

## Mansfield Christian School Mom-to-Mom Seller Instructions

*\*Read the seller instructions carefully. Submitting the registration means you agree to the terms below.\**

**Percentage of Total Sales Donated to MCS:** (You will receive your sales amount within 2 weeks)

MCS Family working a shift – 10% (work a 3 hour shift)

Non-MCS Family working a shift/MCS Family not working a shift – 20% (work a 3 hour shift)  
Non-MCS Family not working a shift– 30%

(Please note, if you fail to work your assigned shift, you will be moved to 30%. We will have a sign in station at the sale.)

**MANDATORY Set-Up for Sellers:** Friday night before sale 4:00- 6:00 pm. **Seller is responsible for setting out their own items.**

**SALE:** Saturday: Morning workers report at 7:00 Early Bird Sale 7:30 General Sale 8:00-12:00 pm Clean-up/Clothes Pick-Up: 12:00 pm

WHAT CAN BE SOLD:

- **Gently used** baby, children, maternity clothing, accessories, children’s furniture, equipment and toys **free of stains, rips and tears, odor and smoke free.** The sale committee reserves the right to remove the items from the sale should they NOT meet these requirements.
- Unexpired and accident free car seats and boosters.
- **Please no VHS tapes, stuffed animals, pillow pets, drop side cribs, baby bumpers or used underwear.**

EXPECTATIONS OF SELLERS:

**Prior to Set-up:**

- We ask sellers to pre-register to ensure there is space available and to avoid duplications in seller number. We reserve the right to close registration due to space, so please register early.
- ***All items must be properly labeled***
- All items **must be in good condition, free of stains, rips and tears, odor and smoke free.** The sale committee reserves the right to remove items from the sale should the **NOT** meet these requirements.

**Labeling and Pricing: (This Labeling process must be followed!!)**

***\*All items for the sale must be marked according to the instructions below to minimize loss and enable us to track sales efficiently. It also speeds up the checkout process the day of the sale.***

- **ALL items must be priced using only 50 cent increments, with \$0.50 being the minimum price.** Please bundle items together if you feel \$0.50 is too much.
- On each label, in the proper location, print your seller number, the size of the item and the price.
- Items must be labeled **with 1 inch masking tape. NO COMPUTER LABELS! Please keep labels to a reasonable size.**
- **Fold under** the left end of the tape, so the tag can be easily removed when the item is purchased.

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Seller number:	
Size:	Price:

- Multi Piece **OUTFITS** must be hung up or pinned together. Please DO NOT tape them together or put in a ziplock bag. This allows for the buyer to inspect the outfit.
- Multi piece **TOYS must** be in a Ziploc bag and duck taped shut. This will reduce items being played with and lost.
- If bundling items in a Ziploc bag, please put masking tape down and then place the label on the tape. This will allow the cashiers to smoothly remove your tag and ensure you receive proper credit for the sale.
- **SHOES** - please attached them together. (tape, tie shoelaces together, yarn, etc.)

#### Friday Set-up:

- All sellers are to be at the MCS Multi-Purpose Room Friday, starting at 4:00pm to set-up. We will work together until all items are placed appropriately.
- Any person working either Friday or Saturday may shop the sale on Friday night after set-up, from 6:00 – 8:00pm or during the Early Bird Sale Saturday.
- Items must be purchased immediately. They cannot be “set aside” to purchase later.
- For safety reasons, only pre-crawling infants are allowed to accompany a seller during set-up/clean-up and should be secured in a stroller or carrier.

#### Saturday Set-up/Sale:

- **All morning workers must be ready to work the sale at 7:00am on Saturday in time for the Early Bird entry.** Workers will be assigned a job such as welcoming shoppers, monitoring exits, folding clothes, etc. and are expected to stay for their shift.
- **No Dealing or Best Offer pricing.**
- Sellers must remove all of their unsold items (including clothing) from the sale location immediately following the sale. Anything left will be disposed of and/or donated.
- **PLEASE NO KIDS** during your working shift.

#### General:

- You may take hangers home with you following the sale if you brought them. We cannot guarantee that they will be your hangers.
- ALL purchases must be made with cash or credit card!!!! **Checks will not be accepted.**
- Credit card fee: \$2 for purchases less than \$100, \$4 for purchases over \$100

PLEASE NOTE YOU ARE SELLING AT YOUR OWN RISK!

- MCS is not responsible for lost, misplaced or stolen items.
- The committee does not inventory items coming in or out of the sale.
- The organization takes great measures to help minimize loss during the sale.