

CONSIGNOR CONTRACT
SSPOM Fall CONSIGNMENT SALE
October 7th 2017

Email: clubsale@sspom.org SSPOM Sale Group on Facebook SSPOM voicemail: (317)767-5704

Please read these rules & guidelines thoroughly, as some items have changed. If you have questions, contact SSPOM Coordinator at email above. **Read All Rules Before Signing Contract.**

Financial Obligations:

Each seller must submit a non-refundable **\$6.00 registration fee**. Your registration fee will be taken out of your final check. Please take note of this when receiving your check from Chase. Page 3 of this contract will need to be printed, signed and turned in at the registration desk during drop off.

Checks will be mailed via CHASE Bank; consignors will not need an envelope. Please make sure your address is correct when you register on myconsignmentsale.com

SSPOM is a 501c3 non-profit organization and will retain a thirty percent (30%) donation of the seller's total sales (please see below for lower percentages). SSPOM plans to mail all checks within three weeks. We will post on our SSPOM Consignment Sale Group page via Facebook when we have mailed all checks.

Check amounts are final.

Drop off Obligations: Please patiently wait in your car while dropping off; do not block traffic by parking vehicle any place other than the row in front of the door next to the curb. We will have volunteers directing traffic, please abide by their direction. Once your vehicle has been unloaded you will receive your color-coded name and number. The card will match a specific place your items have been taken to. Please park your vehicle, come in to the school, find your items and place them on the sales floor. SSPOM suggests that if you have a large number of boxes or tubs; bring extra people and a suitable cart or wagon labeled with your name to help unload your items onto the sales floor. When you are finished please come to the welcome table, sign in, turn in your contract, return your consignor number and tubs (one designated for each area) for pickup.

Volunteers will not be helping put items out until all the cars are unloaded.

Cut off time for drop off is at 7:30. Items will not be allowed after that time. All items must be on the sales floor no later than 7:45. **This is non-negotiable!** Failure to help display your own items may result in those items not being sold. Please take your extra tubs and boxes home Friday evening if you want to keep them. All containers left become the property of SSPOM.

Time Obligations: Consignors are not obligated to work during the sale. However, if you work one shift on Saturday, your donation amount would decrease to twenty five percent (25%). If you work two shifts at the sale (one shift must be on Saturday), your donation amount would be twenty-five percent (25%) and you would be able to pre-shop Friday night. As a volunteer, you must check in and out at the volunteer table. Please wear a yellow shirt to work Saturday shifts. Please refer to the volunteer guideline sheet for more information.

Sale Guidelines: This is a SSPOM community service and fund-raising event. Individual consignors own all merchandise offered for sale. SSPOM reserves the right to reject items deemed inappropriate for the sale. Rejected items will be removed from the sales floor and may be picked up by the seller after the sale. SSPOM will no longer be sorting stuffed animals for pick up on Saturday. All leftover stuffed animals will be donated at the end of the sale; excluding all battery powered animals or dolls. **SSPOM is not responsible for lost or stolen items.**

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Examples of acceptable items for the sale: **This is a sale for Children's items only.** Children's clothing from preemie/newborn to size 18, children's toys, books, tapes, puzzles, strollers, furniture, feeding supplies, infant swings, other equipment, and maternity clothing. You may contact SSPOM if you are unsure if an item is acceptable. All items must be odor free and clean, free of stains, holes and in working order and have working batteries (if applicable). If an item is deemed unsellable it will be returned to you.

To check whether items have been recalled, sellers should contact the Consumer Product Safety Commission (CPSC) at www.cpsc.gov or 1-800-638-2772. Sellers must also review the safety guidelines from the Juvenile Products Manufacturers Association at www.jpma.org or (856) 439-0500.

Pick up Guidelines: Unsold items may be picked up between 4:00 pm and 4:45 pm or as soon as all unsold merchandise has been sorted. Items not picked up by 4:45 pm will be donated to a charity chosen by SSPOM. **Due to the number of consignors that are not picking items up, there will be a 10% additional fee taken from your check if SSPOM is not notified by 4:30 pm of your choice to donate leftover items. You may contact the Sale coordinator by emailing rebeccaj@sspom.org or you may personal message our SSPOM Sale Group page Via Facebook.** Each seller must check for the proper seller ID on each item they pick up and then check the lost & found and reject areas for additional items. Sellers must check in & out at the doors. You may choose to donate all of your unsold items to a charity chosen by SSPOM. See contract for signature.

Tagging Guidelines: Each seller must price, tag, and organize their items. The price marked on the tag is the final price and no bargaining is allowed. Please have clothing items on hangers, priced, and organized by size before drop off. Non-clothing items should be organized by category. Items may NOT be priced at the sale or during drop off. Items without a tag, price, or seller ID number cannot be sold.

