



CONSIGNOR INFORMATION

All of this information can also be found on the relevant web pages at:

www.obabysale.com

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NEW for Consignors Deadline to enter inventory Weds. 4/11 @ 11pm

- **CONSIGNOR AND VOLUNTEER PRE-SALE SHOPPING ON TUESDAY!** All consignors and volunteers will shop ***exclusively*** on Tuesday April 17th this sale. Volunteers will shop first (on a staggered schedule) starting at 9am. All consignors will shop starting at 1pm. ****This is a change from Wednesday as the 'regular' presale shopping day!****

- **NEW MOMS PRESALE EXCLUSIVELY ON WEDNESDAY.** We are making changes to the guidelines for our new moms pre-sale shopping day. If you wish to review the changes, please visit the website for more information.

- **Consignors: Please continue to bring us any CARDBOARD BOXES you have or can collect. We no longer need plastic shopping or grocery bags, however we'll use the boxes during pickup. THANK YOU!**

- **A \$2 fee will be assessed again this sale (to cover the cost of paper and ink) if a consignor forgets to bring their INVENTORY SHEET with them to their drop off appointment.**

- **ONLY UP TO SIZE 14 in Juniors please! No 14/16 or 16+ will be accepted this sale. Thank you!**

- Passes for “1/2 price consignor shopping” (2:00-6:00pm on Friday) will once again be handed out **AT THE DOOR ON FRIDAY April 20, starting at 2:00pm**. If you arrive prior to 2:00pm you must wait outside the Fairhouse for your pass. **SPECIAL NOTE: Consignors who are able to volunteer that day will have the benefit of SHOPPING EARLY for 1/2 price (at 1:00pm).**
- **Modified sort to continue this sale. Consider “marking” your wire hangers with colored string, ribbon, or colored masking tape (neck of the hanger only) to make pickup easier!**
- **NEW PICKUP SCHEDULE (staggered by consignor number.) Please refer to our [DROP OFF/PICK UP](#) page of the website (or see page 11) for more information.**
- **Reminder:** The sale, import, manufacture, and distribution of drop side cribs is banned in NY state. As such, O!Baby will not allow sale of drop-side cribs at this or any future sales.
- **And ALL WIRE HANGERS ONLY, please.** No plastic will be accepted.

SUMMARY OF NEW CLOTHING LIMITS (updated Spring 2012):

As always, consignors who have a large quantity of high-quality, name brand and/or NEW infant clothing in smaller sizes may contact us in advance.

***25 items in each gender 0-12 months. No limits on 12-18 months & up**

***NO LIMIT on shoes in excellent condition**

***Only up to size 14 in Juniors accepted this sale!**

***No maternity clothing, please!**

Additional Reminders:

A SAMPLING OF CONSIGNORS’ TAGS (2-3 TAGS) WILL BE SCANNED AT DROP OFF. Tags that won’t scan, or those that are not on **off-white, white, or light gray cardstock** will be REPRINTED at drop off. The consignor will have the responsibility for re-tagging items. Please contact us in advance if you feel your tags might not scan, or if you do not have a printer. A printing fee will apply.

If you are consigning at another sale, **PLEASE REMOVE THE OTHER SALE/S TAGS FROM YOUR ITEMS.** Do not “tape over” the other tag as we remove them at checkout and it causes a great amount of confusion at scanning. **ONLY ONE TAG PER ITEM, GENERATED FROM THE MY SALE MANAGER SOFTWARE FOR THE O!BABY SALE, PLEASE!**

REMINDER ABOUT DROP OFF POLICY. It is the consignor’s responsibility to place all items out on the sales floor at drop off. Volunteers will be available only to help “check in.” Please allow ample time to stay at the Fairhouse and make sure all of your items are in the proper spot **and please remember to bring a copy of your consignor inventory sheet with you! Very important!!**

MODIFIED SORT WILL CONTINUE THIS SALE. Please note that it will be the consignors' responsibility to look through ONE LONG RACK for their own clothing items at pickup. We will NOT be sorting by size or gender, so consider "marking" your hangers with colored string, ribbon, or colored masking tape (neck of the hanger only) to make pickup easier.

We will continue to sort larger items and may assist/sort clothing for consignors with several hundred items at pickup, however you should plan to spend additional time at pickup and will be asked to find your own clothing on the racks. Volunteers will be available to assist you.

DOLLAR DASH TO CONTINUE! Consignors will have the chance to shop the donated clothing items for \$1 an item during "dollar dash." (All proceeds to be given to charity).

REMEMBER! High quality merchandise only, please. It is your responsibility to check your items over carefully and to INSERT WORKING BATTERIES into all toys. If your toy is found not to be in working order, or is returned to us, twice the amount of the selling price will be deducted from your sale profits. We will no longer incur the cost of refunding damaged or non-working items that are returned to us after the sale.

REFUND POLICY: We do allow shoppers to refund or return merchandise during the sale, however this is on a case-by-case basis, and at the sole discretion of the sale organizers.

What to Sell

Each consignor must bring a minimum of thirty (30) quality childrens' items. We will only sell clothing that is "in-style" (please, nothing over 5 years old!) and "in-season" (fall/winter clothing in September, spring/summer only in April!) as well as toys & equipment...

...really anything "baby" or "kid" related!

