

Twin Valley Mothers of Twins Club (TVMOTC) Spring 2019 Used Clothing & Equipment (C&E) Sale Rules

March 8, 2019 – March 9, 2018

Location: Alameda County Fairgrounds, Pleasanton, CA
Building O

Important Dates and Times to Remember

Date	Event
Friday, March 1	Last Day to Purchase Tag and Hanger Supplies (all locations but Pleasanton)
Friday, March 1	Last Day to Request a New Seller Number
Monday, March 4	Last Day to Sign-up for Shifts
Monday, March 4	Last Day to Purchase Tag and Hanger Supplies in Pleasanton
Thursday, March 7 at 2 pm	My Consignment Manager Locked – Unable to Add, Edit or Delete Items (OK to Print)
Friday, March 8: 10:00 am to 5:00 pm	Drop-off Items
Friday, March 8: 7:00 pm to 9:00 pm	Members' Only Presale
Saturday, March 9: 8:00 am to 9:00 am	Participants' Presale
Saturday, March 9: 9:00 am to 3:00 pm	Public Sale
Saturday, March 9: 1:00 pm to 3:00 pm	Half-off Sale
Saturday, March 9: 3:45 pm to 4:30 pm	Pick-up of Unsold Items (not marked Donate)

What is the C&E Sale?

The C&E sale is a semiannual public sale of children's gently-used clothing and equipment. We sell children's clothing (up to children's size 18 years old), equipment, toys, books, children's furniture, and other child related items, as well as maternity clothes.

Members vs. Non-Members

In this document Member refers to an individual who has a current paid membership with TVMOTC and is a parent/guardian of multiples. Non-member refers to an individual who participates in the C&E sale but is not a paid member of TVMOTC.

Who Can Sell?

Anyone is welcome to sell items at the C&E sale. TVMOTC keeps 25% of the proceeds from member items sold and 40% from non-member items sold. **ALL SELLERS must work a minimum of one shift. If you do not work one shift, TVMOTC will apply a \$25.00 fee in addition to keeping 40% of your proceeds and the processing fee.**

TVMOTC MEMBERS: If a selling member does not work a shift, the standard non-member deduction of 40% will apply. All workers (member and non-member) reduce the amount the club keeps of their proceeds by 5% for each shift worked; however, members cannot receive more than 90% and non-members cannot receive more than 80% of their proceeds. See examples below:

Member Percentage Examples

Example #1

Member's profits	75%
Shifts Worked (2)	<u>+10%</u>
Total Percentage	85%

Example #2 (maximum percentage)

Member's profits	75%
Shifts Worked (4)	<u>+20%</u>
Total Percentage	90%

Non-Member Percentage Examples

Example #1

Non-Member's profits	60%
Shifts Worked (2)	<u>+10%</u>
Total Percentage	75%

Example #2 (maximum percentage)

Non-Member's profits	60%
Shifts Worked (4)	<u>+20%</u>
Total Percentage	80%

Non-Member Minimum Requirement

If a non-member seller sells less than 10 items or has less than \$50 in gross sales proceeds, TVMOTC will keep all of that seller's proceeds.

Examples:

1. Non-member sells two items for a total of \$20, the seller will receive a check for the items sold minus applicable shift worked percentage and processing fees (see How Do I Get Paid?).
2. Non-member sells 9 items for a total of \$10, the seller will not receive a check for the items sold.

How Do I Get Paid?

Checks will be mailed out approximately 6 to 8 weeks after the sale. A processing fee of \$20.00 for less than \$300.00 total sale proceeds or \$30.00 for \$300.00 or more total sale proceeds will automatically be deducted from your proceeds check. The processing fee is used to cover the cost of check printing, mailing supplies, postage, and barcode tag service.

HANDWRITTEN TAGS ARE NO LONGER ACCEPTED.

Seller Number

You must have a seller number to sell at the sale. Once a number is assigned it will be yours for all future sales unless you do not sell for four consecutive sales, in which case we may inactivate your number and reassign it to another seller. This number must be on all your tags. To request seller number, email sale.number@tvmotc.org

What You CANNOT Sell at the Sale

Not Accepted at both Spring and Fall Sales:

- Drop-side Cribs
- Underwear
- Bras
- Knick Knacks
- Picture Frames or Albums
- Wall Hangings
- Stuffed Animals
- Nursery Décor (e.g., lamps, framed prints, etc.)
- Bedding Sets (including sheets, bumpers, and blankets)
- Blankets (we do accept receiving blankets bagged in Ziploc bags)
- Feeding Items (bottles, plates, silverware, sippy cups, mesh feeders, and/or formula)
- Food Preparation Items (strainers, infant food blenders, etc.)
- Pacifiers and Teething Toys
- Electronic game consoles and games that require a television or computer to play
- Breast Pump Tubing or Accessories (Breast Pumps themselves are accepted)
- Bottles or Milk Storage Accessories
- Previously opened packages of diapers (ONLY new, unopened packages of diapers are acceptable)

Not Accepted at Spring Sale Only

- Heavy coats/jackets
- Heavy pajamas
- Snow apparel
- Halloween Costumes
- Winter Holiday Clothing

Not Accepted at Fall Sale Only

- Shorts/Skorts
- Swimwear
- Spring Holiday Clothing

When trying to decide if something is acceptable for a particular sale ask yourself if the item is used in the Spring and/or Summer, if so bring it to the Spring sale, and if it is used in the Fall and/or Winter bring it to the Fall Sale.

