

# Consignor's Guide for Market on the Mountain



## ***PLEASE NOTE***

\*A non-refundable registration fee of \$8 is to be paid online thru paypal during registration. **Make sure you click the link in paypal to return to our site after payment is complete. If you miss this, your registration will not go thru and you will have to contact us for assistance.**

\*Each consignor must have a **minimum** of 10 accepted items to participate in the sale.

\*Consignors receive **70%** of the final selling price on items sold. The remaining 30% goes to Mountaintots Christian Day School.

\*Please read all tagging and preparation instructions. We will not accept items that are not properly packaged, hung and tagged.

We are so glad you are consigning with us!

Happy Consigning!

## ***Included in this Guide:***

Accepted and Not Accepted Items

How to Prepare and Tag Your Inventory

Helpful Hints

Recall Information

Check-In / Receiving Items

Picking Up Unsold Items

FAQ's

Schedule

## ***Accepted and Not Accepted Items***

If you are unsure whether an item will be accepted, please email us at [info@marketonthemountain.com](mailto:info@marketonthemountain.com) and we will be happy to answer any questions.

### **Accepted Items:**

- Children's Clothing for upcoming season only (infant - size 16)
  - Jeans accepted year round
  - Girl's leggings accepted year round (*For Spring - no fleece or winter material*)
  - Skirts accepted year round\* (*\*there will be some exclusions based on the season; for Fall - only skirts that you can put leggings or tights under will be accepted*)
  - Boys dress pants/khakis accepted year round
  - Boys dress shirts/polos accepted year round\* (*\*there will be some exclusions based on the season*)
- Children's shoes for upcoming season only (sizes 0 - youth 6)
- Maternity: current style; (all seasons are accepted)
- Dance & sportswear
- All things for baby:
  - furniture (cribs must be manufactured after June 2011)
  - equipment - everything from swings to wipes warmers
  - bedding
  - strollers
  - infant carriers, car seats, & boosters (manufactured September 2009 or later)
  - pack-n-plays
  - And much more!
- Toddler beds
- Children's room decor
- Hair bows
- Infant headbands & hats
- Pretend play, dress-up clothes and dolls
- Sports equipment (in season and good condition)
- Power wheels, riding toys, bikes and Little Tykes equipment
- Toys for infants, toddlers thru elementary
- Puzzles & games (must include all pieces; boxed puzzles must be new, never opened)
- Books - children's & pregnancy
- CDs & DVDs (perfect playing condition)
- Anything for children that is in GREAT condition!

### **Not Accepted**

- Clothing with noticeable stains, holes, excessive piling, excessive fading, missing buttons, broken zippers or that smell of cigarette smoke.
- Toys, equipment or furniture with missing/non-functioning parts.
- Items missing batteries, that require them to fully function (Batteries must be included).
- Stuffed animals
- Underwear
- Socks
- Belts
- Hats (*infant hats are accepted*)
- Bath tubs, bath seats, squeezable bath toys
- Baby walkers

## Not Accepted (cont'd)

- Bumbo seats without restraint belt
  - Training potties or seats
  - Diaper pails
  - Baby bottles, sippy cups, nipples, teethers, pacifiers (unless **new** in package)
  - Bibs with stains
  - Maternity & nursing undergarments (unless new in package)
  - Breast pumps
  - Video game systems
  - VHS tapes
  - **NOTE:** We cannot accept items that have been **recalled**. Please ensure your items are safe to sell by searching for them at [www.saferproducts.gov](http://www.saferproducts.gov). This applies not only to toys, but to all items intended for use by babies or children. Click [here](#) for more information on recalls.
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## *How to Prepare & Tag Your Inventory*

### Materials Needed:

- White Card Stock (available at Mountaintop's front desk or you can purchase your own)
- Metal/Wire hangers (dry cleaners will usually sell them)
- Safety pins
- Zip lock bags
- Clear packing tape (for shoes, toys, & equipment)
- Scotch tape (for books only)

### Gather your items and follow these steps:

- **LOG-IN** to your consignor account (after registering)
  - Click on "Work with Consigned Inventory"
  - Click on "Work with My Consigned Items (Active Inventory)"
- **BEGIN** entering each of your items
- **CHOOSE** the appropriate category
- **SIZING:** for children's clothing, use number sizes only; convert S, M & L to numbers please. Maternity may sized as S, M, L, XL, etc.

