

The Mother Load Sale

Albuquerque's Premier Children's Consignment Event

Merchandise Preparation: Instructions, Guidelines & Tips

(Please print out these instructions for easy reference)

Once your TMLS Seller's Contract, \$10 fee and SASE (self-addressed stamped envelope) have been received by The Mother Load Sale, you will get email confirmation including your seller number, pre-sale line order, the latest updates for the upcoming sale and detailed instructions to begin using the NEW computerized barcode system for tagging. TMLS owners will be readily available to help you get started.

We encourage you to begin purchasing your supplies, gathering your items, familiarizing yourself with the barcode system and tagging items with prices as soon as possible. The procedures detailed on this page can take a bit of time, but the PAY OFF will be well worth it.

To start this process, it is good to begin by looking at your item as though you were the buyer. Is it really "gently" used? Would you want to buy this item? Items that are clean, pressed and well-taken care of will sell better and at higher prices. Remember that items will be inspected after drop-off, and items that do not meet The Mother Load Sale standards will be removed from the sales floor.

Accepted & Prohibited Items

• Accepted Items

- Baby/children's clothing in sizes newborn-14/16 that are NOT faded, pilled, torn or stained. All items must be seasonally appropriate—spring/summer clothes for Spring sale and fall/winter clothes for Fall sale
- Clean toys (batteries included for on-site testing), children's books and VHS/DVD, CDs and puzzles that have no missing pieces, no broken parts and are fully functional
- Baby/children's furniture, car seats, strollers, high chairs, cribs/beds, bouncers, etc.
- Maternity clothing which is NOT faded, torn or stained

• Prohibited items (any such items WILL be removed from the sales floor):

- Items from list above that are faded, torn, stained, broken or not functioning
- Jewelry
- Stuffed animals
- Dolls that have buttons, eyes, noses or other small parts that are not securely fastened and could present a choking hazard for young children
- Car seats that have been in accidents or which are older than 5 years (based on -date of manufacture stamped on seat) or seats that are missing their manufacturer sticker/stamp
- Used undergarments other than maternity bras
- Mattresses except for crib/toddler bed mattresses
- VHS/DVDs or CDs without a cover/case, "Homemade" or copies of music or videos, damaged VHS/DVDs or CDs (please take the time to verify that your item has no scratches, skips, etc.)
- Recalled items

Note that **it is illegal under federal law to *knowingly* sell or re-sell a recalled product. It is the responsibility of each seller to visit the U.S. Consumer Safety Product Commission website at <http://cpsc.gov/cpscpub/prerel/prerel/html> to verify whether any item being sold in The Mother Load Sale has any recall pertaining to it

Merchandise Prep Supplies

Depending on the items you will be putting in the sale, many/all of these items may be required:

1) Full-Sized (Adult) and/or Child-sized Wire Hangers (required for ALL clothing)

Full-Sized (Adult) wire hangers available at:

- Your local dry cleaners, who will often provide them for free or at low cost
- The Dollar Tree stores located at 9301 Coors NW. \$1 for 7 hangers
- All local Dollar General stores (website info provided online) \$1.25 for 12 hangers

Caution: Please DO NOT feel you must stretch your tiniest baby clothes to fit the adult wire hangers! We don't want you to damage your merchandise. Most children's clothes will fit on the adult-sized hangers, but if you have extra small or preemie clothing, simply consider buying the child-sized hangers.

Child-Sized wire hangers available from:

- The Mother Load Sale representative
 - Once contract is received, a date/time will be established to purchase hangers 10 for \$1.
- **Katzsons Brothers Hotel Supply** - 4904 Jefferson St NE # D - Phone: 884-8513
 - Sells only in whole cases of 500

2) WHITE Card Stock - weight 60lb., 67lb., or 110lb. ALL Price Tags will be printed on this paper (8 tags per page) in black ink on your home computer with our computerized barcoding system.

- **In ABQ, we Recommend: XPedX** - phone: 837 - 2880
 - 2812 Candelaria Road NE (South side of road between Carlisle & University)
 - Ask for Item# 34797 "Springhill Vellum Bristol" - cover - white - 67lb. - 250 sheets (2000 tags) ON SALE NOW until June 30th for \$4.25 (will be regular price \$6.89 after that)
 - Online purchase info available on TMLS website.

