

Spring 2019 Yard Sale Calendar

Saturday, Feb. 9th

8 am Seller and volunteer work shift sign-up begins

Saturday, Feb. 14th

8 am BigTent/Facebook Classifieds selling blackout begins

Sunday, March 10th

11:59 pm Seller and volunteer registration ends

Thursday, March 14th

6-8 pm Member drop-off #1 and sale set up

11:59 pm MyConsignmentManager (MyCM) locked down for sale (no more items may be entered or edited in the system, but tags already entered may still be printed).

Friday, March 15th

7:30 am - 2:30 pm Member drop-off #2 and sale set up

3-4:30 pm Final quality check of set up and merchandise (Yard Sale Committee)

4:30-6 pm Yard Sale Committee shops

6 pm Fast Pass shoppers enter (those working two or more shifts)

6:30 pm Sellers enter for shopping

7:15 pm General Club members (not selling) enter for shopping

8 pm Friends (one friend per Club member) and middle and high school age children of members enter for shopping

9 pm Shopping ends

Saturday, March 16th

7:30-11:30 am Public sale (includes 10:30 - 11:30 am 50-percent off sale)

1:30-2 pm Members and charities pick up unsold items

3 pm Last clean-up shift ends

Saturday, April 13th

8 am BigTent/Facebook Classifieds selling blackout ends

Location

HillSong Church, 201 Culbreth Rd., Chapel Hill, NC 27516

Policy Changes of Note for This Sale

The Yard Sale Committee is always hard at work improving the sale. Summarized here are any big changes we're implementing this sale or implemented in the previous sale.

****If you are new to our sale, we STRONGLY recommend you read these guidelines in their entirety. After all, when you sign up as a seller, you agree to read and abide by them.****

If you are an experienced seller who already knows these guidelines like the back of your hand, please check HERE every sale to see what's new. Minor changes have been made throughout this document, so when in doubt, check it out.

Verify Sale Totals and Sold Inventory: Sellers are responsible for reviewing their sale totals and verifying that their sold items are correct in MyConsignmentManager after the sale. Inquiries and any requests for adjustments must be made within four weeks of the end of the sale. After four weeks, MyConsignmentManager sale data is removed from our account and we are unable to resolve any discrepancies.

Things to Remember

Friday Drop-off Time is 30 minutes earlier than in the past: **7:30 a.m. to 2:30 p.m.**

No Crib Donations: Our charities will no longer accept crib donations. Any unsold cribs must be picked up on Saturday.

Items with Multiple Pieces: See Section F, "Items with Multiple Pieces" for detailed instructions on how to tag items with "part 1 of 2," "part 2 of 2," etc.

Attaching Items

- Do NOT tape over the barcode
- Do NOT tape down the sides of the tag that is below the line — especially on books!!
- If using a tagging gun, ALWAYS place barb above the dotted line.
- Make sure barcodes on all tags are legible (not fuzzy) and not cut off after printing.

Handwritten Tags: Items with handwritten changes to the substance of the tag — pricing changes, discount options, etc. — will be pulled from inventory. Handwritten notes such as "this fit my kid until age 4" are fine.

Cardstock: Tags must be printed on cardstock. This ensures the tag information prints legibly for shoppers to read and for the barcode to scan during checkout.

Discount Donated Items: If you are donating items by tagging them with yellow cardstock, consider marking them for discount. This may make your items more attractive to sellers during the discount hour and at least give you 50% of your asking price instead of nothing if they are donated.

Yard Sale Requirements

About Our Sale and This Document

Thank you for selling and shopping with us! Your participation in our semi-annual, seasonal yard sale helps the Chapel Hill/Durham Parents of Multiples Club support Club functions for our families, make donations to charitable organizations as suggested by the Club membership, and provide funds to Club members and outside families in medical, financial, or emotional crises.

Here's how it works: Club members sell their gently used baby/children's clothing, gear, and toys in a group yard sale, first to other members in a semi-private presale on a Friday night and then to the public the following Saturday morning. Depending on the number of shifts worked, each seller earns 85 to 90 percent of items sold (minus a \$5 seller's fee) and the Club keeps the rest. Sellers, Club officers, Yard Sale Committee members, and Club member volunteers staff the sale. The sale is a great way to meet other Club members, get rid of unneeded stuff, and make extra cash. All Club members are eligible to shop at the presale on Friday night, even if they are not selling. After the sale, any unsold items can be picked up by the seller or donated to charity.

