

# The Mother Load Sale

Albuquerque's Premier Children's Consignment Event

## Merchandise Preparation: Instructions, Guidelines & Tips

(Please print out these instructions for easy reference!)

We at The Mother Load Sale encourage you to begin purchasing your supplies, gathering your items and tagging them with prices as soon as possible. The procedures detailed below can take a bit of time, but the PAY OFF will be well worth it. See you at the sale!!

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-size Wire Hangers (required for ALL clothing) available from:

- **Dry Cleaners** - Check with your local dry cleaners, who will often provide them for free or at a very low cost
- **Dollar General stores**  
Go to <http://www.dollargeneral.com/OurStores/Pages/StoreLocator.aspx> and enter zip code to locate nearest store  
\$1.25 for 12 hangers
- **The Dollar Tree**  
9301 Coors NW  
\$1 for 7 hangers

### 2) Tags (White and/or Yellow) approved by *The Mother Load Sale* available from:

- ***The Mother Load Sale*** representative  
Once contract is received, a date/time will be established to purchase tags from us  
\$3 for 250 tags
- **Man-I-Can Store fixtures**  
2519 Comanche Rd NE ABQ, NM 87101  
505-881-2712  
\$10 + tax for 1000 tags  
<http://www.manicanstorefixtures.com/tags1.html>  
White Tags # T953/Yellow Tags #T963
- **Online at:**  
[http://www.barrdisplay.com/Tags\\_without\\_Strings/Large\\_Perforated\\_Tags/947\\_239\\_0.html](http://www.barrdisplay.com/Tags_without_Strings/Large_Perforated_Tags/947_239_0.html)

### 3) A tagging gun available from:

- ***The Mother Load Sale*** representative  
Once contract is received, a date/time will be established to purchase a tagging gun directly from us for \$8.50

- **Man-I-Can Store Fixtures** (see tag info above for location)  
\$17.50 plus tax  
<http://www.manicanstorefixtures.com/taggingequip4.html> (99s Standard Arrow)
- Ebay for approximately \$7.00

**4) Safety pins** (medium or large size—no small gold safety pins or straight pins) to secure multiple piece items

**5) Ziploc bags** 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 Ziploc bags containing accessories or other small items

**7) Black Sharpie marker** to label Ziploc bags for shoes & fine point black/blue pen for completing tags

**8) Batteries** for all equipment, toys and any other items that require them. The Dollar Store is a great place to obtain batteries at a low price.

### Merchandise Pricing

To get a good idea as to the general price ranges for items you are selling, determine what the item sells for 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 should 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.

Check out 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?

If a seller is still unsure about pricing on a particular item or items, contact *The Mother Load Sale* for assistance. We can offer helpful advise.

## Tagging & Hanging

Use WHITE tags for items that you do not wish to sell at 50% off after 12:30pm and YELLOW tags for those which you do wish to sell for 50% off after 12:30pm.

Tag all clothing and other items that have fabric (clothes, car seats, bouncers, strollers, high chairs etc.) using approved tags and a tag 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.

Non fabric items (toys, books, bath tubs, cribs, etc) should be tagged by securing the top part of the tag to the item with clear tape. The bottom half should not be taped so that it can be ripped off for selling purposes.

Tag carefully to insure that item does not become separated from its tag. Items without tags cannot be sold and will be removed from the sales floor.

Please use a black/blue (easiest to read) ink fine-point pen to write in **clear, legible handwriting** so that you get credit for all of your sales. All tags must include the following items on top and bottom of tag:

- Seller initials and seller number in section labeled No.
- Description of item in section labeled Style
- Size in section labeled Size
- Price in section labeled price

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). There will be a special Boutique section for higher-end brands.

As clothing is purchased, we will put all hangers in bins. Should a seller wish to have hangers returned, arrangements can be made to obtain them within 2 weeks after the sale.

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

**Tip:** Whole outfits can sell much better than individual pieces. If you do not have a completed 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.

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 pilling so check your items in both natural sunlight as well as indoor light.

ALL clothing must be on a WIRE hanger facing the left (like a question mark—see example below). Safety pin larger shirts, strappy tops, and sundresses to the hangers if necessary to prevent sliding off. Pants/shorts/skirts should be hung on the UPPER part of the hanger with the pins close to the hook so they won't slide to the bottom part (otherwise they bunch-up and people won't buy them). With clothing sets, pin the bottom BEHIND (not under) the top. Be sure the pins go through the hanger and not just the shirt to avoid damaging the shirt. Button all buttons, snap all snaps, tie all bows, zip all zippers. The nicer your items look, the better they sell. Safety pin any matching accessories to the outfit.

**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 May 15<sup>th</sup>. 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.

## **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, where a \$5 rule applies—clothing for the Boutique section may not be priced for less than \$5.00.

**Helpful hint:** If you have boutique items but you don't feel they are worth \$5 on their own, pair them with another boutique item of the same size.

## **Children's Shoes**

We accept all children's sized shoes in EXCELLENT condition (laces should not be dirty or frayed, and soles should have very little wear). Shoppers are very picky about shoes! We do not allow shoe boxes. Tie shoes in pairs by shoelaces 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, put tag through the bag itself in a way that still allows bag to be opened). Use a sharpie marker to write on outside of Ziploc: BOY or GIRL and the style/size of the shoes. EXAMPLE: GIRL/White Stride Rite Tennis Shoes/Sz 5

## Maternity Items

The maternity clothes which sell best are not only in excellent condition, they are also great bargains and/or 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.

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 and 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! Toys and baby equipment that require batteries **MUST** include them, or they will be pulled from the sales floor. Toys that include small parts should have all of the parts in a small Ziploc bag, taped closed and taped to the item.

Games and puzzles should have all pieces and be in boxes that are taped closed. Books sell best as a set---try putting three or four books by the same author or with a similar theme together in a Ziploc bag. VHS/DVDs or CDs without a case/cover and "copies" will **NOT** be accepted. Please take the time to be certain that VHS/DVDs and CDs play properly without skips or other damage. 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.

Attach top half of tag to toy/box/book/bag with clear plastic tape, leaving the bottom part of the tag free to be ripped off at check-out. Be careful where you place the tape so that you do not damage the item when it is removed. Place VHS tapes or DVDs inside a Ziploc bag **and seal closed with clear packing tape (be sure buyer can see the tag)**. This prevents a VHS/DVD or CD from being separated from its case and therefore being unable to be sold. At check-out, the cashier will open the bag to access the tag and make certain that the VHS/DVD or CD is not missing. For large items, also write your seller number on a piece of masking tape and place on the item so that, if the tag becomes separated, we might still be able to match it with a lost tag.

Please remember that we don't accept stuffed animals, 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 detached at checkout. Group like items together. Acceptable accessories include maternity bras, hair accessories, purses, belts, packaged onesies, diaper covers, socks, new unused underwear/panties.

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

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).

**Large Furniture Items**, such as cribs and toddler beds, must remain completely disassembled during the sale for easy removal by buyer. Please attach a picture (personal photo or printed from online source) showing item completely assembled.

If you have any questions about processing your merchandise, please contact Heather@TheMotherLoadSaleABQ.com.

## **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!