3) A tagging gun available locally from:

- **The Mother Load Sale**
 - Once contract is received, a date/time can be set to purchase a tagging gun for **\$8.50**
 - Tag Gun Instructions link available on TMLS website.
- **For those planning on participating in several sales, a more expensive, better-made option**
 - Tag gun (alone) - **\$9.50** + ship OR Tag gun Kit - **\$19.95** + ship (link on TMLS website)
 - If you are interested in ordering in pairs or groups to save money on the shipping, we can put interested sellers in touch with each other - just let us know.
- **Man-I-Can Store Fixtures** - 2519 Comanche Rd NE - phone: 881-2712
\$17.50 plus tax ** **BUYER BEWARE:** This store DOES NOT accept exchanges or returns!

4) Safety pins to secure items on hangers - med. or large size (1 in.) - no small safety pins/straight pins.

5) Clear, Plastic baggies for small, loose items such as bibs, hair accessories, socks, sippy cups, bottles, and toys with multiple pieces and for shoes (you may need larger Ziploc bags for larger shoes)

6) Clear packing tape to secure tag to large items such as cribs, outdoor toys, high chairs, etc. and to seal baggies containing accessories or other small items

7) Batteries for any/all toys or equipment that require them. The Dollar Store is a great place to obtain batteries at a low price. Electronic toys, games, equipment, etc that require batteries **MUST** have batteries in them at the sale to prove that the item is in working order. TMLS replacement battery fee \$2.

Optional, but recommended supplies:

Plastic Zip Ties / Cable Ties - GREAT for tethering shoes, toys, accessories, attaching paperwork to various types of equipment. Can be found in packs of 100 at The Dollar Store (automotive dept.)

White Mailing Labels - PERFECT for labeling the baggies containing your shoes or other items

Merchandise Pricing

To get a good idea as to the general price ranges for items you are selling, determine what the item sells for when purchased new. If you want to be certain that potential buyers know what the items sells for new, attach a print-out from a website, showing the retail price. This is especially helpful on higher-priced items like cribs, dressers, Exersaucers, and high-end strollers/car seats. If you have the original instructions/owners manual, attach it securely to item.

All items **MUST** be priced in whole dollar increments i.e. \$1, \$2, \$3, \$25 etc. This is to insure the quickest check out situation possible, enabling us to maximize our sales potential.

To start with, consider doing an online search for your item to see what it prices for when NEW. Also, check local resale shops, yard sales, and EBay for what comparable items are selling for. Remember that certain accessories and toys have a higher resale value than clothes. Things that are fairly new and have brand names usually get a higher price. Price carefully, always remembering if are selling a used item (if item is NEW, be sure to say so on the tag!). Please consider the condition of the item when pricing—what would YOU be willing to pay for that item? We can offer helpful advice.

Tagging & Hanging

**** FIRST - Please watch the "great" video on TMLS website for complete hanging instructions!**

FRIENDLY REMINDERS from video:

- ALL clothing must be on a WIRE hanger with the hook facing the left, like a question mark.
- Button all buttons, snap all snaps, tie all bows, zip all zippers and IRON the item.
- Safety pin larger shirts, overalls, sundresses and strappy tops to the hanger to prevent sliding.
- Pants/shorts/skirts should be hung on the UPPER part of the hanger,- folded over and pinned at the pockets. (see video clip above for LIVE DEMO!)
- When hanging/pinning clothing sets, pin the bottoms BEHIND (not under) the top with the front of the bottoms facing outward.
- Safety pin any matching accessories to the outfit.
- Remember - The nicer your items look on a hanger, the better they sell.
- Attaching a picture, the original store price and a description can help sell equipment quickly.

Tag placement: Tag all clothing and other items that have fabric (clothes, car seats, bouncers, strollers, high chairs etc.) using printed barcode tags and a tag gun. **Pierce barcode tag in top, left corner of tag with tagging gun.** Use tagging gun to attach tag to the clothing label inside each garment. Do not tag through fabric when at all possible, as this can leave a hole. If the garment does not have a tag in a visible location, tag through an inside seam to reduce the chance of damaging the item. Keep the tagging gun's puncture hole as small as possible and carefully tag item to insure that it does not become separated from its tag. Items without tags cannot be sold and will be removed from the sales floor.

Non-fabric items (toys, books, bath tubs, cribs, etc) should be tagged by securing the very top part of the tag to the item with clear tape. **DO NOT** place tape below the line on the tag that says: "www.myconsignmentmanager.com 2008" This bottom section will be cut off for scanning purposes.