We are a volunteer group and, as such, need your help and cooperation to pull off this event as smoothly as possible. Over the years, we have carefully honed a set of guidelines for sellers into these requirements, which are now **mandatory** for all sellers. **Failure to follow these requirements for your sale submissions means the Yard Sale Committee will need to pull your pieces from the sale floor so they will not be sold and returned to you at the Committee's discretion. It may also impact your ability to participate in future sales.** Not only does this cause problems for you, it also takes up much more of our volunteers' time, which is just as precious as yours. In addition, consistency in preparing and tagging items for sale makes the whole yard sale more attractive to shoppers. We want to do our very best to uphold our reputation as one of the best sales of children's clothing, equipment, and toys in the Triangle and are counting on you to help us. Thank you in advance for reading and referring to these requirements in your preparation for the upcoming Yard Sale!

Please contact any member of the Yard Sale Committee with questions or feedback. See last page.

THANK YOU FOR HELPING MAKE OUR SALE A HUGE SUCCESS!!!!!!

BigTent/Facebook Classifieds Selling Blackout Period

This is in place to encourage participation in the sale and to ensure fairness to all buyers. This blackout period will be enforced by our Treasurer. Exceptions to this blackout include large items that you could not reasonably bring to the sale and household/furniture items (as they are not allowed to be sold at our sale).

Work Shift Schedule

Thursday

5-8 pm Set up (only available to those working at least two other shifts)
6-9 pm Set up (only available to those working at least two other shifts)

Friday

8 am - 12 pm Set up
9 am - 1 pm Set up
10 am - 2 pm Set up
12 pm - 4 pm Yard Sale Committee only
6 pm - 7:15 pm Yard Sale Committee only (mandatory for all Committee members)
7:15 pm - 10 pm Presale

Saturday

7 am - 10:15 am Public sale (we need as many volunteers as possible for this one!!!)
10 am - 2 pm Public sale wrap-up and tear-down (CAN be combined with 7-10:15 am shift to make 2 shifts)
11 am - 3 pm Tear-down late shift (CANNOT be combined with 10 am-2pm shift to make 2 shifts)

Instructions for Sellers

A. Obtain a Seller Number

- See the calendar for this sale (on the first page) for the deadline to obtain number.
- If you registered to sell with the MyConsignmentManager system anytime since the Spring 2013 sale, you have already been assigned a permanent seller number. If this is your first sale on the MyCM system, you will automatically be assigned a NEW seller number upon registering. Seller numbers are assigned in the order each seller registers. This will be your seller number for this and all subsequent sales. Visit www.myconsignmentmanager.com/chdpom to register.
- A household with two registered adult CHDPOM Club members (primary and secondary) shares one MyConsignmentManager account under the primary Club member's name.

B. Complete the Seller Registration Process

- See the calendar for this sale (on the first page) for the dates to begin and complete registration.
- Log in to complete registration. You must have a seller number before you can complete this step.
- If you have registered to sell and have a need to un-register entirely, you must email the Volunteer Coordinator directly to let them know ASAP.

C. Agree to the Yard Sale Seller/Volunteer Contract

- Sellers must agree to read, understand, and abide by the Yard Sale Requirements by the date seller registration closes.

D. Sign up for Work Shift(s)

- See the calendar for this sale (on the first page) for the dates to sign up for work shifts.
- Each seller is required to fulfill a work commitment of at least **one shift** on either Friday or Saturday. Sellers who are pregnant or have newborns six months of age or younger at the time of the sale are **not** required to work a shift. Yard Sale Committee members must work the required shifts listed in the Committee section in order to shop with the Committee, regardless of pregnancy status or children's ages.
- Work shift sign-ups can be made through <http://www.myconsignmentmanager.com/chdpom>. You will log in and choose "Volunteer" to see available shifts.
- Work-shift sign-ups for general membership sellers and volunteers open at 8 am. If you are not on the Yard Sale Committee or serving as a Club officer, please do not sign up prior to this date, even if the schedule appears online or registration appears to be open. If you sign up before you are permitted to, you will be removed from the shift(s).
- Work shifts sign-ups are first-come, first-served. We encourage you to sign up early for best selection.
- **FAST PASS:** Sellers who sign-up and work two or more shifts can enter the Friday night presale at 6 pm, which is 30 minutes before other sellers and one hour before the general Club membership.
- Sellers who sign up for and work two shifts will receive 87% of their sales instead of the standard 85%.
- Sellers who sign up for and work three or more shifts will receive 90% of their sales instead of 85%.
- Note that work-shift time should NOT be used to drop off your items for sale. Ensure that you schedule time during one of the two item drop-off times and outside of your regular work shift to complete this task. If volunteers are caught up on assigned duties during their assigned work shift, they may request to utilize work-shift time for drop-off from their Shift Leader.
- If two adult family members are both Club members, with a primary and a secondary member on each membership, all shifts worked by Club members in the same family will count toward that family's yard sale perks for working additional shifts.
 - Example 1: The primary member works one shift. The secondary member works one shift. Your family gets ONE fast pass for working a total of two shifts. You two decide who gets to use it.
 - Example 2: The primary member works two shifts. The secondary member works one shift. Your family will receive 90% of the selling price of your items for working a total of three shifts.
 - You may NOT divide up complete shifts (e.g., for a 4-hour shift, Member #1 works the first two hours and Member #2 works the second two hours). An individual member must still work a complete shift for it to count toward the family's total.
 - **VERY IMPORTANT IF THE SECONDARY MEMBER IS GOING TO WORK A SHIFT:** When you sign up for a volunteer shift through your MCM account, you will only be able to do so under the primary member's name. If you are intending for the secondary member to work one of those shifts, you must email the Volunteer Coordinator to let them know to expect Member #2 instead of Member #1 for that shift. Email the Volunteer Coordinator as soon as you know your plan, but certainly no later than the Sunday prior to the sale.

