale assistant to sign in and get an apron. **Please note - NO children are allowed on the sale floor during the sort process for safety and logistical reasons, so if you have children with you you will need to wait outside until the sort process is completed.** We will sort & distribute everything in an organized manner so items will not be misplaced.
- **You may not remove your items from the building until everything is sorted! NO EXCEPTIONS.**
- Again, items that are not retrieved by 5:30pm will be donated.

- **When you come to pick up your items, take a few minutes to make sure everything in your pile is yours. You may want to wait a few minutes to see if any of your items were sorted to the wrong number. If you are already gone, your items will be moved to the donate tables.**

Reconciling Your Inventory and Reviewing Sales Data

- Sellers receive 85 percent (85%) of the total sale of their items, minus the seller fee.
- Non-Sellers receive 65 percent (65%) of the total sale of their items, minus the seller fee.
- You must have a net sales total higher than \$5 in order to receive a payout check. A Seller Fee is deducted first from your total proceeds, then the CMOMs' share (Working Sellers 15%; Non-Working Sellers and "High End" Sellers 35%) will be deducted from your payout check. You will receive your check within 4-6 weeks from the date of the sale. A message will be posted on ClubExpress shortly after the sale with instructions on how to receive your seller totals, as well as run reports on your sold merchandise through MyConsignmentManager.

Shopping

The following tips were compiled by the Sale Committee and Veteran CMOMs to help guide you through this tremendous thing we call "The Sale"!!!

Check-in desk on Friday opens at 4 pm for New & Expectant MOMs ONLY and at 4:30 pm for all members.

Friday night is for 1 Member per household only (except for a helper for New And Expect Moms), please make arrangements for childcare so you can shop. **NO CHILDREN ARE ALLOWED ON THE SALE FLOOR ON FRIDAY.**

Purchasing Large Items on Friday

- Large or bulky items (strollers, cribs, big toys, etc.) will have 1 Seller Tag taped on them. The tag on the item is NEVER to be removed.
- **These items are now located in our Large Item Shopping Area! Please follow this procedure for purchasing items from this area on Friday night:**
 1. You will write your name on your "sold to" tags and will place the "sold to" tag (wristband) ON THE TAG of the item.
 2. You may carry your item(s) directly to checkout and pay for them immediately if you like. We will have a holding area for purchased large items. Or you may leave your "sold to" tag on the item and continue shopping. Please remember that you are leaving the item at your own risk. CMOMs will do everything possible to ensure that no one tampers with "sold to" tags and we will eject anyone from the sale caught removing someone else's "sold to" tag. However, we make no warranties. When you are ready to checkout, you will pick up your item from the large item area. Should you need it, there will be helpers there to assist you in bringing your items to check out.
 3. **Items with "Sold-To" tags on them MUST be purchased by 7:30pm on Friday night.** After 7:30 pm, **ALL** "Sold-To" tags will be removed so other shoppers can purchase

the unclaimed items.

General Information

Please remember that this is a consignment sale! All items are sold by individual sellers. **ALL ITEMS ARE SOLD “AS-IS” AND WITHOUT ANY EXPRESS OR IMPLIED WARRANTIES.**

- **We can accept cash, MasterCard, Discover or Visa!** We strongly encourage members to pay with cash (or check) if you are able! This helps us control credit card processing fees/costs that have continued to rise in recent years. We accept checks from sellers or CMOMs members only. If you are a seller and plan on using a check, **please bring MORE THAN one check** as you may want to check out your larger items and continue shopping.
- **NO Hoarding/Hiding items prior to ½ Price Sale!!** Items must be left in place as Full Price Sale ends.
- Please be aware of those CMOMs in wheelchairs - they might have a bit of difficulty getting through some tight spaces due to the enormity of this Sale! Lend them a helping hand as they try to wheel through!
- We have a Boutique Brand Clothing section for “fancy” clothes. We will not have a separate register for these items. You may purchase these items with all of your other items at the regular registers.
- No helpers are allowed other than with wheelchairs and with new and expectant moms. **No Children in the building on Friday.** You won't be able to pay attention to them and to shopping!!!. **NO EXCEPTIONS**
- Don't forget to bring a shopping bag, laundry basket, or small rolling cart to use for shopping. We will also have Ikea bags available for purchase at check in, at the Hospitality desk and at the registers if you'd like them.

Shopping Tips

There will be porters to help you to your car with your purchases. If you need help, don't hesitate to ask for it!

- Bring a shoe that currently fits your kids because printed shoe size varies with brand and style.
- Bring a tape measure or a knotted string to measure inseams, length of dresses, and shoes.
- Be sure to double-check sizes on garment labels – do not rely on the Seller Tag! Also, double-check all items bundled together for sizes!
- The Sale is a great place for new CMOMs to ask veteran CMOMs questions about equipment, books, toys, and clothing sizes. Be sure to meet and talk with your fellow

shoppers in line or on the floor during the Sale! Remind your partner that you have to spend money to save money!!!

New and Expecting Mom Shopping

Special New & Expectant MOM Shopping Time – Friday, 4:30-5:30 pm (select items only)

New & Expectant MOMs are defined as those who are expecting or have babies 3 months or younger. If you were on bed rest during the last Sale or just joined and your babies are over 3 months, please email the Sale Chair, Gwen Marseille (vpsale@charlottemultiples.com), and she will give you special permission to shop during this Sale. Please note that you will still be limited to the items listed below, even if your babies have outgrown them.

