

Rules and Regulations

The Chattanooga Area Mothers of Multiples Club (CAMOMC) strives to preserve the integrity of its sales in order to ensure that the general public and other members will return to future sales. We accept children clothing from preemie to junior sizes. No adult clothing or footwear will be accepted except for maternity clothing. We will sell seasonal items, such as costumes and winter coats, as space allows. We accept children's furniture, equipment, toys, books, media, safety equipment, bedding, other child related gear, and some household items.

We always have been and will continue to be committed to helping our consignors sell products that meet the standards supplied to us by the CPSC. We desire to comply with the latest federal laws and to value the safety of your children.

CAMOMC accepts member consignors, a limited number of outside consignors, and vendors. Please contact the consignment sale coordinator for additional information and for the mailing address. The registration deadline for the next sale is posted on our website but it is usually the Monday before the sale begins. If you know of someone who would be interested in consigning with us, please pass on this information.

Contact information: sale@ChattanoogaMothersofMultiples.com

Consignment Sale Coordinators:

Christina Pendergrass 423.715.4321

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Step 1: Registration

The registration deadline is posted on the website. To register to be a consignor or vendor, please:

1. read the rules and regulations,
2. print and complete the applicable release form,
3. consignors contact the consignment coordinator to receive or confirm a consignor number,
4. prepare self-addressed, stamped envelope,
5. write a check for the registration fee made payable to CAMOMC,
6. mail the release form, return envelope, and check to the consignment coordinator.

The registration form and rules and regulations will be available to club members via email two months prior to the next sale, posted on our members only group area and available at the two meetings prior to the sale. Rules and Regulations will be emailed to all outside consignors and vendors upon initial contact.

Registration Fee

Please make a separate check to the club. The registration fee must be PAID UPFRONT and is NON-REFUNDABLE should you decide not to sell. The registration fee must be received by the registration deadline, the Monday before the sale.

Member: \$12

Outside Consignor: \$15

Vendor: \$20

Working Member Consignor receive **90%** sales proceeds and may shop early, Thursday 6:00 p.m.

A working member consignor is a consignor who:

- (1) is a CAMOMC member paid in full by the CAMOMC meeting prior to the sale date (typically the August and February meetings). Membership dues for the current fiscal year must be paid in full prior to the sale in order to sell at or shop during the member shopping time at the Consignment Sale. No renewing members will be allowed to pay dues at the consignment sale. This has caused too much confusion in the past.
- (2) works 6 hours (RSVP for shifts in the consignment event on BigTent) or has a substitute work in her stead; and
- (3) Cleans up on Saturday 1:00 p.m. until finished. Everyone will be dismissed at the same time on Saturday. Do not leave until you are released from the sale.

Non-Working Member Consignor receives 70% sales proceeds and may shop beginning Thursday at 6:30 p.m.

A non-working member consignor is a consignor who:

- (1) is a CAMOMC member paid in full by the CAMOMC meeting prior to the sale date (typically the August and February meetings). Membership dues for the current fiscal year must be paid in full prior to the sale in order to sell at or shop during the member shopping time at the

Consignment Sale. No renewing members will be allowed to pay dues at the consignment sale. This has caused too much confusion in the past.

(2) *cannot* work 6 hours and/or clean up.

Outside Consignors receives 80% sales proceeds and may shop early (See number 3 for time).

An outside consignor:

(1) is not a CAMOMC member

(2) pays registration fee of \$15 and complete registration process by the deadline

(3) who works 6 hours, (Typical shifts are Thursday 1pm-6pm, Friday 10:00am-2:30pm, Friday 2:30pm-7:30pm or Saturday 7:45am-1:45pm) will be able to shop before other shoppers on Thursday at 6:00 p.m. If the consignor does not work then they may shop at 6:30 p.m. with the members.

(4) picks up unsold items on Saturday at 3:00 p.m.

The Chattanooga Area Mothers of Multiples Club is not responsible for any consignor items unaccounted for, damaged, missing or placed in the donation area at the end of the sale and will not reimburse any consignor for any such item.

Member who wishes to be a consignor and vendor

If a CAMOMC member wishes to be both a consignor and a vendor, the member can arrange with with one of the following options:

1) work the consignment sale to receive 90% as a working member consignor, and have someone else serve in her stead at her vendor station.