Need to translate a S-M-L size to a number size? These charts may help you estimate the sizes of your clothing items.

Or you can visit (<http://www.kidsconsignmentsales.com/clothingsizeconversion.htm>) for a list of common brands like Carter's, Disney, Gap, Gymboree, Hanna Anderson, and Old Navy.

| <b>CHILDREN</b> | X-Small | Small      | Medium     | Large      | X-Large |
|-----------------|---------|------------|------------|------------|---------|
| Newborn         |         | 0-3 months | 3-6 months | 6-9 months |         |
| Infant          |         | 12 months  | 18 months  | 24 months  |         |
| Toddler         |         | 2T         | 3T         | 4T         |         |
| Boys            | 4-5     | 6-7        | 8-10       | 12-14      | 16-18   |
| Girls           | 4-5     | 6-6X       | 7-8        | 10-12      | 14-16   |

| <b>MATERNITY</b> | XS  | S   | M    | L     | XL    | XXL or 1X | 2X    | 3X    |
|------------------|-----|-----|------|-------|-------|-----------|-------|-------|
|                  | 0-2 | 4-6 | 8-10 | 12-14 | 16-18 | 18-20     | 22-24 | 26-28 |

- **DESCRIPTION:** Give you items a good description - brand, color, 2-piece, something specific about that item (**Good description** = "Gymboree pink top & zebra pants"); (**Bad description** = "Pink shirt"). *This is very important because if we find an item without its tag, we can search for it in our system as long as you typed a good description and still be able to sell the item.*
- **PRICING:** A general rule for pricing your item is to figure 25-35% of what you originally paid. The condition and brand of the item will raise or lower that figure; Ask yourself, "What would I pay for this item used today?" Also, remember that your item may not be worth as much to someone else as it is to you.
- **DISCOUNTING:** On Saturday, items that are marked will be 25% off. Consider allowing your some or all of your items to be discounted. It's a fact that shoppers who come in on Saturday love the feeling of buying something "on sale" regardless of the initial price. It's proven that you will sell more, if you are willing to let you items be discounted. Remember, it's only 25%. Take this into consideration when coming up with you price.
- **DONATING:** If you do not want some or all of your unsold items returned to you, just check the donate box and a "D" will print out on your tags. Your donations go to Save-a-life, The Forgotten Initiative, Raleigh's Place, Helping Hands, Red Barn, and Sozo Trading Company.
- Enter as many items as you want to at one time; you can leave and pick up where you left off later.
- **HELPFUL HINT:** keep your items stacked and sorted in the same order as you are entering them into you inventory. Once your tags are printed it is much easier to match them up to the items.
- **PAST INVENTORY:** must be reactivated if you want to try to sell again; if you make changes to price, discount or donate, new tags must be printed.

## Hanging Clothing

- Place clothing on hangers with the hook turned left (see pictures below)
- **Pants, jeans, shorts & skirts** should be secured to the **TOP** part of the hangers using safety pins (see pictures below); **DO NOT** pin at the far edges of the waist band (this will cause the item to slide to the bottom part of the hanger; instead, place pins towards the center, so they do not slide down to the bottom of the hanger; test the item by tilting the hanger from side to side and see if the pants will slide off the edges to the bottom
- (NO STRAIGHT PINS OR TINY GOLD SAFETY PINS ALLOWED)
- **Jeans & pants** require bigger/stronger safety pins to stay securely attached;
- If an item looks like it may come off the hanger, add more safety pins! Items do not sell if they have fallen under the racks or if they lose their tag.
- **2 piece outfits:** first, hang the top; second pin the pants behind the shirt to the exposed top part of hanger (\*See pictures below)
- **Onesies:** hang or pin to hanger. Do not put in plastic bags. Pin sets of onesies together on a hanger.
- **Bloomers & Diaper Covers:** pin to hangers like pants
- Make sure clothing is clean and pressed if necessary.

