

# Asbury Child Enrichment Center Spring 2012 Consignment Sale

Dear Participant:

It is time for our spring sale. It will be held at the old 5-Rivers / Magnavox Plant 3 building that is located at the corner of Snapps Ferry Road and Kiser Boulevard. Any labels left over from previous sales can be used for the current sale. We will only accept appropriately seasoned items on Monday, March 26<sup>th</sup> by appointment (8:00 am-7:00 pm). Items will not be accepted on Tuesday. The sale will be held on Wednesday, March 28<sup>th</sup> through Saturday, March 31<sup>st</sup>.

Please read the following procedures to make your sale successful.

**Registration:** [www.asburyumconline.com](http://www.asburyumconline.com) click on ACEC

- Past consignors will register on our website as returning consignors.
- To register as a current consignor go to ACEC and click on "Upcoming Events" follow the links to the Fall Consignment Sale Homepage. From there click on "Consignor Homepage". This will allow you to enter your consignor number and password, register, order barcodes, sign up for work shifts and drop off times.
- New consignors will need to go to "Fall Consignment Sale Homepage" and click on "Consignment Sale Registration" once you have filled out your information and been assigned a consignor number, you will need to "Consignor Homepage" and log in so that you can register, order barcodes, sign up for work shifts and drop off times.

**Barcode Ordering:**

- Minimum price for barcodes are \$1.00. You can go up in \$.50 increments.
- Put your price in (ex. 1.00) with no dollar sign. Then put in the number of labels (ex. 10). Choose if you want your price to be discounted or not discounted. If you discount your item, it will be ½ off on Friday and Saturday.
- When done with that price and amount click on "Submit Barcode". A running total of the different barcodes that you ordered will show at the bottom of the screen. When you are done with your order, click on "Submit Order."
- Your labels will be printed at ACEC when the email comes through. There is usually a day turn around period from when you order your labels to when they are printed. You will receive an email when your barcodes are ready to be picked up.
- Barcodes can be picked up Monday through Friday at ACEC between 8 am and 5 pm.
- Use only one barcode per index card. Do not use barcodes as tape, please.
- Items with barcodes from other sales will not be sold.

**Items Accepted for the Spring Sale:**

- Spring and summer clothing, sizes infants through girl's junior and boy (size 20).
- Spring and summer maternity clothes.
- Dance and imaginative play.
- Children's accessories, such as hair bows and purses. No jewelry can be accepted.
- Children's videos, games, and puzzles.
- Seasonal shoes in good condition.
- Children's bikes, scooters, ect.
- Out of season items will not be racked. If items are out of season they will go to charity.
- Smoke free items. You will receive a phone call on the day of drop off if they smell of smoke. You may bring them back on Monday if they have been washed.
- All items should be clean, in good condition, properly hung and ticketed. If they are not on hangers they will not be racked.
- Any equipment, furniture, toys or baby items that need assembly must be assembled at the sale.
- Toys or equipment that requires batteries should have them included.
- Toys with small parts need to be in a sealed bag and taped shut. The bag with extra parts needs to be securely taped to the toy and taped shut so that it does not get separated from the toy. We are not responsible for toys that have lost parts or become disassembled.

### **Items that CANNOT be accepted:**

- Clothing that is stained torn, missing buttons or parts.
- Stuffed animals
- Jewelry
- Toys that can be broken into small parts.
- Painted wooden or metal toys.
- Recalled or expired items. Car seats that have expired. Please check with [www.cpsc.gov](http://www.cpsc.gov) for recalled items. Car seats do have expiration dates and will be checked upon drop off. Any expired car seats will not be put out to be sold.
- Drop side cribs cannot be sold.

**We reserve the right to refuse any items we feel do not conform to the requirements of the sale. We also reserve the right to stop accepting items once the building capacity has been reached.**

### **Tips for Tagging and Procedures:**

- Use 3x5 index cards. See tagging guide on our website.
- Use good descriptions of items in the middle of the index card. If the tag and item get separated we need to match it. The better the description the better we can match it to lost items.
- Put size and gender in the top right corner of the card. **Please use the number size and not S, M, or L.**
- If you use bags to put items in such as bibs, blankets, shoes, bulk pants or onesies, please tape your card to the inside of the bag. Tape the bag shut so that they items do not get separated.
- Attach card to item with safety pin if it's clothes or with tape if it's a hard surface. Please do not use straight pins or staples.
- Please do not fold clothing over hangers. Use safety pins to attach them to hangers.
- Toys and equipment with multiple parts should have all parts in sealed bags and secured to item with tape. Puzzles should be wrapped in plastic and taped on back so pieces do not fall out.
- Items that have no barcode with the index card **will not** be sold. Check your tags before drop off.
- **Please make sure that CD/DVDs cases all have the correct item in them. Tape container shut so that the item does not come out.**
- Half price days are on Friday and Saturday. If you **do not** want it sold at half price you will need to select "no discount" when you order barcodes.
- If you are donating items, please do not leave a tote. If you are picking your items up on Sunday, please leave 1 tote **with your consignor number on it.** Please **do not leave lids.**
- Group your clothing by size and gender. Place a rubber band around the same sized and gendered clothing.
- **Last sale we noticed that people were taking barcodes off tags. A simple solution to this is to use a piece of clear packing tape and put it down the middle of the card to cover the barcode and provide a bit more stability for the pin. See tagging guide on the website for picture.**

### **Drop off Procedures:**

- Come at your drop off time to the back of the building.
- Have your \$10.00 registration fee and consignor agreement signed. You are exempt from the fee if you volunteer 4 hours of work.
- Place your totes behind the check in table. Take non clothing items to the back of the warehouse.
- Have items grouped by size and gender and banded together.
- If you have signed up for 6 volunteer hours you are eligible to come to the volunteer pre-sale.

Thank you for your participation in our sale. It is only with you that we make this a success. Please tell your friends about the sale. If you have any questions please contact Asbury Child Enrichment Center at 423.798.1060 or contact Erin, the Director at [rudd@asburyumonline.com](mailto:rudd@asburyumonline.com).

## **Important Dates to Remember:**

### **Drop off Dates:**

Items will be accepted at the old 5-Rivers/Magnavox Plant 3 building located at the corner of Snapps Ferry Road and Kiser Blvd. Please come to the back of the building when dropping off your items.

**Monday, March 26, 2012 by appointment only**

**8:00 am-7:00 pm**

### **Pre-sale Dates:**

**Tuesday, March 27, 2012, 8:30am-10:30am (pre-sale for volunteers working the volunteer pre-sale)**

**Tuesday, March 27, 2012, 11:00am-2:00pm (for qualified volunteers only)**

**Tuesday, March 27, 2012, 4:00pm-7:00pm (for all consignors)**

Remember to get your ticket for the pre-sale.

### **Sale Dates:**

**Wednesday, March 28, 2012**

**8:00am-5:00pm**

**Thursday March 29, 2012**

**8:00am-6:00pm**

**Friday, March 30, 2012**

**8:00am-6:00pm (1/2 price day)**

**Saturday, March 31, 2012**

**8:00am-12:00pm (1/2 price day)**

### **Pick Up Dates:**

Unsold items must be picked up Sunday, April 1, 2012 between 2:00pm and 4:00pm. We will not call consignors to remind them to come and pick up their items. If items are not picked up by 4:00pm, we will donate your items to charity, this includes totes.