IMPORTANT: DEPENDING ON YOUR COMPUTER OR BROWSER, SOME COMPUTERS MAY BLOCK THE CONTENT OF THE VOLUNTEER SCHEDULE. IF THIS HAPPENS AND YOU CANNOT SEE THE VOLUNTEER SCHEDULE, SIMPLY CLICK ON THE POP-UP TO "DISPLAY NONSECURE ITEMS," "SHOW ALL CONTENT," OR SIMILAR MESSAGE ALLOWING NONSECURE CONTENT TO BE TEMPORARILY ALLOWED. IT IS ALSO RECOMMENDED THAT YOU UPDATE TO THE MOST RECENT INTERNET BROWSER SO YOU CAN SEE ALL CONTENT.

Types of Shifts

Set-Up	Arrange tables and racks, hanging or putting out signs, quality check items and place them in appropriate places on sales floor. This shift may include fairly intense physical labor.
Door	Welcome buyers, monitor door to ensure only paid merchandise goes out, run express check out.
Cashier	Scan bar-code tags, take money.
Detagger	Remove tags, count removed tags and verify the total matches the total number of items, direct buyers to cashier.
Floor	Patrol floor, answer buyer questions, monitor table and rack to keep them neat, restock or condense as needed.
Tear down	Sort remaining items for seller pick-up and charity, take down tables/racks, general clean-up, etc. This shift may include fairly intense physical labor.

E. Advertise the Sale

- Any time before the sale!
- Post sale fliers on any listservs you belong to as well as social media.
- Word-of-mouth advertising is the best resource to bring buyers to our sale. Please email everyone you know with the fliers and put them up at your pediatrician's office, gym, grocery store, preschool, etc.
- Share our sale's public Facebook page with everyone you know!

F. Preparing Items for Sale

All items are subject to quality control. The Yard Sale Committee reserves the right to remove any items from the sale that do not meet the standards listed in this section. If items are not cleaned, repaired, prepared, hung, tagged, and sorted according to the requirements in this document, they will not be accepted and will not be put on the sales floor. If time during sale set-up allows, you may be contacted by a Committee member who will explain why your items are unacceptable and offered the opportunity to fix issues prior to the sale. However, be aware that this is not always possible with the available time period and workload. Contact the Committee if you have any questions about these requirements or why your items might not have been included with the sale inventory.

FOR ALL SALES (FALL AND SPRING)

Acceptable Items

- Baby/children’s clothing, outerwear, and accessories in sizes 0-16
- Clothing must be
 - free from stains, tears, holes, and excessive wear
 - free from noticeable and objectionable odors (including, but not limited to, mothballs, mustiness, animal urine, and cigarette smoke).
- Gently-used maternity clothing in very good condition
- Shoes in good condition
- Costumes and dress-up items
- Outdoor play equipment, clean and in working condition
- Toys in excellent working condition **with working batteries**, if applicable. Verify that toys have not been recalled (see Recalled Items section, next page)
- Puzzles and games with all essential pieces
- Clean baby equipment and accessories
- Nursery and kids room bedding, décor, and accessories
- Videotapes, DVDs, books and video games that are age-appropriate
- Rust-free scooters, tricycles, and bikes

Unacceptable Items

- Unseasonable clothing (e.g., snow boots at the Spring Sale)
- Clothing that is stained, torn, or excessively worn. Some rips may be fashionable, and the Committee will use proper discretion.
- Clothing that has a noticeable and objectionable odor (including, but not limited, to mothballs, mustiness, animal urine, and cigarette smoke)
- Clothing with broken zippers, snaps, or missing buttons
- Screen-printed tees or youth sports team t-shirts (e.g., YMCA soccer, Woodcroft baseball, etc.)
- Dirty, broken, or excessively scuffed shoes
- Toys with missing or broken parts
- Drop-side cribs, recalled cribs, or cribs that do not meet current safety standards
- Stained, dirty, or broken baby equipment
- Recalled items
- Household items
- Adult clothing other than maternity clothing

SEASONAL ITEMS

Unacceptable for Fall Sale

- Summer clothing including sundresses, tank tops, etc.
- Beach or pool items, with the exception of swimsuits and cover-ups ONLY
- Items for April to Sept. holidays: Easter, July 4th, etc.