***All items are subject to rejection at the time of inspection at the discretion of TVMOTC.**

How to Prepare Your Items for the Sale

All items must be clean. Do not bring any damaged, hazardous, or recalled items to sell.

Clothing

- Clothing must be in children's sizes (up to size 18 yrs). **Juniors clothing from brand names will be accepted if it is made for 18 year olds.** No Adult type clothing will be accepted regardless of whether a minor can fit these sizes.
- We do not accept clothing with worn knees, missing buttons, non-working zippers, etc..
- **All** clothing (except onesies, socks and hats) **must** be on plastic hangers. If you use wire hangers, your items will be rejected.

- Pants/shorts/skirts must be on pats hangers if these items are attached to a regular hanger using safety pins, clothespins, or other means, they will be rejected.
- Onesies, socks and hats should be placed in resealable bags. Secure the top of the bag with tape. The tag can then be taped to the front of the bag. **Items that have the tag sealed inside the bag will be rejected!** Place tape across the top half of the tag so we can rip the bottom portion off during check-out. Individual onesies can be hung.
- Tags must be attached to clothing by using a tagging gun or string. If you use a tagging gun, tag the item through the label or through a seam. **If you attach the tags through the front or back of the clothing it will leave a hole, and it will be rejected. All items that are not tagged through the clothing tag or through a seam will be rejected.**
- We suggest using a tagging gun to tag your clothing items as it is much faster and secure way to tag items. Tagging guns can be purchased from a Tag and Hanger Representative. However, if you choose to not use a tagging gun, the only acceptable way to attach tags to clothing is to punch a hole through the tag and tie the tag to your clothing using a string. **Do not use straight or safety pins, items with tags attached with straight or safety pins will be rejected.**
- Use numeric sizes when entering your items into MyCM. Exception: Maternity clothes can be tagged S, M, L, XL, XXL. Our racks are in numeric sizes; therefore, if you use a non-numeric size you risk your clothing items being placed in the wrong section.
- Remember to indicate the size when you are inputting your tags into MyCM. MyCM does not default to the size of the last item you input; you will have to add it manually for every item.

Footwear

- Shoes should be clean and have minimal wear.
- Shoes should be secured together with shoe ties, including the tag.

Toys

- Toys must have all pieces and be in working condition.
- Batteries must be in toys that require them to ensure working order.
- The best way to tag toys is to tape the tag to the item. Remember to only tape the top half of the tag so the bottom half can be torn during check-out.
- Board puzzles are best sold using clear plastic wrap to hold the pieces onto the board. Tape the tag to the outside of the plastic wrap.
- For toys with small pieces, place in a resealable bags and tag the outside of the bag.
- When affixing the tag to your item, place tape over the area above the dashed/copyright line of the tag. Do not place tape below the dashed/copyright line of the tag. Baggers should be able to easily remove or cut your tag off the item.

Equipment

- Car seats, strollers and other equipment must be in safe working condition.
- Car seats must have a manufacture date **no later than 4 years** from the sale drop-off date.
- If you are including an owner's manual please attach it to the item. Cribs and similar items should be unassembled with all screws and parts included in a plastic bag taped to the item.
- Anything in a box must remain UNSEALED until after inspection. Once these items pass inspection they can be sealed.
- When affixing the tag to your item, place tape over the area above the dashed/copyright line of the tag. Do not place tape below the dashed/copyright line of the tag. Baggers should be able to easily remove or cut your tag off the item.

Tagging Items *****Warning*** Problem Tags will not be credited to sellers*****

We suggest using a tagging gun to tag your clothing items as it is a much faster and secure way to tag items. Tagging guns can be purchased from a Tag and Hanger Representative. If you choose to not use a tagging gun, the only other acceptable way to attach tags to clothing is to punch a hole through the tag and tie the tag to your clothing using a string (not to the hanger). **Do not use straight or safety pins. Items with tags attached using safety pins will be rejected.**

When affixing the tag to your toys, equipment, or resealable bags, place tape over the area above the dashed/copyright line of the tag. Do not place tape below the dashed/copyright line of the tag (see below). **We do not scan tags at the checkout, so do not attach a tag to the item by taping the entire tag to the item. Baggers/Tag Pullers should be able to easily remove or cut your tag off the item.**

You must have one unique tag per item regardless of how many parts there are to the item.

Seller #: Your TAG ID Size: 2T
Price: \$ 4.50 Category: Boy's Clothing
-----www.myconsignmentmanager.com © 2008-----

Do not place tape or a hole below the dashed/copyright line.

Donate: Yes Price: \$4.50
Item #: 23 Discount: YES

23-4 50-1

Punch a hole through the tag using a tagging gun in an area above the dashed/copyright line and not through text.

