



## CONSIGNOR INFORMATION

All of this information can also be found on the relevant web pages at:  
[www.obabysale.com](http://www.obabysale.com)

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### What to Sell

Note, please, that each consignor must bring a minimum of thirty (30) quality items. We only sell clothing that is “in-style” and “in-season” (please, nothing over 5 years old!) as well as toys & equipment...

....really anything “baby” or “kid” related!

***Important Note: Due to the recent recall of some "drop - side" cribs and the safety concerns involved with them, all consignors MUST contact O!Baby via email FIRST if you wish to enter a drop-side crib in the sale. Any drop-side cribs not subjected to a recall will be allowed, but prior approval is required.***

#### IDEAS OF WHAT TO SELL:

- **Infant Clothing** – Spring or Summer only this sale. Limit 25 items per gender, per consignor for all infant clothing (0-18 months.)
- All other **children’s clothing (Spring/Summer)**, from 18 months to Junior sizes. NO LIMIT!
- **Pregnancy/maternity clothing.**
- **Arts & Crafts** - easels, tables and chairs, art supplies (new), etc.

- **Books** - pregnancy and parenting books, as well as all children's books, including infant, pre-school, Disney, etc.
- **Cribs (only "pre-approved" drop-side cribs, however), highchairs, strollers, baby swings, outside toys, playpens, play yards.** Please, nothing over 5 years old!
- **Dancewear**
- **Equipment** - bikes, sports equipment, etc. Must be in EXCELLENT condition.
- **Furniture** - dressers, bookshelves, tables and chairs, etc. (Furniture may not be marked "donate")
- **Nursery Decor** - lamps, bumpers, nursery decorations, baby books, crib sheets, bumpers, diaper bags, bath seats
- **Shoes** (New or almost-new condition.) Spring or Summer only this sale. No boots please. Limit 5 pairs per consignor. And please, no scuffed or worn out looking shoes!
- **Software, videos and music** - DVD's or VHS tapes, CDs
- **Toys, games, puzzles** - Please check that ALL pieces are included and insert working batteries.

Also this sale:

- **Swim wear (new/excellent condition)** or anything for summer. No inflatable pools, please.

### Items that May NOT be sold at this sale include:

- Breast pumps
- Car Seats
- Jewelry (*no children's jewelry whatsoever please!*)
- Mattresses (can only be sold if they are included with the crib/toddler bed.)
- R-rated movies or mature-rated video games
- Stuffed animals (unless they move or talk, like the *Fisher Price Learning Puppy*)
- Toy Weapons
- Used feeding supplies (no used bottle nipples, pacifiers, etc.)
- Used underwear or undergarments (only NWT or NWOT)

Please remember: we will inspect all items at drop off. It is your responsibility to check the [CPSC website](#) for recalled items, however any items found to not meet high quality standards for safety and quality will be returned to you. We will also inspect items during the sale, and reserve the right to "pull" items, if necessary.

## Pricing Tips

As a consignor, YOU control your pricing! But where do you start? How should you price your items?

We've included a few tips and guidelines that we hope you will find useful:

- **TIP #1:** As a general rule, price clothing items at approximately 1/4 to 1/3 of their original retail price. Take into consideration whether the item is NWT (New With Tags), EUC (Excellent Used Condition) or GUC (Good Used Condition.) Price name brand or designer items slightly higher.
- **TIP #2:** For toys or other large items, check their retail price online (ie: amazon.com, Toys-R-U's, etc.) and price at 1/3 to 1/2 retail value. If your item is in excellent condition, or is an indoor/outdoor toy (Little Tikes brand) price closer to 1/2 retail.
- **TIP #3:** Consider attaching a print out (or ad) from Amazon or another online store that shows what your item cost NEW. This is helpful for both the consignors and the buyers. Often times a more detailed description of the item is included and it will show buyers how much they are saving!
- **TIP #4:** Sell clothing items as sets, whenever possible. Match a t-shirt and shorts, or a top with a skirt. Package other similar items together as well, like a set of Thomas the Tank Engine books or sets of matching socks. If you only have tops, consider putting two or three together.
- **TIP #5:** Price items to sell that you really want to "move." Consider checking the DISCOUNT option so your items will go on sale for 1/2 price at the end of the sale. Also consider checking DONATE if you really don't want to take your items home with you.
- **REMEMBER: \$2 minimum for all hung items!**

## Preparing and Tagging

**THE LAST DAY TO ENTER ITEMS AND PRINT TAGS WILL BE SUNDAY April 18, 2010  
AT 11:00 P.M. - NO EXCEPTIONS**

All consignors must read the [Consignor Agreement](#), agree to its terms and register for our sale before entering items online. Please note that ALL CONSIGNORS must use the online software to enter their items. My Sale Manager is best supported by INTERNET EXPLORER (not Firefox), so please use the IE web browser when working with your account and items.