Unacceptable for Spring Sale

- Heavy winter clothing and accessories including fleece, heavy coats, velour, snow gear, etc.
- Items for October to March holidays: Halloween, Thanksgiving, Christmas, Valentine's Day, etc.

Car seats can be sold at the sale, following these rules:

- Car seats that have been involved in an accident **CANNOT** be sold.
- Car seat expiration dates **MUST BE LISTED** on the item tag. Car seats must have a minimum of **1 YEAR** remaining before their expiration date. Any car seat expiring within one (1) year of the sale date **CANNOT** be sold. In the absence of a listed expiration date on the seat, the seller needs to look up the manufacturer’s expiration policy to determine the expiration date. Most car seats have a sticker or are molded on the underside with a date of manufacture or expiration date. Note that manufacture date may not correspond to the purchase date of a new car seat, so sellers should check all car seats for this information to make sure that they may be sold. **It is the seller’s responsibility to verify expiration date.**
- Car seats may not be donated to charity (i.e., all require white tags).

Cribs

- Cribs may not be donated to charity (i.e., all require white tags). Any unsold cribs must be picked up on Saturday.

Recalled Items

All merchandise needs to be checked by the seller for recalls. The Consumer Protection Agency has stated that resellers must not sell recalled items. Sellers also cannot sell items that do not meet the standard lead limits, phthalates standards, and toy standards.

There are three ways to determine whether items have been recalled:

- The Consumer Protection Agency website (<http://www.cpsc.gov/cpsc/pub/prerel/prerel.html>).
- Google the toy, furniture, car seat, etc.
- Go directly to the manufacturer’s website and search their recalls.

CHAPEL HILL—DURHAM PARENTS OF MULTIPLES YARD SALE

Manuals

Include manuals whenever possible (look online if you do not have one), especially for items that require them (e.g., electronics, baby equipment, etc.).

Items with Multiple Pieces

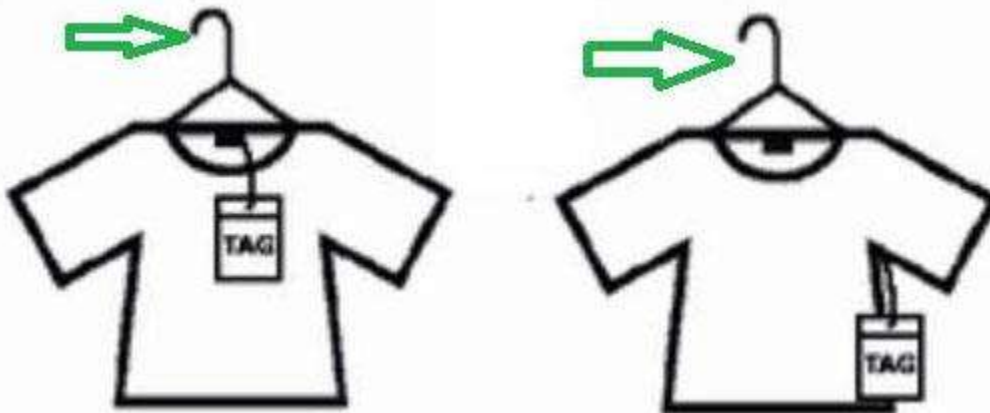
- Secure pieces with cable ties, safety pins, tape, and ribbon, or by placing them in Ziploc bags.
- If tape is used, ensure that the tape will hold the items together but not cause difficulty or damage the item when a buyer removes it. Blue painters' tape is an excellent choice for books or other paper materials.
- If Ziploc bags are used, tape them closed with sturdy packing tape. This eliminates loss from opened bags.
- Include labels on each piece that indicate the item, item number, your seller number and the number of pieces. This can be done with index cards and painter's tape. Just make sure these labels are SECURE (no Post-Its). Include your seller number and the item number (see illustration below).
- Only include ONE tag with the price. Indicate the total number of pieces in the description or hand-write it on the tag. Put the tag with the price on item 1 of 1.

For example, if you are selling a crib with 5 pieces: Number each piece and indicate that it is part of a set. One side of the crib will be labeled 1 of 5, the other side of the crib will be labeled 2 of 5, the railing of the crib will be labeled 3 of 5, etc., as indicated in the illustration below.