2) work her vendor station, have someone else work in her stead at the consignment sale and receive 90% as a working member consignor.

3) work her vendor station, have no one work the consignment sale in her stead and receive 70% as a non-working member consignor.

Step 2: Merchandise Selection

CAMOMC strives to preserve the integrity of its sales in order to ensure that the general public and other members will return to future sales. We accept children clothing from preemie to junior sizes and maternity clothing. We will sell seasonal items, such as costumes and winter coats, as space allows. We accept children's furniture, equipment, toys, books, media, safety equipment, bedding, and other child related gear.

We always have been and will continue to be committed to helping our consignors sell products that meet the standards supplied to us by the CPSC. To continue to ensure the safety of your children and to comply with the latest federal laws, the following will not be accepted:

- Any recalled item
- Adult clothing (maternity is accepted)
- Adult footwear
- Used undergarments
- Flimsy plastic toys

- Any torn, stained, soiled, dated looking, broken, or otherwise damaged items
- Toys without working batteries

Please do not bring items to sell if you would not put it on your own child(ren). Please inspect your items at home before bringing them to the sale. **All items must be in good condition.** All items (not only clothing) will be inspected. If clothing cannot be worn or equipment cannot be used upon purchase, then it is NOT a sellable item. At the discretion of the Consignment sale committee, any items that does not pass quality control or is not properly tagged will be pulled from the selling floor and an “x” marked on the tag. There have been complaints from previous sales where people buy an item that, on closer inspection, is in disrepair or unusable.

Recalls

It is the sellers responsibility to check all items on the recall list prior to drop off. Please do not attempt to sell a recalled or defective merchandise at the sale. This is a civil/criminal offense and will not be tolerated. Please use the following steps to check for recalls on any infant or child equipment and toys.

1. Visit the CSPC website link for a list of products or toys that have been recalled.

CSPC website for Infant/Child Products (crib, play yard, bassinet, stroller, etc.): <http://www.cpsc.gov/cpscpub/prerel/category/child.html>

CSPC website for Toys: <http://www.cpsc.gov/cpscpub/prerel/category/toy.html>

2. Open your browsers 'Find on This Page' box. For Internet Explorer, click on the Edit menu at the top and choose 'Find on This Page' at the bottom of the options.
3. Type in the brand name of the product you would like to check (Evenflo, Cosco, etc.) and click the NEXT button.
4. Read the Recall line to see if it is the item you want to check. If it is, click on the link for more information to see if your item has been recalled.
5. If it isn't your item, click the NEXT button again until you have searched through the entire list.

To check the federal law regarding lead in toys please refer to the following website for a list of toys that are unsafe to resell. <http://www.cpsc.gov/ABOUT/Cpsia/smbus/retailers.html>

Car Seats: If you are selling a car seat, please insure that you complete a “Car Seat Release Form” and attach it to the car seat. Any car seat that has been in a car wreck, fender-bender, or is more than three (3) years past the manufacture date, will not be allowed for resale. There are new

regulations and recalls regarding the safety of these types of items. Please do not sell an unsafe car seat.

Cribs, pack-n-plays, bassinet, play yards: If you are selling any of these items, please insure that you complete a "Recall Release Form" and attach it to the item. Any crib/pack-n-play/bassinet/play yard that has been recalled will not be allowed for resale.

Displaying Items

Clothing racks will be arranged by separating the girl/boy areas and then arranged by size. Racks will be set up and labeled prior to any clothing being put out on them. Tables are provided for displaying small toys, books, media, bedding, housewares, and accessories such as socks and hats.



Clothing: All clothing must be hung on hangers with the hang up hook pointing to the left (see photo for example). Be sure to safety pin pants to hangers so they won't slip off. Sort clothing by size and gender. Clothing sells better if it is buttoned, snapped, belted, tied, etc. Clothing that is dated looking or has stains, tears, broken, buttons missing will be rejected during inspection.

Hangers: Several local stores will hold hangers for you if you call them. Hangers can be purchased from dollar stores or mass merchandisers such as K-mart and Target. CAMOMC may have a limited number of hangers available on first come, first serve basis at the meeting prior to the sale.

For items in zip-lock bags, all seals should be stapled, barbed or taped, so items cannot be removed. Suggested items that work well in bags include, group of socks, hats, hair accessories, bibs, sleepers, and feeding merchandise.