Remember that clothing must be seasonally appropriate - Spring/Summer clothes for the Spring sale and Fall/Winter clothes for the Fall sale. Because all clothing will be displayed on clothing racks, ALL clothing must be on WIRE hangers (see instructional video online for NEW methods and recommendations). There will be a special Boutique section for higher-end brands (see below).

General Clothing Guidelines - All clothing regardless of section:

Whole outfits sell much better than individual pieces. If you do not have a complete outfit, you *may* choose to pair clothing that you purchased separately. Be sure that the colors/styles match, and that all pieces are the same size (they do not need to be the same brand, but make that clear on the tag). Any accessories that are original to the outfit will add value if sold as a set.

Please do not use S, M, L, XL on your tags (except for maternity clothing), because items sized in that way are often placed in the wrong size area and do not sell.

For non-maternity clothing, use the following sizing:

Preemie	9-12 months
Newborn	12-18 months
0-3 months	18-24 months
3-6 months	2T, 3T, 4T,
6-9 months	5, 6, 7, 8, 9, 10, 12, 14, 16

Like sets of onsies can be placed in baggies and hung by size on a "clothesline" at the end of each rack. These baggies must have the price tag taped to the outside. You can still also hang single onsies and sets of onsies on hangers - just make sure ALL pieces are attached together with large safety pins. (see video)

Clothing MUST be in tip-top shape: Replace missing buttons; sew loose hems and seams; clip loose threads; make sure zippers and snaps work properly. Clean and press all garments. We do not accept clothing with stains, holes, tears, or excess pilling so check your items in both natural sunlight as well as indoor light.

Tip: Separate prepared clothing by size range (based on sizing chart on previous page) so that you will be able hang your clothes quickly during the hour of set up time on Friday Night. We recommend inserting large paper grocery/shopping bags between sizes before you pack the clothing in a bin/box for travel, so that you can easily pull out clothes by size range. Print a copy of the TMLS Floor Plan and familiarize yourself with it completely before Friday's set-up. Organizing your clothes in stacks according to Floor Plan placement will help you maximize your effectiveness during the short, one-hour set-up time. The official Floor Plan will be available online 2 weeks before the sale starts.

Boutique Section

High-end brand names such as Gap, Gymboree, Hannah Andersson, Betsey Johnson, Baby LuLu, Lands End, Levis, Zutano, Ralph Lauren, etc. will be hung separately in the Boutique clothing section. A full list of boutique brand names is available online. If you have other brands you think would go in this section that are not listed, contact Anita or Heather for clarification. ** Children's Place, Old Navy are not boutique.*

Children's Shoes

We accept all children's sized shoes only in **EXCELLENT** condition (laces should not be dirty or frayed, and soles should have very little wear). Shoppers are very picky about shoes! Tie shoes in pairs by shoelaces, zip ties or ribbon (if using shoestring holes, use holes closet to toes of shoes), tag with tag gun through the laces or other cloth area, and place inside a Ziploc bag (if shoes have no place to use tag gun without damaging shoe, tape (on top half only) tag onto bottom of shoe and wrap tape completely around shoe so it will not come off if tried on by customer. Create a label (white mailing label is recommended, but can be a small section of an index card, post-it note, any small rectangle piece of paper - white recommended.) and tape on the outside of baggie stating the following info: BOY or GIRL, the style and size of the shoes. (EXAMPLE: GIRL/White Stride Rite Tennis Shoes/Sz 5). Finally, tape this label to top left side of baggie and write on. A fantastic example of exactly how to prepare your shoes is included on the instructional video online.

Maternity Items

The maternity clothes that sell best are not only in excellent condition; they are also ones that are great bargains and/or are currently in style.

Maternity items will be hung on garment racks. Please put all maternity items on WIRE hangers. Maternity items must be in excellent condition and must be seasonal. Please secure the tops with **safety pins** if they have a tendency to fall off the hanger. **You may use S, M, L, XL sizing on tags.**

** See instructional video for EXCELLENT recommendations for hanging maternity items! **

We also accept nursing bras, breast pumps and other maternity related items. We do not accept maternity panties unless they are in the original unopened packaging and/or still have the original tags as evidence that they have never been worn.