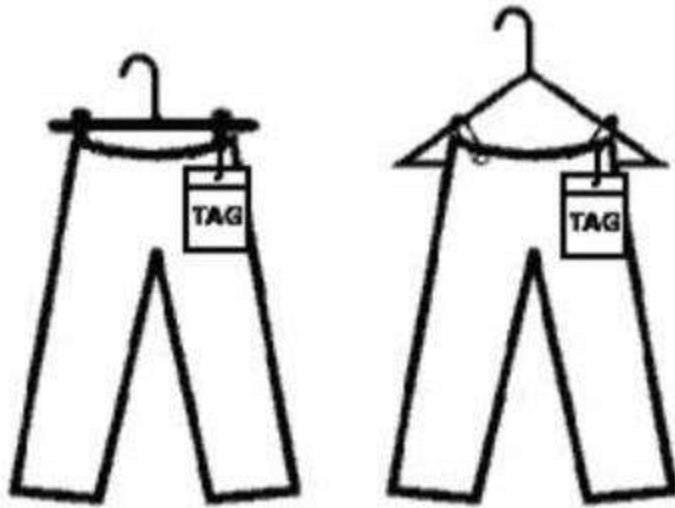
<i>White Convertible Crib</i>
<i>Left Side</i>
<i>Piece 2 of 5</i>
<i>Seller 100</i>
<i>Item 1471</i>

Clothing

- Clothing and associated accessories must be clean, repaired, have working enclosures, and be free of odors.
- Place clothing on wire hangers (preferable) with the hanger pointing to the left, looking like a “?” when the garment is facing you.
- Ensure that the hanger is appropriately sized for the garment. Additional safety pins maybe needed to ensure that an item is not easily pulled off a hanger.
- Please “pull test” items on hangers to make sure they don't fall off easily.
- Many dry cleaners and stores (e.g., Old Navy) are generous with giving away hangers.
- Clothing sold together as a set should be fastened with safety pins or have the hangers secured together with tap, zip ties, or ribbon.
- Attach tags to items and NOT to hangers to ensure that your item does not get separated from its tag should it fall off its hanger. Make sure that tags are attached to clothing in locations where they will not cause damage. Examples of locations that may work include through a tag, belt loop, hem, or seam; under the arm; etc.



Hangers should point to the left like a “?” when facing you. Place tags where they will not damage items. Place tag on the item (i.e., not the hanger), but where it will not damage the item.



Idea #1 Pin Lower (Between Pockets & Waist)




Idea #2 Secure with Zip Ties **Idea #3** Pin 1/3 Way In



Idea #4 Fold Ends **Idea #5** Use Folded Ends for Loops



 This Guide Provided by ConsignmentMommies.com
The Resale Resource for Swap Savvy Mamas!

Skirts and pants should be secured with skirt hangers or to the TOP of standard hangers with safety pins. Place tag on the item (i.e., not the hanger), but where it will not damage the item.

CHAPEL HILL—DURHAM PARENTS OF MULTIPLES YARD SALE

G. Tagging and Labeling Items

Sellers prepare and print their own special bar-coded tags using the MyConsignmentManager system for each and every item to be sold. If you are unfamiliar with the MyCM system, please refer to the MyCM Beginner's Guide that is included in the files section of BigTent.

NOTE: THE MYCONSIGNMENTMANAGER SYSTEM REQUIRES US TO LOCK IT DOWN AT 11:59PM ON THURSDAY BEFORE THE SALE IN ORDER TO DO NECESSARY SYSTEM SET UP. NO ITEMS CAN BE ENTERED IN THE SYSTEM AFTER THIS TIME; HOWEVER, TAGS CAN STILL BE PRINTED FROM ITEMS ALREADY ENTERED INTO SYSTEM.

When preparing tags, follow these requirements:

Paper

- **ONLY use WHITE or YELLOW cardstock. NO office or copy paper is allowed. NO other colors are allowed.** 60 or 67-pound cardstock is recommended, but 110-pound is acceptable depending on your printer. Cardstock can be found at office supply stores or in bulk packages at discount or craft stores. NO other color cardstock except white or yellow will be accepted because it makes it confuse volunteers during the charity sort at the end of the sale. NO fuzzy or textured paper is allowed because the barcodes will bleed and cannot be read by the scanners. NO copy paper is allowed because it is too thin and can easily be ripped off or separated from items.
- **White cardstock** means you want unsold items sorted after the sale for you to pick up from 1:30 to 2 pm.
- **Yellow cardstock** means you want unsold items donated to charity after the sale.

Printer Settings

- Use an inkjet or laser printer.
- Use NORMAL or DRAFT quality. Do NOT use BEST quality—it is too dark and causes the barcodes to bleed, which the scanners cannot read.
- Print with BLACK ink only. NO colored ink.
- If your ink cartridge is running low and some tags come out too light or the barcode is otherwise compromised, print your tags again after replacing the ink cartridge or otherwise fixing your printer. Barcodes that do not scan must be hand-entered by our cashiers during the sale, which delays checkout substantially.