Shoes. Use plastic ties or string the tag through the shoes to keep together or put them into a Ziplock bag. Shoes must be in like new condition or they will be rejected.

Toys. Bundle items in a plastic bag. Be sure that all parts are securely attached. Shoppers like to examine the goods, and if your items are not securely attached, they will probably get scattered-decreasing the likelihood that they will sell.

Equipment. Large items sell better if their original packaging and instructions are included. Plan on spending a little extra time during check-in to assemble bouncy seats, swings, and other small gear items. All battery-operated items should have fresh batteries. Large equipment and toys, such as cribs, high chairs, car seats, strollers, potty chairs, walkers, etc. will be kept in a separate large equipment area.

Racks and Tables

CAMOMC will provide the racks and tables at the sale. The club always appreciates donations of PVC racks or racks with wheels to replace racks that have broken.

Step 3: Pricing Guidelines

All items must be priced in dollars and 50-cent increments. Any item not marked appropriately will be rounded down to the nearest \$.50 increment. For example, \$1.69 will be rounded down to \$1.50. This allows for easier calculation during the half price sale.

Consignors are solely responsible for setting the prices for their items. However, keep in mind that both club members and the general public are shopping for bargains, cannot try on any clothing, test out equipment, and that all items are final sale. That being said, general rules of thumb for pricing clothing are as follows:

Sets	\$5.00 - \$15.00
Shirts	\$1.00 - \$6.00
Pants/Skirts	\$1.00 - \$8.00
Dresses	\$2.00 - \$12.00
Coats/Jackets	\$3.00 - \$15.00
Shoes	\$1.00 - \$7.00
Hats/Gloves	\$0.50 - \$3.00
Equipment:	1/2 or less of the original price

Better quality garments and sets (Ralph Lauren, Strasbourg, boutique brands) may be priced higher if in good condition. These prices are not set in stone; this is only a general guide for consignors who are unsure of pricing. Bear in mind that the higher the price the higher quality and better the condition the item should be. Keep in mind while pricing, that some consignors price their items on the lower end of the scale to ensure that their items will sell quickly.

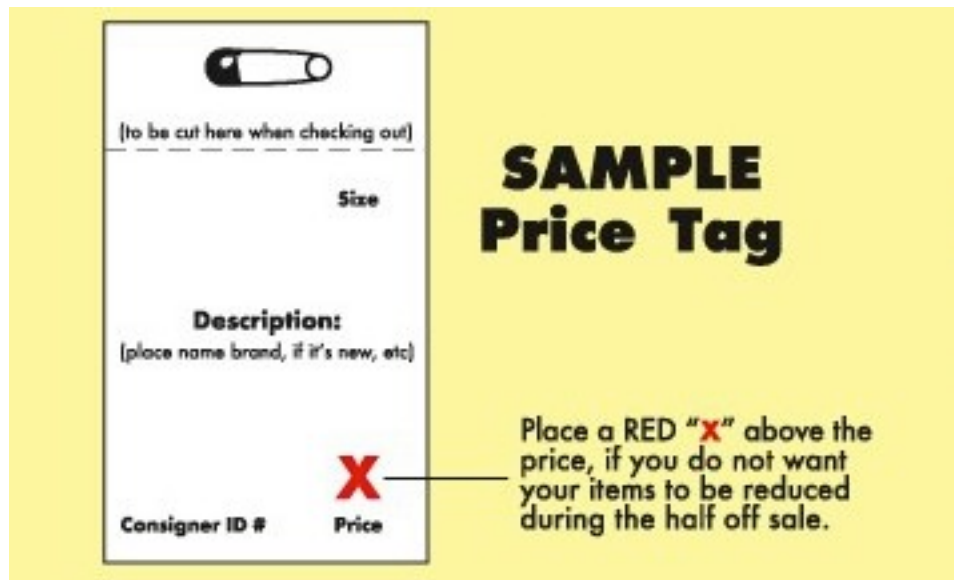
Step 4: Tagging Guidelines

All items must be tagged before Thursday set-up. Consignors may not tag items during setup. For questions regarding how to properly tag your items contact the consignment coordinator.

Tags should be 3 x 5 index cards or card stock weight paper of comparable size, hanging vertically. They may be printed or handwritten. Leave at least an inch of blank space at the top of the card for easy removal when the item is sold. The tag should include the following information; consignor number, price, size, description (at minimum a category like, book, household, safety equipment, shirt, pants, etc. to use at checkout), and optionally a red "X" to specify it should be sold at full price, or a "D" for donation if not sold during the sale.