### **Supplies You Will Need:**

- Light colored (white or off white) cardstock (**67 lb** to guarantee bar codes will be read). *(Note: Please do not use colored card stock (blue, green, etc.) as these are reserved for our non-profit partners.)*
- Wire hangers or thin, plastic “department store” hangers.
- Safety pins (1 inch or larger; no straight pins or small gold safety pins, please)
- Clear packing tape (no scotch tape) and plastic zip (or slide) loc bags

### **Procedure for Entering Items:**

- It helps if you gather similar items together in piles beside your computer before you start entering. Gather all of your boys 4T, girls 3T, books, etc.
- Before getting started, be sure that all of your items meet current requirements of the Consumer Product Safety Commission (CPSC) and are not on any list/s of dangerous or recalled items. Check the following two websites carefully, as O’Baby Children’s Consignment Sale will not be held responsible if consignor fails to meet these requirements:

<http://www.cpsc.gov/cgi-bin/prod.aspx>

<http://www.cpsc.gov/CPSCPUB/PUBS/thrift/thrguid.pdf>

- You are now ready to log on, and choose “Work with Consigned Inventory” under Activities.
- Click on “Add Items.”
- Be ready to answer the following questions about each item you will enter:

00 PIN HERE 00 Cons#:1010 / Item#:3 / \$10.00		
<b>1010</b>	Size: 18-24 Months	
<b>Old Navy Yellow Dress</b>		
X	Item: 3	Discount <b>\$10.00</b>
 1010 \$10.00		A

Sample Tag (1010 is consignor #)

**CATEGORY** (from pull down menu; won't display on tag)

**SIZE** (from pull down menu)

**DESCRIPTION OF YOUR ITEM** (2 lines, you fill in)

**PRICE** (you decide, in whole dollar increments)

**DISCOUNT? or DONATE?** (check, as appropriate. Note that furniture and cribs CAN NOT be marked "Donate.")

- Please give some thought to these categories before you start entering items! Visit our [Pricing Tips](#) page for some general guidelines on pricing your items to sell. Use the two lines of description to your advantage! Is your item "NWT" (New with Tags?), "Hardly Worn", "Too cute!" SELL IT!
- Remember that items marked DISCOUNT will go on sale at 1/2 price during our advertised "Half Price" day or days. If you don't want to have your item discounted, please don't check this box. If you wish to have your item/s DONATED to charity at the end of the sale (rather than pick them up), please remember to check this box as well. FURNITURE AND CRIBS CAN NOT BE MARKED DONATE.
- Remember to only enter items that are seasonally appropriate for this sale, in good to excellent condition, and free of any odors (smoke, pets, etc.) Please see our [What To Sell](#) page for more information and our clothing guidelines.
- PLEASE: there is a \$2 minimum for all hung items.

### **Procedure for Printing:**

- Insert card stock (**67 lb, white or off-white only, no color cardstock**) into your printer.
- Click on WORK WITH CONSIGNED INVENTORY and scroll down to PRINT TAGS. ***\*Remember to disable pop up blocker or your tags won't print!***
- Print all tags or just certain tags. Tags will print 6 to a sheet.
- Cut tags carefully with scissors, or a paper cutter.

### **Procedure for Hanging/Affixing Tags:**

Once you have printed your tags you are now ready to affix them to your items.



#### **FOR CLOTHING:**

- Hang clothing on WIRE hanger (or thin plastic hanger) with hook pointing to the left (like a ?). Bend the hanger sides down for smaller sizes, if needed. For single items, its preferable to also place safety pins on the shoulders, securing the item to the hanger.
- Secure all buttons, snaps, zippers, etc.
- ALL TAGS ARE PLACED ON THE LEFT SHOULDER OF THE GARMENT (OR THE RIGHT HAND SHOULDER IF YOU ARE LOOKING AT IT.) See additional photo below:



*Coat with proper tag placement*

- If you have two or three pieces, turn the hanger over and pin the second piece (ie: pants) to the back of the hanger, facing out. For three pieces (ie: something with a small jacket) - first hang the shirt, then place the jacket over the shirt and flip over to pin pants to the back:



*Front of 2-piece hanging item*



*Pants pinned to back*

### **Additional Tips:**

- For all NON clothing items, do your best to affix the tag to the left side of the item (right side as you are looking at it.) DO NOT TAPE OVER THE BAR CODE ON THE TAG! It will interfere with scanning.
- If you make a mistake while printing your tags, please print a new tag. Do NOT print on both sides of the card stock; please print on one side ONLY.
- We recommend that you place books in a zip loc bag and tape the top; affix tag with tape (again, do not tape over the bar code). Use packing tape only (scotch tape doesn't stick) and you may also pin the tag if you like.
- Again, there is a **\$2 minimum for all hanging items**. All items should be priced in \$1 increments.

