

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 conformation including your seller number, the latest updates for the upcoming sale and detailed instructions to begin using the 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. It will help to first watch TMLS Merch Prep video on TMLS website.

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 TMLS standards will be removed from the sales floor. This includes items that are not seasonally appropriate.

Accepted & Prohibited Items:

- **Baby/children's furniture & large equipment:** car seats, strollers, baby swings, high chairs, booster seats, cribs, toddler beds, mattresses, dressers, bassinets, pack & plays, portable cribs, changing tables, baby gates, exersaucers, bouncers, floor gyms, bathtubs, bath chairs, children's stools/chairs/seats, potty seats, diaper disposal systems, etc.
- **Baby Equipment:** Nursing & feeding equipment, breastpumps, bottles, infant carriers, slings, diaper bags, nursing bras, etc.
- **Any and ALL Baby/children's clothing and shoes from size Newborn to middle-school-aged 14/16** that are NOT faded, pilled, torn or stained. See Merch Prep for all clothing and shoe guidelines. All clothing must be seasonally appropriate. "Heavy" winter only items (such as coats, ski wear, hats/gloves, snow toys, etc.) are only allowed at the Fall sale. Swimwear, sandals, pool toys, etc. are allowed only at the Summer sale. "Lighter" outdoor wear such as sweatshirts, light jackets, pants, long-sleeved shirts, school uniforms, sports uniforms, dance/gymnastics wear, costumes, etc. are accepted year-round.
- **Children's Accessories** such as hats, bibs, socks, hair bows, etc. are accepted year-round.
- **Cloth Diapers** - new or used (if bleached with no stains) as well as clean, unstained bibs, burp cloths, bath towels, washcloths, etc. in good condition.
- **Children's sporting equipment** - must be in GREAT shape. All uniform parts, shoes and sports equipment (including BIKES of all sizes, skateboards, etc.) can be sold year-round.
- **TOYS** - Clean toys (batteries included for on-site testing) of all types/sizes, puzzles, etc. that have no missing pieces, no broken parts and are fully functional are accepted year-round. LARGE toys and OUTSIDE toys such as playhouses, bikes, ride-ons, sell very quickly.
- **Child-appropriate VHS/DVD/CDs** accepted year-round. No "R" rated material.
- **Books** - children's books of all shapes/sizes/levels, educational and home-schooling materials are accepted as well as pregnancy and parenting books.
- **Nursery/Children's bedding & decor** - bedding, lamps, wall-hangings, shelving, pillows, adult or child-size rockers, etc.
- **Maternity clothing** which is NOT faded, torn or stained, all maternity items. Nursing bras.
- ***NEW* Electronics** - gaming systems (Wii, Nintendo, Gameboys, X-Box, etc.), Child-appropriate games, iPods, mp3 players, computer software, gameboys, child-friendly radios, CDplayers, StoryReaders, Character TVs etc. are accepted year round. (No "M" Mature games allowed.) TMLS reserves the right to remove any material that we deem inappropriate.

Prohibited items (FOR SAFETY-RELATED REASONS. SUCH ITEMS WILL BE REMOVED FROM SALES FLOOR, AND SELLER WILL INCUR A \$50 FEE PER ITEM. SHOULD A PROHIBITED ITEM GO UNDETECTED AND BE SOLD, IT IS THE RESPONSIBILITY OF THE SELLER, NOT *THE MOTHER LOAD SALE, LLC*©)

- 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/cpsc/pub/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) Wire Hangers - Full-Sized (Adult) and/or Child-sized (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
- **Dollar Tree** stores - individual inventories vary, so call ahead - \$1 for 7 hangers
- **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:

- **Walmart** - \$1.25 for 10 vinyl-covered drip-dry children's hangers (shop early - will be sold out sale month!)
- **The Mother Load Sale (contact Anita)**
 - Once contract is received, a date/time will be established to purchase hangers 10 for \$1. Will not be sold by TMLS the week of the sale.
- **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 (WHITE ONLY) card stock (8 tags per page) in **black** ink on your home computer with our computerized barcoding system. This is a VERY COMMON weight and color of cardstock that can be purchased at any office supply store (**Staples**, etc.) or **Walmart** (#110lb., 150pg, \$5 = 1200 tags) , **Target**, etc.