Please be sure that all price tags are complete and legible. If a tag is incomplete or illegible, the amount paid for the item will go to CAMOMC. If an item for sale has more than one piece, please make sure that the pieces are attached securely so they will not get separated. Attach your

index card via safety pin to all clothing. When looking at your clothes the tag goes on the right of the garment. Please be sure that you are safety pinning only the TOP of the index card. Any



items that you can't use a safety pin on (such as hard plastic toys), use packaging tape to hold the index card to the item. Again, please only attach the TOP of the index card. Please do not use scotch tape, as it will likely fall off. All price tags must be attached to equipment, toys, books, etc. in an obvious spot.

It is critical that when making a tag you do not cross out the price. If you make a mistake on the price of the item, write another tag from scratch. This is for your protection and to make sure that we don't have shoppers who are changing prices.

Items that are not tagged correctly will be removed. The consignor will have an opportunity to fix the tag and return the item to the selling floor.

Untagged items: If circumstances permit, an attempt will be made to find out whom the item belongs to and how much to charge. However, if it is not possible, the item will be sold with the proceeds of the item going to CAMOMC or, if not sold, will be put in the donation area.

Tags will not be mailed to the consignors at the end of the sale.

Step 5: Quality Control

There will be a thorough quality control inspection of all items before any items are allowed to be sold. There will be three (3) quality control inspections dates available prior to the sale. This will help expedite the setup of our sale. If you are able to attend one of the pre-sale inspections times please do so. Contact the coordinator for the dates and locations.

Consignors should bring their items to be sold on Thursday between 11:00 a.m. and 4:00 p.m. Please ensure that you allow enough time for items to be inspected. Please help and put your inspected items on the sale floor. All rejected items will have an X placed on the tag. Consignors may choose to have rejected clothing either returned or be placed on a “not quite perfect” rack that will sell at 50% off the price listed. If you are unable to drop your items off between 11:00 a.m. and 4:00 p.m., please contact the consignment sale coordinator for an inspection appointment.

Clothing and shoes must be sorted by sex and size and the tags must follow our tagging guidelines. Any items that do not comply will be removed and can be fixed by the consignor.

Step 6: Schedule for Setup, Shopping, and Cleanup

Thursday:

10:00 a.m.	Setup racks, tables, inspection area, and hang signs
11:00 - 4:00 p.m.	Consignors drop off items for quality control inspection of items and distribution of inspected items on tables and racks
2:00 - 6:00 p.m.	Vendors setup their table
5:00 p.m.	Consignment Sale Committee Shop Time - Consignment Sale Committee members are <u>not</u> allowed to shop for other members at this time.
6:00 p.m.	Working Member Consignor shopping time
6:15 p.m.	Volunteers admitted for shopping
6:30 p.m.	General Member, Outside Consignor, and Vendors admitted for shopping
7:00 p.m.	Family and Friends admitted for shopping
8:00 p.m.	Shopping Ends - Clean up for night, Roll Call. Any purchased merchandise must be removed from the building at this time. Any items left will be returned to the selling floor and profits from sale will go to CAMOMC.

Friday:

9:30 a.m.	Workers arrive and setup for sale
10:00 a.m. - 7:00 p.m.	Sale open to the public
7:00 - 7:30 p.m.	Shopping ends - Cleanup of facility

Saturday:

7:30 a.m.	Workers arrive and setup for sale
8:00 a.m. - 1:00 p.m.	Sale open to the public
1:00 p.m. - 3:00 p.m.	Cleanup - Restoring facility to previous condition
3:00 p.m.	Outside Consignors pick up unsold items
3:30 p.m.	Donations and any unclaimed items will be packed up
3:30 p.m.	Final Roll Call - whenever cleanup is finished

Setup Guidelines

Children are not allowed during setup and cleanup primarily for safety concerns. Children in strollers will be allowed on the sale floor during member shopping times. Setup consists of readying the center for the sale by removing and/or rearranging tables, chairs, and other furniture, setting up racks, merchandising racks, hanging signs, and other preparations necessary for the sale. Completion of setup is at the discretion of the consignment sale committee.