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**Important Note: Everything you bring to the sale must be CLEAN (odor and stain free), all toys and equipment MUST WORK, AND HAVE WORKING BATTERIES INCLUDED; all puzzles and games MUST HAVE ALL THE PIECES; all books MUST BE IN EXCELLENT CONDITION (no writing or ripped pages.)**

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IDEAS OF WHAT TO SELL:

- **Infant Clothing** – (Fall/Winter only for the September sale; Spring/Summer only in April!) **Limit 25 items per gender, per consignor for all infant clothing (0-12 mo.)**
- All other **children's clothing (seasonally appropriate)** – from 12-18 months to Junior sizes (up to size 14 only in Juniors please!) **NO LIMIT IN THESE SIZES!**
- **Pregnancy/maternity gear/accessories** (no breast pumps, however, and no 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 (no "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. (No drop-side cribs. Furniture may not be marked "donate")
- **Nursery Decor** - lamps, bumpers, nursery decorations, baby books, crib sheets, bumpers, diaper bags, bath seats
- **Shoes/Boots** (New or almost-new condition.) Snow boots only during our Fall/Winter sale in September. Sandals only during our Spring/Summer sale in April. All other shoes, sneakers, etc. are appropriate for either sale! **No limit on shoes and/or boots**, as long as they are in EXCELLENT condition. 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, seasonally appropriate items for each sale may include:

FALL / WINTER only:

- **Halloween costumes** or anything for Christmas/holiday.

SPRING / SUMMER only:

- **Bathing suits, sandals, swim wear**

Items that May NOT be sold at this sale include:

- Breast pumps
- Car Seats
- Drop side cribs
- Jewelry (*no children's jewelry whatsoever please!*)
- Maternity clothing
- 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.
- **Additional clothing tip:** For 2 or 3-piece outfits, consider \$1 per size (ie: \$4 for a 4T outfit) with a dollar added if its NEW and another dollar added if its a NAME BRAND.
- **TIP #2:** For toys or other large items, check their retail price online (ie: Toys-R-Us, Target, etc.) and price at 1/3 to 1/2 retail value. You can also check eBay to see what your item is going for in the "resale" market. And 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 an online retail store (like Target) 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:
Wednesday April 11, 2012 AT 11:00 P.M. - NO EXCEPTIONS
(YOU CAN STILL PRINT TAGS AFTER THIS DATE)**

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.

SPECIAL NOTE: ALL CLOTHING ITEMS MUST BE **STAIN-FREE** AND **ODOR-FREE!** Please wash your clothing and inspect it before hanging it and bringing it to the sale. **Any clothing with stains, or with missing buttons, rips, holes, etc. will be returned to you at drop off.** Please **CLEAN ALL TOYS, INSERT WORKING BATTERIES,** and **CHECK PUZZLE PIECES** before getting started.

Supplies You Will Need:

- Light colored (white, off white or light gray) 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 ONLY!** Please note: no plastic hangers WHATSOEVER!
- 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
- Tagging gun (optional)

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:

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

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.”)

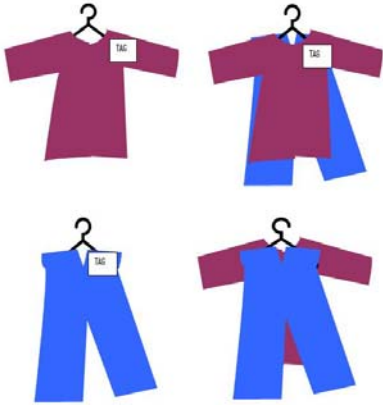
- Please give some thought to these categories before you start entering items! Visit our [Pricing Tips](#) page for some general guidelines on pricing your items to sell. Use the two lines of description to your advantage! Is your item “NWT” (New with Tags?), “Hardly Worn”, “Too cute!” SELL IT!
- Remember 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, off-white or light gray 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 a WIRE hanger ONLY, with hook pointing to the left (like a ?). Bend the hanger sides DOWN (not “back”) 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.) Use a large safety pin or tagging gun.
- -----
- If using a tagging gun, please attach barbs to the INSIDE TAG of the garment or THROUGH THE SEAM. Do NOT tag through the clothing itself, as this will leave a hole. 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

FOR NON CLOTHING ITEMS:

- We recommend that you place books, toys w/small pieces, lamps with shades, or any other items that can become separated in a large zip loc bag and tape the top; affix tag with tape, but 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. Consider using a piece of masking tape with consignor number/item number/price in case the tag becomes lost.

- Use enough tape to secure the tag on your items, but be careful that they won't be "ruined" when tape is removed.

- Please BAG ALL SHOES in zip loc or slide loc bags. Pin the tag to the outside of the bag. It is also helpful if you write your consignor number, item number, and price on the bag itself OR include a piece of paper with this information *inside* the bag of shoes. This will help us sell them for you in the event that the tag becomes separated.

- 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.

- Additional tip, for clothing items, consider putting a piece of MASKING TAPE on the inside collar or waistband with your consignor number, item number and price. Again, if a tag becomes separated from an item, this information will help us find the item for you in the computer quickly and sell it!

- Remember, there is a **\$2 minimum for all hanging items**. Other other items (books, etc.) may be priced starting at \$1, if you choose. All items should be priced in \$1 increments (\$2, \$3, \$4, etc.)

PICK UP DATE THIS SALE:

SUNDAY April 22, 2012

12noon - 1:00pm

Pickup for ALL CONSIGNORS SHOPPING

DOLLAR DASH ONLY!

1:00 pm

DOLLAR DASH

1:00 - 3:00 pm

Pickup for consignors #100 - #300

3:00 - 5:00 pm

Pickup for consignors #301 and over