|  |   |   |
|--|---|---|
| <p><b>Correct way to hang</b></p>  | <p><b>Back side</b></p>    | <p><b>Hanging pants only</b></p>  |
| <p><b>Top of hanger curving to the left away from the tag</b></p>  | <p><b>Pants pinned behind the top to the exposed part of the hanger</b><br/> <b>**DO NOT pin the pants to the shirt, only pin to the hanger</b></p> | <p><b>Jeans/pants/shorts/skirts pinned to TOP of hanger</b></p>   |

## Tagging Clothing

- Print tags from your consignor account
- Pay attention to the instructions on the page
- Pop up blockers can affect this process; just read instructions on page
- If you chose to discount any of your items, those tags will have a star above the price. This star can print in red or black, it doesn't matter.
- If you chose to donate any of your items, those tags will have a big "D" on them.
- **Pin to the top right of clothing when looking at the item (see picture above)**

## Shoes

- SHOES MUST BE SUPER CLEAN! (including bottoms)
- Noticeable scuffing will not be accepted
- Shoes must be appropriate to the season

## Shoes (cont'd)

- Must be placed in ziploc bags
- Large shoes that won't fit in gallon size bags: tie laces together and place a safety pin thru them to secure tightly. For shoes without laces use the appropriate size ziploc to keep them together (ie. 2 gallon bags). Another option is to use zip ties to hold shoes together. Our goal is to keep matching pairs together. Please use your best judgment to help make this possible.
- Place tags inside the bags
- Tape top of bags with clear packing tape

## Toys, Books, Equipment & Furniture

- Use clear packaging tape only! This process will protect your card from being ripped or damaged by tape or small children.
- Toys having loose pieces should be placed in a ziploc bag then attached to the item as securely as possible. (Imagine 10 toddlers surrounding your item and tape accordingly. We are not responsible for lost or damaged pieces.)
- If you don't want children to get into your bags of toys, reinforce with tape.
- **BOOKS:** apply tag with scotch tape; packing tape may rip paper off books
- **WOODEN PUZZLES:** wrap in plastic wrap or place in plastic bag and tape closed; DO NOT put tape directly on puzzles to hold pieces down it will damage the puzzle when removed
- **SMALL ITEMS:** bows, bibs, baby accessories, small toys, should be placed in ziploc bags with tag inside

If you are unsure how to prepare an item, please [email us](#) and we will be glad to answer any questions.

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## *Helpful Hints*

### Want to make your items sell fast? Presentation is everything!

- Make clothing items look as new as possible. They are more likely to sell if they are clean, ironed, and all of the fasteners are closed (buttons, zippers, snaps, etc.) Tie any bows or ribbons.
- All items should be as clean as possible... that means every nook and cranny! An old toothbrush works well in the crevices of toys, high chairs, etc.
- Shoes should be clean, inside and out. Polish leather, remove lint from Velcro straps, clean and tie laces, remove gunk from soles.
- If using dry-cleaning hangers, remove any paper over wrap.
- Describe items as specifically as possible. For well-known brands, mention this on the tag. Also indicate if the item has more than one piece. Example: "Gymboree pink striped shirt, pink sweater, & brown corduroy pants; 3 pieces!"
- Sets sell. Try to combine random tops & pants into outfits and watch your sales increase.
- Price your item at what you would pay for it at a consignment sale, not what you think it is worth. Consider it a ministry opportunity to price your items lower so that someone else might be able to afford them!