Helpful Tips

- Ensure the barcodes are crisp and clear and not bleeding.
- Sort clothes by gender and size before tagging for best efficiency in entering items
- Avoid long descriptions and overuse of capital letters.
- Use “power tagging” if you have several items of the same category/size to enter. For example, if you have three puzzles or three pair of 12-month pajamas, you can “power tag” and enter three under the first item entered, and it will create three separate tags. This can save tons of time!

If you would like to donate the proceeds of an item(s) to the Club, please bring the item(s) to drop off on Thursday (if possible) or early Friday, and we will tag the items to be sold under the Club's seller number.

**IF AN ITEM IS NOT TAGGED CORRECTLY IT WILL NOT BE INCLUDED IN THE SALE.
UNTAGGED ITEMS, ITEMS THAT LOSE THEIR TAGS AND CANNOT BE MATCHED WITH MISSING TAGS, AND TAGS THAT ARE ANY COLOR OTHER THAN WHITE WILL BE DONATED TO CHARITY.**

*****IF YOU MAKE A CHANGE TO A TAG (PRICE, DESCRIPTION, ETC.), YOU MUST REPRINT AND ATTACH A NEW TAG. This will eliminate confusion and avoid issues during checkout. NO HANDWRITTEN CHANGES ARE ALLOWED.*****

Pricing Items

- All items must be priced in increments of 50 cents.
- Clothes sell best when priced at \$5 or less. Remember, this is a yard sale, and buyers are looking for bargains! Items tend to sell much faster if priced at \$1 or \$2.
- For large items, a good guideline is 1/3 the current retail price.
- **50% discount:** If you would like your item(s) to be discounted to 50% off during the last hour of the public sale on Saturday, check “yes” for discount. The system will automatically discount item(s) at the appropriate time. If you do not want your items discounted, leave the “no” box checked.

CHAPEL HILL—DURHAM PARENTS OF MULTIPLES YARD SALE

Attaching Tags to Sale Items

Clothing: Use safety pins, zip ties, or a tagging gun to attach the tag to the item. Ensure tags are attached to the front of the item. Attach to tags or seams to avoid putting large holes in the item, especially if using a tagging gun or large safety pins. It is important to put your safety pin/zip tie/tagging gun barbs through the tag ABOVE the dotted line of the tag, as indicated by the green boxed area in the figure below. The dotted line is the cutting line for detaggers.

- Do NOT attach tags below the dotted line.
- Do NOT attach tags to hangers.
- Do NOT use straight pins to secure clothing to hangers or tags to clothing.
- Do NOT attach to the item in the middle of the tag



Non-clothing items: Attach tags to items such as toys or items in Ziploc bags with clear packing tape across the top of the tag as shown below.

- Do NOT use scotch tape.
- Do NOT place tape over the barcode, as this makes it difficult to scan. It is important to put tape ABOVE the dotted line of the tag, as indicated by the black-boxed area in the figure below. The dotted line is the cutting line for detaggers.
- Do NOT place a tag inside a bag or item.
- Pack & Play tip: Print a duplicate tag. Put one on the bag and one on the Pack & Play itself in case the bag gets separated from the Pack & Play. Be sure to write "DUPLICATE TAG" on one of the tags.



Books and other delicate surfaces: Use masking or blue painter's tape for items like puzzles, games, books, etc. This type of tape is less likely than packing tape to damage the item when the tag is removed. Make sure the tape covers only **THREE** sides of the tag, leaving the edges below the dotted line of the tag untaped to make detagging easy. Do NOT tape over the barcode.



H. Sorting Items for Drop Off

Clothing

Separate clothing by size and gender prior to drop off. Items will not be placed on the sales floor until they are properly sorted. Pajamas and light outerwear will be placed on the regular racks with the rest of the clothes.

Please sort into the following sizes by boy and girl; single sizes will hang with the smallest number in the range (e.g., 6m clothing will hang on the 6-12m rack, 12m clothing will hang on the 12-18m rack, etc.):

- | | |
|--------|-----------|
| 0-3m | 3T |
| 3-6m | 4/4T |
| 6-12m | 5/5T |
| 12-18m | 6/6T/6X |
| 18-24m | 7-8 |
| 24m/2T | 10 and up |

Swimsuits

Coats/Outerwear (Fall Sale only)

Dress up/costumes

Holiday outfits (Fall Sale: October-March holidays only / Spring Sale: April-September holidays only)

Twin sets (price and tag separately and rubber band together so they can be put on regular racks on Saturday if they do not sell at the Friday presale)

***The Yard Sale Committee reserves the right to reorganize sizes on racks depending on inventory and rack availability. ***

Shoes

Sort shoes by gender.