Sellers must use www.myconsignmentsale.com/sspom barcoded tags only. Items cannot be accepted if tags are not printed with an individual barcoded number. DO NOT COPY TAGS!!!! Tags that are copied will not scan and consignors will not get credit for the sale. If an item loses its tag or tag is incomplete, it will be placed in the "lost & found" area and will not be sold. Price items reasonably. A good guide is to choose prices that you would pay. Price your items in increments of \$.25 only.

Tags must be visible for the shoppers and they must be attached and subsequently removed without damaging the item. Do not use straight pins, staples, or paper clips as they can harm people or fall off which will result in your items being rejected and not sold. When hanging, hang the item so the hanger curves to the left as the front of the garment is facing you. The most visible place to attach a tag is the upper right corner (when facing item) of each item. Use a safety pin or tagging gun made for garments (not a quilting gun) to attach the tag. Tagging guns should pierce the solid paper on the upper part of the tag. In all cases, attach the tag without damaging the item. Use the garment's tag or a seam if necessary. Please ask if you are unsure about these directions.

All clothing (excluding onesies, socks, etc.) must be on hangers. Hangers will not be returned to you. Small items, such as socks, may be safety pinned together or placed in a plastic bag with the tag attached. You can attach the tag with clear packing tape. **Please do not place tape over the lower barcode on the tag. Barcode will not scan correctly if covered by packing tape.**

Coordinating and matching clothing for multiple birth children: These items can be displayed together or on separate racks if desired. If you wish to sell them as a group only, bind them together with a rubber band and use one tag to describe what is included and quantity of items included. If you wish to sell coordinated outfits separately, tag each one individually and place them together (not rubber banded together) on the multiples rack. Depending on the number of items we may not have a multiples rack.

If a large or bagged item cannot be tagged with a safety pin, use clear packing tape and be certain the tag will remain secure. Items with small pieces should be placed in a transparent plastic bag. Items needing multiple bags must be secured together. **Please do not place tape over the lower barcode on the tag. Barcode will not scan correctly if covered by packing tape.**

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If there are multiple parts on a larger item which cannot be bagged or bound together, place a duplicate tag on each item and include a clear description of the set on each tag. Label the tags "1 of 3, 2 of 3", etc. Price only the first tag and write the words "set of #" on attached tag. Please secure all items together.

Sale Schedule:

Friday:

6:00pm - 7:30pm Drop off items for sale - check in at the Welcome Table

7:45 – All items must be on the sales floor. Items not on the floor will need to be taken out to your vehicle.

7:45/8:00pm - 9:30pm approximate pre-shop time for volunteers who work 2 shifts.

All merchandise must be tagged and in the building by 7:30pm or they will NOT be accepted under any circumstances.

Saturday:

7:00am - 8:00am * Pre-shop for all Parents of Multiples (please bring a picture or proof of multiples)

8:00am - Sale opens *

1:00pm - Sale closes *

4:00pm - Approximate time when sellers can begin picking up unsold items. Check in upon arrival.

4:45pm - UNSOLD ITEMS NOT PICKED UP BY SELLER WILL BE DONATED!!! Please remember to notify us if you do not want to pick your items up.

Please check all areas (Lost and Found, Large Equipment Room, and Clothing Room)

Volunteers:

- **Volunteers will need to sign up using www.myconsignmentsale.com/sspom**
- **Shifts are limited and are first come first served.**
- **You must work 2 shifts, with one being a Saturday shift, for pre-shop privileges. If you would like to split shifts with someone so you may pre-shop, please make sure and schedule them on the same shift as you, or the shift they are working for you.**
- **Please note only one person may shop for every two shifts worked.**
- **If you have any questions please email clubsale@sspom.org**

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October 7th, 2017

Consignor Name: _____ Seller ID # _____

Address: _____

Phone: _____ Email: _____

You must work 2 shifts with one being on Saturday for preshop privileges. If you would like to split shifts with someone so you may preshop please make sure and note their name next to the shift. Please note only one person may shop for every two shifts worked.

Friday
3:50-8pm

Friday
4:45pm-finish

Saturday
7:30am-noon

Saturday
8am-12:30pm

Saturday
8:30am-1pm

Saturday 11:30am-4pm

Saturday
1:15pm-finish

_____ (Initial) I have received and agree to the Volunteer Guidelines.

Required Signature: I understand, acknowledge, have read, and will abide by the Rules & Guidelines of this sale:

Seller Signature

Date

Charity: I wish to have my unsold items donated to the charity chosen by SSPOM.

Seller Signature

Date

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