### Stain-removal tips

- Lemon Juice - If you have spots on white clothes, apply some lemon juice and lay them in the sun, then launder as usual. This is really effective on baby formula stains.
- Alcohol - Rubbing alcohol is great for grass stains!
- A Paste of Tide Powder and Spray-n-Wash - Mix these together to form a paste and apply with a toothbrush. Let it penetrate the fabric then launder.
- Hot Water - is great for Kool-Aid and Jell-O type stains. Hold fabric taut and pour from a height. Soak or repeat if necessary. Comes out every time!
- OxiClean - great for all types of stains! We recommend using both the spray stain removal (first spray, scrub with brush--can even be a toothbrush, and wash as directed) and the powder detergent. For tougher stains, place item in a bucket w/ 1 scoop and soak in the hottest water possible (depending on type of stain) for as long as necessary (sometimes for as long as a week) to remove most stains that didn't come out the first time. On white fabrics, add a little Clorox bleach to the Oxy Clean on a toothbrush to remove spot.
- Goop Hand Cleaner - Non-toxic/biodegradable stain removal effective at removing grease, gum, grass, baby formula, blood, ink, crayon, lipstick, coffee, tar, oil and glue. When using Goop Gel or liquid on fabric or garments- Apply Goop directly to the spot or stain on the garment. Thoroughly rub the Goop into the fabric and let it sit for at least a half hour. Then wash the garment as you usually would. For really tough stains - Apply liberal amounts of Goop to the stain then roll the garment up and let it sit overnight. Wrapping the treated garment in a plastic bag keeps the moisture in the Goop from evaporating and helps maximize the stain removing power. Then, wash as usual. NOTE: Inspect the garment before drying. If the stain is not completely removed, Do Not Dry The Garment. Drying the garment, especially in a hot dryer, will lock in the stain. Apply more Goop to the stain and let it sit overnight, then wash again. Goop has been known to totally remove stains that other stain removers can't, or that just won't come out the first time Goop is used.
- Carbona Stain Removers - 9 different solutions for many types of fabric - the rust solution is a very good one.
- Tilex - great for mildew stains on white fabrics. Remember, it is bleach! This must be used carefully. On whites, spray on and let sit - just rinse if blue spots occur. On colored fabrics, it's easy to cause bleach spots, but carefully spray on and rinse quickly.
- Rit Dye Color Remover - another last resort, but can be effective. Follow the directions carefully. On small stained areas, it is easier to use the stove-top method. For larger loads, use the washer.
- Goo Gone - removes tree sap, gum, tape residue, and crayon. Just spray on, let sit for 10 minutes, and wash as usual.
- Biz - Soak your white laces in Biz and your shoes will look 80% better!
- Mr. Clean's Magic Eraser - works wonders on plastic toys. Test a small area on the toy first before using all over.
- Fels-Naptha Laundry bar soap – great for red dirt/clay stains. Follow directions on package.

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## ***Recall Information***

We cannot accept items that have been recalled.

- **Items that we cannot accept because of frequent recalls:**
  - o cheap metal jewelry
  - o shirts or jackets with drawstrings around the neck
  - o cheap, off-brand toys
  - o drop-side cribs
  - o any cribs manufactured before June 2011
  - o bath seats
  - o baby walkers that roll
  - o toys containing small magnet.

**The 2008 Consumer Product Safety Improvement Act was designed to protect children from products containing lead or other dangerous substances, including phthalates. Resellers cannot knowingly sell children's products that do not meet the requirements of the law. We will not accept the following items, as they are more likely to violate this law:**

- o Children's books printed before 1985
- o Clothing items with decorative zippers, metal buttons, vinyl appliqués, rhinestones (sizes 4 & under), metal "charms"
- o Toys missing their battery compartment cover or screw
- o Toys that are easily breakable or have loose or missing parts that could cause it to be a choking hazard
- o Vinyl baby books
- o Items with chipped paint
- o Any toy made for infants containing soft plastics, including teethingers

Check to see if your items have been recalled by searching [wemakeitsafer.com](http://wemakeitsafer.com).