Toys, Furniture & Equipment

ALL TOYS, FURNITURE & EQUIPMENT must be clean, in working order, and include all working parts. A Clorox wipe or Mr. Clean Magic Eraser sponge can make a huge difference. Also, WD-40 removes crayon marks and Goo-Gone will remove anything sticky! Any toys or equipment that require batteries **MUST** include them to ensure product is in working order or the item will be automatically pulled from the sales floor, the batteries will be replaced by TMLS and a \$2 fee will be charged to the seller of the item. Toys not in a box that include small parts should have all of the parts attached to it with a small Ziploc bag taped closed and taped to the item. It is highly recommended that all boxes also be taped closed to ensure pieces do not fall out during the sale. Large toys (such as train sets, building blocks, etc,) need to be placed in large clear bags or bins and taped closed to keep eager children from opening them during the sale to play with. A pic and list of items taped to the outside is highly recommended to assist buyers.

GAMES AND PUZZLES should have all pieces and be in boxes that are taped closed.

BOOKS can sometimes sell better as a set - try putting three or four books by the same author or with a similar theme together in a Ziploc bag. When taping tag to book, please do so in a manner that will not damage book cover when removed.

VHS, DVDs, CASSETTES or CDs without a case/cover and "copies" will NOT be accepted. Please take the time to be certain that VHS/DVDs/cassettes and CDs play properly without skips or other damage. Also, make sure the right item is in the right case - then tape closed. Cashiers will be able to open media cases to ensure the case and item inside are a match. Be sure to indicate the number of items on the tag anytime you price a SET, so that buyer and cashier know how many items there should be included for that one price.

LARGE FURNITURE ITEMS, such as cribs and toddler beds, should be completely disassembled. To help buyers "see" your item, we recommend that you tape a full picture of the item (assembled) to it. Place loose hardware (screws/bolts) in a baggie and tape **SECURELY** it to furniture item. These large items may be moved several times on the floor as space becomes available, so taping the hardware and any other attachments very securely is paramount to all of the pieces staying together. For large items with multiple pieces, please write your seller number on pieces of masking tape and place on each piece of the item with "1 of 5" then "2 of 5" etc. so that, if the items become separated, we might still be able to match them up. Place the barcoded price tag on the largest, most significant piece of the furniture.

BEDDING (such as a comforter, bumper, complete nursery set, etc,) needs to be placed in large **CLEAR** bags or bins and taped closed to allow shoppers to see the print/color, but keeps items from being opened during the sale, pieces being separated and therefore rendering the set of items unsellable. A list of items included in sets taped to the outside is a **MUST** and a picture is highly recommended.

TAGS - Attach only the top half of a tag to toy/box/book/bag/furniture with clear plastic tape, leaving the bottom part of the tag free to be cut off at check-out. Be careful where you place the tape so that it will not damage the item when it is removed.

Please remember that we don't accept ANY stuffed animals, jewelry or car seats more than 5 years old or car seats that are missing their manufacturer sticker/stamp.

Loose Items and Accessories

Loose items such as bibs, bottles, rattles, bows, etc. must be in Ziploc bags, closed with clear packing tape and with the tag attached to the outside of the bag with clear packing tape. Again, please only tape the top portion of the tag to the item leaving the bottom portion free to be cut off at checkout. Group like items together. Acceptable accessories include maternity bras, hair accessories, purses, belts, packaged onesies, diaper covers, socks, new unused underwear/panties that are still in original packaging or still have original store tags on them.

If you are unsure what to do with a lot of your little things, consider putting together a bag of like items (outlet plugs, socks, receiving blankets, etc.) or themed items (safety items, bath toys, dress up clothing, etc.). Make sure items are visible in the bag, seal closed with clear packing tape, and use black Sharpie to label bag with how many items are in it (also indicate on tag).

TIP: Boxing like items (i.e. toys, nursing accessories, diaper bags) together will make your set-up process much easier and quicker.

YAY! That's it! You are now ready to sell your items and reap your rewards!

We are so excited that you have chosen to sell in our sale and want it to be an easy and lucrative experience for everyone involved.

Now all you have to do is mark your calendar for the Private Friday Pre-Sale and the BIG SALE on Saturday! We look forward to seeing you - and don't forget to bring a friend. Have fun selling and shopping! We know you will find the MOTHER LOAD of great deals at our sale. Please be sure to find Heather, Anita and Renee and say hello! We look forward to getting to know each and every one of you - our business partners!!

As soon as this sale is over, start gathering and pricing for the next sale that is just around the corner. There is no end to the fun!

Get started early, good luck and have fun,

Anita Suazo and Heather Bakas

Co-Owners of *The Mother Load Sale, LLC*

If after reading these instructions, you have any questions about processing your merchandise, please feel free to contact Heather or Anita at any time.