3) *NEW* Tagging Gun: * Starting with the FALL 2010 Sale, tagging guns will again be REQUIRED!***

Safety pins are no longer allowed to attach price tags to items - they will be removed from the sales floor. Tagging guns/barbs/needles can be purchased online (EBay - watch for shipping price + how long it takes to ship - usually several weeks.) for various prices or ** **bought directly from TMLS for \$8 and includes 1000 plastic tag barbs + 1 extra needle. TMLS will also continue to sell extra plastic price tag barbs (\$0.50 for 50.)**

If you would like to purchase a tag gun on your own you may choose various models on EBay, or we recommend:

- **Purchase tag guns online:**
 - Tag gun (alone) - **\$9.50** + ship OR Tag gun Kit - **\$19.95** + ship (link on TMLS website)
- **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 (LARGE size only — no small safety pins or straight pins) to secure items on hangers. The VERY LARGE ones are available in the sewing section of most Super Stores (Walmart, Target,) as well as Dollar Tree.

NEW Starting with the FALL 2010 Sale, tagging gun barbs will again be **REQUIRED** to attach the price tag to an item. Safety pins are no longer allowed. Items with pinned tags will be removed from the floor.

5) Clear, Plastic baggies for small, loose items such as bibs, hair accessories, socks, sippy cups, bottles, and toys with multiple pieces. Plastic baggies will no longer be used for shoes. ***NEW*** ALL price tags must be placed on the **OUTSIDE** of bagged items.

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. Only stick tape on **TOP HALF** of price tag.

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 baggies or boxes containing various small items or where extra information is needed about a particular item.

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 the item is in in very good, only slightly used condition, TMLS rule of thumb is to ask for half of the original price. If the item is in excellent condition, like new or actually NEW, you can definitely ask for a higher price. List "NEW" or "New with tags" when entering your price tag. Online searches can make you aware of current prices. If you want to be certain that potential buyers know what the items sells for new, it is helpful to attach a print-out from a website, showing the NEW 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 at least \$1, and then priced in \$0.50 increments only. The MyCM software guides you.

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?

The 50% OFF Sale will occur on Sunday ONLY. ALL items sold on Saturday will be FULL price. ***NEW*** All half-priced items will be indicated with a tag that says **Discount: YES**. If you DO want your item to be 50% OFF on Sunday, when entering your individual item in the barcoding system, be sure to check the "discount" box for that item. If you DO NOT want your item to be 50% OFF on Sunday, simply DO NOT check the "discount" box and whether your items sell on Saturday or Sunday, it will be sold at FULL price. TMLS barcoded price tags are stored in the system for 18 months.

Tagging & Hanging

All items to be sold at TMLS will be tagged with our computerized barcoding system. When your contract and fees are received detailed instructions to begin using this system will be emailed to you. Once you have received this confirmation email with start-up instructions log on to the barcoding system through the specific website given to you (also online next to the video clip.) Then, save that link to your home computer's "favorites" list for future visits.

**** FIRST - Please watch the Merch Prep video on TMLS website for complete instructions (& LIVE DEMO)!***

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.

- 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.

**** VIDEO UPDATE - Starting Spring 2010, shoes are no longer required to be in clear, plastic baggies unless there is no other way to affix a tag to the item. (i.e. leather boots!)**

Tag Placement: Tag all clothing and other items that have fabric (clothes, car seats, bouncers, strollers, high chairs etc.) with printed barcode tags using a tag gun barb only - no safety pins. Pierce barcoded tags at the top only, above printed MyCM website. Use tagging gun/barb 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 size tag in a visible location at neckline, tag through an inside seam to reduce the chance of damaging the item place the barb through the collar/piping/edging/seam at the back of the neck - without making a hole in the fabric. Keep the tagging gun's puncture hole in the tag itself 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. ***NEW* ALL price tags must be placed on the OUTSIDE of bagged items.**

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.

Tags on TOYS - If you have a "odd-shaped" toy such as a large action figure like "Bionicles" or plastic dinosaurs that don't have a flat surface good for taping a tag to - put it in a tape-sealed plastic bag first, then add your tag to the outside. This is especially important if the item has small parts. ***NEW* ALL price tags must be placed on the OUTSIDE of bagged items**

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 a WIRE hangers (see below). "Warmer" items that can be worn year-round such as pants, long-sleeved shirts, sweatshirts, light jackets and hoodies are welcome at both Spring/Fall sales.