Books and Audiovisual Media

Sort and label groups for all books by age range/type:

- Board Books
- Specialty Books (i.e., waterproof, fabric, ones that make noise, have attached toy parts, etc.)
- Picture Books - Hardcover
- Picture Books - Softcover
- Easy Readers
- Chapter Books
- Young Adult
- Pregnancy & Parenting
- DVDs/VHS/CDs

CHAPEL HILL—DURHAM PARENTS OF MULTIPLES YARD SALE

Other

Sort and label boxes/bins/boxes by item category (as best as possible):

- Infant toys/Little kid toys/Big kid toys
- Puzzles/games/art
- Stuffed animals
- Bathroom items
- Safety items
- Blankets/towels/washcloths
- Décor/bedding
- Nursing/kitchen/feeding items (including bibs, bottles, and pacifiers)
- Onesies (packaged instead of on hangers)/undershirts/underwear/socks/tights/accessories
- Diapers/diapering and potty training accessories
- Car items/car seat accessories
- Large items

****NOTE that personal seller bins cannot be left at the sale. Only disposable boxes and bags are acceptable.****

I. Item Drop Off

Bring sale items to the sale during these two drop-off windows ONLY:

- Between 6 pm and 8 pm on Thursday
- Between 7:30 am and 2:30 pm on Friday

All items must be inside in the sorting area by 2:30 pm Friday. Items will not be accepted after this time. We need this cut off to begin our quality checks and stay on schedule.

Bring items to the drop-off point where they will be checked for tagging and sorting accuracy. Place all clothing items in correctly labeled stacks on tables by gender and size. Sign in and confirm your work shift and contact details.

If items are not tagged and sorted according to the requirements in this document, they will not be accepted and will not be put on the sale floor. If time during sale set-up allows, you may be contacted by a Committee member who will explain why your items are unacceptable and offered the opportunity to fix issues prior to the sale. However, be aware that this is not always possible with the available time period and workload. Contact the Committee if you have any questions about these requirements or why your items might not have been included with the sale inventory.

We do not have space at the sale to store seller's boxes and bins during the sale period. All boxes and bins that you wish to keep should be taken with you following drop-off of your items. If you are not donating your unsold items to charity, you must be prepared with enough boxes/bins to load and carry unsold items to your vehicle after the sale.

There is an area at the sale for dropping off "freebies." This can include anything you did not tag for the sale or that perhaps wasn't quite up to standards to sell. Examples of items that have been dropped off in this area in the past include fast food toys, coloring books without all of the pages, play clothes that might have a small stain or rip, toys missing pieces or otherwise not functioning 100 percent, household items, books, etc. All Club members and shoppers can take from the "freebies" throughout the sale. Note that freebie items CANNOT be carried into the sale.

J. Work Your Shift(s)

When you arrive for your shift(s), sign in on the kitchen door, locate your shift leader's name, and check in with that person. If you are working a shift during a drop-off time, you may NOT use your work-shift time to drop off your own items for sale. Make sure to schedule time before or after your work shift to complete drop off of your sale items.

If, for any reason beyond your control, you cannot work your assigned shift(s), you **MUST** contact Angie Brammer by phone at (727) 687-5526 before the beginning of your shift.

If you do not call and you do not show up for your work shift, the following penalties will be incurred:

- The Club will keep **50 percent** of your profits (compared to 15 percent for those who work).
- You will not be allowed to participate in the next yard sale.

If you sign up for a second shift to get a Fast Pass and drop your second shift later than the Sunday prior to the sale, the Club will keep 25 percent of your profits instead of 15 percent.

K. After Sale Pick Up

Pick up unsold or returned items between 1:30 and 2 pm on Saturday afternoon right after the yard sale is over. Volunteers to help finish the final sorting are welcome to come between 12:30 and 1:30. Do not come to pick up unsold items prior to 1:30 pm as they will not be ready. Unsold white-tagged items will be placed on the floor on clean newsprint in piles organized by seller number. Sellers are responsible

CHAPEL HILL—DURHAM PARENTS OF MULTIPLES YARD SALE

for verifying that their sort is correct (i.e., no one else's items mixed in with yours) and removing their items from the sale site. Remember to bring whatever bins or boxes you may need with you.

Check the Large Item area to pick up any large items that did not sell. They are not placed with smaller items being returned.

If you are unable to pick up your unsold items, you must send a friend or family member. We cannot be held responsible if this person is unable to identify your items or fails to pick up all your unsold items. If, for any reason beyond your control, you cannot pick up your items, you **MUST** contact Angie Brammer by phone at (727) 687-5526 before 2 pm.

Any items not picked up by 2 pm Saturday will be donated to one of our charity partners.