You do not need to register to shop. If you have access to Club Express, then we have you as a member and you'll be able to get in to the sale. We will have a printout of all current members who qualify for New and Expectant Shopping at the check-in desk on Friday night.

Check-in desk for New & Expectant MOMs opens at 4 pm (check-in opens for ALL members at 4:30 pm). You will be allowed to enter the Sale from **4:30-5:30pm** on Friday night to purchase only certain equipment and furniture! You will be allowed to have a helper (husband, partner, mom, or friend) to assist in carrying items. You must purchase your selected items and leave the building by 5:30pm.

After leaving the building, you may line up to re-enter the Sale with the rest of the membership (5:30 pm if a Volunteer, and 6:00pm if a Non-Volunteer). **Your helper MAY re-enter during the normal Sale hours on Friday night.** We would love to have your helper assist the Sale Volunteers in running Member's purchases to their cars as a Porter.

Many of the items you will be interested in purchasing will be in the Large Item Section. To purchase these items, place a "Sold-To" tag on the item you want. We have a separate "Large Item Checkout" where you can purchase and store these items if you'd like then continue to shop the rest of the sale. If you need assistance, there will be workers in the Large Item Area to help you.

Items Eligible for New & Expectant MOM Shopping

The Sale Committee carefully considered what items should be available for purchase during the New and Expectant MOM Shopping Hour. To be fair to all members, only items that are used only by a MOM of multiples under three months old can be purchased. In accordance with that guideline, the Sale Committee developed the following list.

YOU CAN BUY:

- Crib Accessories (mobiles, aquariums, monitors)
- Nursery Linens
- Pack 'n Plays
- Baby Rockers/Gliders
- Bouncy Seats
- Bumbos
- Strollers (excluding Jogging)
- Safety Monitors
- Breast Pumps
- Diapers, Diaper Bags/Backpacks
- Infant Carriers

- Swings
- Bathtubs
- Pacifiers
- Formula
- Feeding Accessories (bibs, burp cloths & bottles)
- Clothing – Preemie, 0-3 Months, Maternity clothes
- Car Seat Accessories (mirrors, car seat toys)
- Activity Mats, Play Gyms

YOU CANNOT BUY:

- High Chairs
- Exersaucers/Activity Centers
- Booster Seats
- Johnny Jumps
- Bath Rings
- Foam Play Mats
- Walkers
- Jogging Strollers
- Backpacks
- Clothing (other than specified above)
- Toys
- Books

Wheelchairs & Shopping Helpers

If you need a wheelchair please feel free to bring it and for someone to “push you around”.

If you are on full bed rest and cannot attend the Sale yourself, please contact membership@charlottomultiples.com to arrange to have your husband, partner, or another appointed person shop for you. If he/she needs help shopping, please let us know and we will definitely try to find a CMOM worker who will try to assist.

Volunteer Friends of CMOMS

We love our Volunteer Friends of CMOMS!!! Volunteer Friends of CMOMs (VFCMOM) is any non CMOM that works a shift. If a CMOM refers the VFCMOM the CMOM earns an earlier shopping time (to a max of 2 friends) **AND** the VFCMOM earns shopping privileges on Friday night at 8pm!!!

- The VFCMOM will register their own account for the Sale from the MyConsignmentManager site. They will register with their name, email address and phone number and create a user id and password.
- Volunteer Friends of CMOMs need to indicate “How you heard about us”. In this field they should chose “Friend” and then type **YOUR** name in the field so we know whom to credit for their shift.
- Once they log in with the user id and password they created, they will be able to choose the Volunteer tab and select the Volunteer Friends of CMOM’s shift that they would like to work. The options are:
 - o Racks Shift Wednesday 5-7pm and Saturday 4-6pm (physically demanding shift, often worked by husbands of CMOMs)
 - o Friday 5-8pm
 - o Saturday 7:00am – 11:00am
 - o Saturday 10:30-2:30
 - o Saturday 1:00-5:00
 - o Saturday 2:00-6:00
- **If you have a friend work ANY of the shifts, this will be counted towards your volunteer shifts to shop early.** You may refer more than 1 VFMOM but you will only be credited a maximum of 2 shifts. There are a **LIMITED** number of VFCMOM shift spots available; once they are full we will not be able to accept any more friend requests.
- Volunteer VFMOM’s are eligible to shop on Friday night from 7:30-9pm.

Sale information and how to asking questions

Subscribe to Sale Q & A

Step 1

- **You received an invitation to join the Consignment Sale subgroup on Club Express. If you did not receive it please email webmaster@charlottemultiples.com and request access. - do we still need this? We have a forum in CE. We could just c/p the info the need to do this VIA CE.**

Step 2

- Once you are a member of the group please subscribe to the Consignment Sale Information forum so you will be emailed anytime information concerning the Sale is posted.
- Hover over the “my club express” at the top of the page and select email settings.

Step 3

Select the CMOMs Sale Q ‘n A forum and the Consignment Sale Information General Discussion forum

Step 4

Scroll to the bottom of the page and change notification to Email every message and comments

SEE YOU AT THE SALE!!!