General Clothing Guidelines - All clothing regardless of section:

Whole outfits sometimes sell much better than individual pieces, so you may choose to pair clothing that were bought as a set or 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: (MyCM will guide you with drop-down menu!)

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

Like sets of onesies 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 as well as sets of onsies on hangers - just make sure they are ALL attached together with large safety pins. ***NEW* ALL price tags must be placed on the OUTSIDE of bagged items.**

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 to more quickly hang your clothes 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, two-hour set-up time. (printable Floor Plan available online under Printable Pages tab) - coming soon!

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 below for NEW methods and recommendations). Items that can be worn year-round such as pants, long-sleeved shirts, sweatshirts, light jackets and hoodies are welcome at both Spring/Fall sales.

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 - **and be very clean.**) 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 or safety pin through the laces or other cloth area. If shoes or boots have no place to use tag gun without damaging the shoe, consider securing them in large baggie with price tag taped to the outside of it - OR - 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. A fantastic example of exactly how to prepare your shoes is included on the instructional video online - except (starting Spring 2010) exclude the part about putting all shoes in baggies with labels on the outside. ***NEW* ALL price tags must be placed on the OUTSIDE of bagged items.**

Maternity Items

The maternity clothes which sell best are not only in excellent condition; they are also items 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 Maternity tags.** 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.

Tags on TOYS - If you have a "odd-shaped" toy such as a large action figure like "Bionicles" or plastic dinosaurs that don't have a flat surface good for taping a tag to - put it in a tape-sealed plastic bag first, then add your tag to the outside. This is especially important if the item has small parts. ***NEW* ALL price tags must be placed on the OUTSIDE of bagged items.**

***NEW* SPORTS EQUIPMENT/GOODS** are accepted year-round. Items such as uniforms, foot wear, hats, gloves, etc. will have their own section at the sale, placed separately from other shoes/clothing.

BICYCLES of all sizes are allowed and will be placed near sporting goods. They must be thoroughly cleaned and, for safety reasons, in PERFECT working condition.

GAMES AND PUZZLES should have all pieces and be in boxes that are taped closed. **PUZZLES** that do not come in a box (i.e. wooden puzzles) can be placed in sealed baggies or wrapped several times with clear plastic wrap. The same applies to toys with random pieces.

***NEW* ELECTRONICS** - gaming systems (Wii, Nintendo, Gameboys, X-Box, etc.), Child-appropriate games (No "M" Mature games allowed), iPods, mp3 players, computer software, Gameboys are accepted year round. Please make sure they have all working parts and are taped closed in a baggie. Remember the refund policy. These items will not be with Toys, but on an "electronics" section of Media tables.

**** TMLS Refund Policy: Shoppers are given 48 hours to report items that are broken, missing parts, etc.** If a refund is provided, the corresponding profit will be deducted from seller's final check. Shoppers get really upset if they do not receive what is promised, so please check each individual item for any missing parts BEFORE putting it in the sale. If you are not sure, do not sell that item.

BOOKS of all types are accepted year round and 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 baggie. Be careful when bagging books that "unseen" books in the middle are of same caliber as "visible" books on the outside. When taping tag to book, please do so in a manner that will not damage book cover when removed. Masking tape is recommended. Educational materials and homeschooling materials are also accepted.

CHILD APPROPRIATE 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. ***NEW* ALL price tags must be placed on the OUTSIDE of bagged items.**

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 it SECURELY to the 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. This 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 on Non-fabric items (toys, books, bath tubs, cribs, etc) should be tagged by securing ONLY the TOP HALF 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. Be careful where you place the tape so that it will not damage the item when it is removed. Masking tape is recommended for book covers. ***NEW* ALL price tags must be placed on the OUTSIDE of bagged items.**

Prohibited Items: Please remember that we do not accept ANY stuffed animals, jewelry or car seats more than 5 years old or car seats that are missing their manufacturer sticker/stamp. See complete list on "Seller Info" page of this website.

Loose Items and Accessories

Loose items such as bibs, bottles, rattles, bows, etc. must be in baggies, 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 onsies, 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. ***NEW* ALL price tags must be placed on the OUTSIDE of bagged items.**