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## ***Check-in/Receiving Items***

**SEE WEBSITE FOR DATES AND TIMES**

**[www.marketonthemountain.com](http://www.marketonthemountain.com)**

- Consignors drop-off items by appointment.
- Schedule your drop-off time by logging into your consignor account and clicking on the link "Select a Drop-off Appointment"
- Please make every effort to arrive during your scheduled time.
- If you arrive early or late, you will have to wait until we are finished with any other consignors, who have arrived during their appropriate time frame.
- When you arrive please check in at the table. Once all of your items are inside you will be given a check-in number.
- All items that require assembly must be assembled by you. (ie. pack n plays, furniture, etc.)
- All items will be checked by our lead committee members. You will be given back any items that do not meet the requirements of the sale, so we will need you to wait until your items have been checked.
- All items must be properly tagged and hung at time of check-in to be accepted. (\*Please refer to How to Prepare and Tag Your Items) Please label any boxes, bags, or storage tubs with your name and/or consignor number.



## *Pick-up Unsold Items*

### **SEE WEBSITE FOR PICKUP DATES and TIMES**

**www.marketonthemountain.com**

- Pick up of any unsold items will be in the Student Center.
  - If you are sending someone else to pick up your items, please make sure that person knows your consignor number.
  - **All items that are not picked up by the designated time will be donated. Items will be picked up at 6:35 and taken off-site.**
  - Before leaving with your items, please make sure that they all belong to you.
  - Check the “lost tags” table for any items that may belong to you.
  - Your check will be mailed to you within one week. **Please make sure that we have your correct address on file.** This can be updated in your consignor account.
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## *FAQ's*

### **Why should I consign with Market on the Mountain?**

- You decide how to price your items.
- You earn 70% of the final selling price.
- You don't have to haggle with customers like you would in a yard sale.
- We advertise for you. (Birmingham News, Facebook, signs, multiple blogs and websites)
- You get to attend a private sale, before we open to the public.
- We do all we can to help you do well, so we can do well.
- Our sale is spacious, friendly, and organized.
- We think you'll find our consignment sale is a great way to make more money on your items with less work than E-bay, Craig's list, or traditional consignment stores.

### **Do I have to attend Mountaintop Church to participate?**

- No, you do not have to attend Mountaintop to consign, volunteer, or shop. Everyone is welcome!

### **Do I have to pay my consignor fee through Paypal?**

- Yes, we had to simplify our the process of collecting fees due the growth of our sale and number of consignors we have. You do not need to have a paypal account. There is an option to pay as a guest with no login required.

### **Where do I get my tags?**

- Pick-up some blank white card stock at the church's front desk or purchase your own.
- Log-in to your consignor account
- Click on "Work with Consigned Inventory", then click on "Work with My Consigned Items (Active Inventory)"
- Enter your items
- Print onto the white card stock

### **Do I have to enter all my items at one time?**

- No, you can enter a few and come back later to enter more

**Do I have to print all my tags at one time?**

- No, you can print and reprint whichever ones you choose.

**Why are stained items unacceptable?**

- Our goal is to have the best quality items possible. We do our best to screen each item in order to provide you with a great shopping experience. We want shoppers to feel confident that purchasing an item from our sale will be as flawless as possible for gently worn clothing.

**Why do you require wire hangers?**

- All clothing must be on wire hangers. Wire hangers take up less room and move easier on the metal racks. Plastic hangers break easily, resulting in lost or unsold clothing. Metal hangers coated in plastic/vinyl are acceptable.

**Where can I find metal hangers?**

- Many dry-cleaners give away or sell them. They are also usually available at most Wal-Marts, discount and dollar stores. Many people ask their friends and family to save their dry-cleaning hangers throughout the year.

**How do I hang my infant clothes on regular sized wire hangers?**

- Insert the hanger through the bottom of the garment and it will usually fit fine. Please don't bend the hangers.

**What payment methods are accepted?**

- We accept cash, credit cards, and checks. All sales are final.

**How do I get on the mailing list?**

- Click [here](#) to sign up. We will send out emails and/or a postcard in the weeks leading up to each sale.

**Do my toys have to have batteries?**

- Yes, we do require that all items requiring batteries have them provided. Your item will not sell if customers cannot see that it works.

**Where are you located?**

- Click [here](#) for driving directions. The Student Center is on the left across from the Main Building.

**Do you allow vendor booths at your sale?**

- Our church's own store, Harvest Books & Gifts, will have tables set up
- No outside vendors or promotional booths allowed