L. Profit Checks

Profit checks will be mailed directly to sellers within approximately one month of the end of the sale. A \$5 seller's fee (to cover sale expenses, including facility rental) will be deducted from each seller's sales proceeds. Sellers who receive their profit check and feel there is an error should contact the Treasurer as soon as possible. Lost checks will be reissued with the amount of the seller's profit MINUS a \$5 processing fee as well as the fee to request a stop check order from the Club's bank. Any profit check not cashed within a year of issuance will be forfeited.

Profit checks may be sent in a non-descript envelope. Please follow our Facebook posts about when the checks have been processed and mailed so you are aware that the check is on its way. Here is an example of what profit checks have looked like in the past. They may not look exactly like this in the future, but something similar to this is what you'll be looking for:



Sellers must review their sale totals and verify their sold items are correct in MyConsignmentManager after the sale. Inquiries and any requests for adjustments must be made within four weeks of the end of the sale. After four weeks, MyConsignmentManager sale data is removed from our account and we are unable to resolve any discrepancies.

Presale Buyer's Guide

Who Can Shop

All current Club members can participate in the Friday presale (i.e., both sellers and non-sellers). Expired members will be required to renew their membership before they will be admitted to the sale. Only the Club member herself will be allowed to shop. Other family members may not be substituted without prior permission from the Yard Sale Committee.

Friends

The Friday presale is open to friends. Each member is allowed one friend. You do not need to provide your friend's name in advance. Rather, they will simply mention your name at check-in at the sale on Friday and will receive an admittance sticker after your active membership is confirmed. If two adult family members are both Club members, with a primary and a secondary member on the membership, both members get a Friend Pass to share for the Friday night pre-sale, for a total of 2 per household. Both friends should give the primary member's name at the door.

Pregnant Shoppers

Buyers who are pregnant can bring one person to assist them. This person must shop with the buyer. All other buyers at the presale may not bring spouses, friends, relatives or children to help them shop.

Middle School and High School Shoppers

Members' children who are in middle or high school are encouraged to attend the sale during the 8 pm friend hour. They do not use your Friends Pass. Please share your Friends Pass

No Elementary-Age or Younger Children, No Strollers

Children in elementary school or younger and strollers are not permitted at the Friday presale. This policy is to ensure the safety of the children as well as other buyers. This applies to Club members AND friends shopping the presale. **No exceptions!**

Buyers may want to bring a box, tote, or laundry basket to collect purchases while they shop.

CHAPEL HILL—DURHAM PARENTS OF MULTIPLES YARD SALE

Members and friends may pay by cash, credit card (with a 2.75% fee), or check on Friday. Buyers at the Public Sale may pay by cash or credit card (with a 2.75% fee).

All Sales are Final

Check all items for quality, proper operation, etc. before purchasing. The Club will not mediate disputes related to issues with purchases.

Yard Sale Committee

If you are interested in joining this fabulous group, please contact the Committee's Communication Team Leader. To serve on the Committee and receive the benefits thereof (including shopping early with the Committee and receiving three friend passes for the Friday night presale), you must:

- Attend and actively participate in at least two out of three scheduled Committee meetings,
- Volunteer to assist with sale preparatory tasks as needed,
- Work at least two regular shifts during Yard Sale weekend,
- Arrive by 3 pm for the Friday night presale for final quality checking of merchandise, straightening the sales floor, setting up check-out, and other last-minute sale preparations, and
- Work 6 to 7:15 pm during the Friday night presale Fast Pass and seller shopping times.

We welcome any interested Club members to join this wonderful Committee as we plan and execute the sale. We also welcome those who are pregnant or those who have children under six months of age to serve on the Committee; however, please note that to shop early with the Committee, you must fulfill each of the above-mentioned work shift requirements. Note that Committee membership is per individual – you may not “split” the requirements with the other Club member in your household.

Committee Leadership Team:

Communications	Angie Brammer	abrammer@gmail.com
Facility Liaison	Amy Sasscer	amy.sasscer@gmail.com
Logistics	Janelle Krasovich	jkrasovich@gmail.com
MyConsignmentManager (MyCM) Superusers	Janice Schroder Melissa Palmer	jschroder@bellsouth.net melissasykespalmer@gmail.com
Publicity	Karen Burgin	karenburgin@outlook.com
Treasurer	Kimberly Orwoll Oliver	korwoll@gmail.com
Volunteer Management	Amy Howard	amyhoward3@gmail.com

Committee Members:

Andrea Tanner	acarsontanner@gmail.com	Annette Cytryn-Smith	acsmith@unc.edu
Beth Hourigan Mathai	bethhourigan@gmail.com	Kelly Venditti	kellyvenditti@gmail.com
Kim Oliver	kim.m.oliver@gmail.com	Mette Jensen	mettevj@gmail.com
Nicole Brochu	nicolebrochu4@gmail.com	Stephanie Barnwell	stephanie.barnwell@gmail.com