**Consignor Agreement**  
**The Baby Owen Company, LLC**  
**Operating As: O'Baby Children's Consignment Sale**  
**April 21 - 24, 2010**

New and/or Returning Consignors must read this Consignor Agreement in its entirety, agree to its terms, and register for our April 2010 sale BEFORE entering information for your tags.

By signing this agreement, you confirm that you agree to the terms stated below.

1. Consignors must bring a minimum of thirty (30) quality items in order to participate in the sale. All items will be inspected at drop off. Only quality items in excellent condition will be accepted.
2. Items checked in to an O'Baby Children's Consignment Sale must meet the following criteria or be subject to removal/disposal:

- Tagged with a bar coded card generated by the MySaleManager.net software
- Prepared according to the guidelines on the website ([www.obabysale.com](http://www.obabysale.com))
- Meet current requirements of the Consumer Product Safety Commission (CPSC) and may not be included on any list of recalled items, contain any hazardous material or exceed lead standards of 600 parts per million (ppm). Consignors must check the following websites to ensure that they are in compliance; O'Baby Children's Consignment Sale will not be held responsible if consignor fails to meet these requirements:

<http://www.cpsc.gov/cgi-bin/prod.aspx>

<http://www.cpsc.gov/CPSC/PUBS/thrift/thrguid.pdf>

3. Consignor agrees to indemnify and hold harmless Lorraine Warner, O'Baby Children's Consignment Sale and The Baby Owen Company LLC for any breach of this Agreement or any consumer product safety law or regulation which results in harm to any purchaser or user of the consigned items in question.

4. Consignors and Volunteers agree to waive any and all claims for personal injury resulting from participation in the sale from whatever cause against Lorraine Warner, O'Baby Children's Consignment Sale, The Baby Owen Company LLC, the lessors of the space where the sale is held, any volunteer or paid participants, or the insurer of O'Baby Children's Consignment Sale.

5. Consignor agrees to allow O'Baby Children's Consignment Sale to sell any and all items checked in to the sale. Consignor is solely responsible for entering each item and setting the sale price, printing tags, hanging items, and placing them in the proper designated areas at the sale during the designated "drop off" day/s.

6. Consignor will receive 70% of the sale price of all of their items (not including sales tax) minus a \$6.50 administration fee. If consignor elects to discount items at "1/2 off" those items will go on sale for 50% of the selling price during the half-price day or days advertised for this sale.

If consignor elects NO DISCOUNT your item/s will not go on sale for half-price at any time during the sale.

7. Consignor may pick up items that have not sold after the sale or elect to donate them to charity. Items marked "Donate" will be donated and will not be available for pickup after the sale. Note that all furniture and large items CAN NOT be marked donate, and must be picked up at the end of the sale. Consignor gives consent to O'Baby Children's Consignment Sale to act on their behalf in donating any item not picked up to a non-profit charity. Any items not accepted by a non-profit charity will become the property of O'Baby Children's Consignment Sale.

8. A \$25 surcharge will be deducted from the profits of any consignor who indicates that they will pick up their left-over items and then neglects to do so during the designated "pick up" day and times. Any such items not picked up by the consignor shall become the property of O'Baby Children's Consignment Sale.

9. O'Baby Children's Consignment Sale will exercise reasonable care to ensure that all items checked in to the sale are not damaged, stolen or misplaced. Any items found without a tag during the sale will be placed in LOST & FOUND. Consignors are welcome to look through the lost & found area at the end of the sale for any misplaced items. O'Baby Children's Consignment Sale will not assume liability or be held responsible for consignor's items. Any items not claimed from Lost & Found will be donated.

10. Consignor checks will be mailed within fifteen (15) days of the close of the sale.

Print Consignor Name: \_\_\_\_\_

Consignor Signature: \_\_\_\_\_

Consignor number: \_\_\_\_\_

Date: \_\_\_\_\_