Donation Area

A charity will be assigned for all donated items. Items put into the donation area are for that purpose only. Members are not allowed to rummage through donated items for their taking. Please mark your tags with a "D" if you wish to have that item donated. This will also speed up the cleanup process.

Hoarding

Hoarding clothing, equipment, or any other item is strictly prohibited. The following are examples of "hoarding":

- (a) Stacking items together during set-up time for an easy sweep into your bag;
- (b) Hiding desired items on another table or under other things so other members will not have a chance to see or buy them.
- (c) Removing large ticket items (riding toys, car seats, etc.) from the large ticket area and placing them in a separate area so other members will not have a chance to see or buy them.

If a member is found hoarding, for the first offense the member will be assessed a 50% penalty on the hoarded items from their sales proceeds. If a second offense occurs, the member will not be allowed to participate in future sales. Remember the sales are for the benefit of all members, not a select few.

Shopping and Terms of Payments

Review the schedule to see when you will be admitted for early shopping. Working Members may have one helper person while shopping. The helper person is to help the member and not shop for themselves.

The sale accepts payment in forms of cash and credit cards (VISA, MasterCard, Discover) to the general public and to member guests. We will also accept personal checks from CAMOMC members and outside consignors. However, there will be a \$30.00 fee for returned checks, and the offending member will not be allowed to pay by check at future sales.

Cleanup Guidelines

Cleanup consists of clearing the hall of all sale items, separating items by consignor number and those marked for donation, breaking down clothing racks, removal of signs, replacing tables and chairs to original places, and restoring the facility to its previous condition. All working member consignors must assist in the cleanup of the facility. Any working member consignor who does not participate in cleanup or leaves the facility before cleanup is finished will have a \$25.00 fee deducted from the consignor's sales proceeds.

Outside consignors and non-working member consignors will pick up unsold items at 3:00 p.m. on the last day of the sale. Any items not removed by 3:30 p.m. will be put in the donation area. Consignors, please sign release form before leaving facility with your unsold items.

Missing or Damaged Items

The Chattanooga Area Mothers of Multiples Club is not responsible for any Consignor or Vendor item unaccounted for, damaged, missing or placed in the donation area at the end of the sale and will not reimburse any Consignor or Vendor for any such item.

Step 9: Get Check

Sales proceeds checks will be issued within two to three weeks after the sale. Checks will be mailed to outside consignors and member in the self-addressed, stamped envelope that was supplied at registration. Members may choose to pick up their check at the monthly meeting following the sale and save the postage. Stamped envelopes will be available for purchase for \$1 for both club members and outside consignors at clothing inspection.

If a consignor believes she has received an incorrect amount for her sales (i.e., consignor sold a large-ticket item for \$200 and accounting misread the tag and credited the consignor for \$2.00), consignor must contact the Club Treasurer and President to report the alleged error immediately. Every effort will be made to rectify the matter fairly. No tags will be returned to members or consignors.

Shopping between club members

CAMOMC will not allow any website/e-mail selling one (1) month prior to the sale date. CAMOMC will receive a portion of any items advertised and sold via the CAMOMC website/e-mail. The CAMOMC portion depends on the selling members working status during the previous sale. If the selling member was a working consignor the previous sale CAMOMC would receive 10% of the sale total. If the selling member did not work or did not sell in the previous sale, CAMOMC will receive 30% of sale total.

Vendors

CAMOMC will be accepting a limited number of vendors; such as Southern Living at Home, Pampered Chef, Monogramming, and Cookie Lee, at our sale. All sales made during the sale go directly to the Vendor. CAMOMC does not receive any percentage of the sales. Vendors will pay a registration fee of \$20. The vendor registration fee is paid upfront and is non-refundable should you be unable to serve as a vendor.

Vendor tables are assigned on a first come first pick basis. We ask that vendors set their table up on Thursday between 2:00 - 6:00 p.m. Any vendor unable to complete setup during that time needs to contact the coordinator for an appointment. Please be available to sell during member/guest shopping on Thursday evening, in addition to the sale hours that are open to the public on Friday and Saturday.

Anyone interested in having a vendor table, please contact the Consignment Sale Coordinator. The deadline to register is the Monday before the sale. See the website for the exact deadline date.

The Chattanooga Area Mothers of Multiples Club is not responsible for any Vendor items unaccounted for, damaged, missing or placed in the donation area at the end of the sale and will not reimburse any Vendor for any such item.