Do not place tape below the dashed/copyright line.

HANDWRITTEN TAGS ARE NO LONGER ACCEPTED.

****IMPORTANT****Please note that any tags with the “Price” field crossed out or whited out and a new price handwritten in OR any tag with the “Discount” field crossed out or changed will be rejected. Even if you tell us at drop off that you have adjusted the new price/discount setting online but did not have time to print the new tags, the item will be rejected. If you would like to change the price of an item or its discount status after you have tagged it, you **MUST** print out and attached a new tag. This policy is in place to protect your items from being modified by someone else during the sale.

Purchasing Tag and Hanger Supplies

You must purchase your tag and hanger supplies from TVMOTC. We have various Tag and Hanger Representatives throughout the Tri-Valley available to provide you with sale supplies. Below are the supply fees and representative contact information. Please do not contact any representatives by phone after 8 pm. E-mail is the preferred method of contact.

Tag and hanger supplies are available until Friday, March 1 in all locations. After March 1, supplies will only be available in Pleasanton, which stops selling on Monday, March 4. Do not attempt to contact any locations after their closing date as supplies are immediately collected from each location.

Tag Supplies

Tagging Supply	Member Price	Non-Member Price
25 sheets of 65lb white cardstock (makes 200 tags)	\$3.75	\$4.00
150 hangers (limit per supply pick-up)	No charge	\$7.50
10 shoe ties	\$0.25	\$0.50
50 shoe ties	\$1.00	\$1.50
Tagging gun	\$15.00	\$22.00
8 strand of tagging gun fasteners (400)	\$1.00	\$1.50

Tag and Hanger Representatives

Location	Name	E-mail
Danville	Mary	danville@tvmotc.org
Dublin	Lori	dublin@tvmotc.org
Livermore	Laurie	livermore@tvmotc.org
Pleasanton	April	pleasanton@tvmotc.org

Creating and Printing Tags

TVMOTC has contracted with My Consignment Manager, which is a service that allows sellers to enter and manage their items online and create and print barcode tags at home. You can view your scanned sales as early as Friday night after the Member presale. Your tags will not be returned to you since your My Consignment Manager account maintains your sale records for you. You can also use My Consignment Manager to project your sales proceeds check.

The last date and time to enter and edit items for the Spring 2019 sale is at 2:00 pm on Thursday, March 7, 2018.

New My Consignment Manager Users:

- Go to www.myconsignmentmanager.com/tvmotc
- Click Create user Account.
- Complete all required information. Select Create Account. Upon successfully creating an account, you will be asked to enter your seller number. This is your assigned seller number. You must use your pre-assigned seller number.
- Click Register me.

- Please refer to the instructions for more information on how to use My Consignment Manager and the proper selection for each field: http://www.tvmotc.org/cesale/docs/mycm_instructions.pdf.

Previous My Consignment Manager Users:

- Go to www.myconsignmentmanager.com/tvmotc
- Login using your User ID and Password.
- Your seller number should be pre-filled.
- Transfer unsold items to the current sale through the Manage Inventory screen.

Please keep in mind the following when using My Consignment Manager:

- You must print the tags on **60 - 67lb WHITE cardstock**. The club has a supply available to purchase if you do not want to purchase a ream. If you do not use the correct paper type, your tag may not be read by the scanner and we will not manually input your item.
- **TAGS PRINTED ON REGULAR PAPER INSTEAD OF CARDSTOCK WILL BE REJECTED.**
- **TAGS PRINTED ON TEXTURED OR COLORED CARDSTOCK WILL ALSO BE REJECTED.**
- **Any unclear tags in which we are unable to scan will not be credited to a seller's proceeds. If the scanner cannot recognize the barcode, the seller will not receive the sale proceeds for the sold item.**

*****Warning*** Seller will not be paid for problem tags*****

- You must have one unique tag per item.
- The barcode indicates the item, price, and seller number. If you want to change the item's information, you must go login to My Consignment Manager, edit the item, and print the tag again to reflect your changes. Handwritten changes will not be honored.
- You must print tags on inkjet (preferred) or laserjet printers. Do not use a dot matrix printer.
- Do not use Draft or Fast quality printing when printing tags. The quality is very low and may not be clear enough to scan.
- If the tag print is blurry or faded, replace your ink/toner or increase the print quality and re-print your tags.
- You can add, edit, and delete items at any time until the cut-off date and time (5/17/2018 at 2 pm). You can also add items over time, and print the tags when you are ready to actually start tagging.
- Checking Donate means that particular item will be pulled by Philanthropic as soon as the 1/2 off sale closes.
- Checking Discount means that the particular item will go for half price during the half-off sale.
- Always use a numerical size (smallest size when there is a range, e.g. 3m with 3 – 6 m) unless it is maternity clothes.
- Do not use a highlighter or marker anywhere on the tag. You could compromise the barcode on confuse the cashiers during the half-off sale.
- If you are asked for a print code when you print your tags, you are using the wrong site. Logout and login to www.myconsignmentmanager.com/tvmotc.
- The last date and time to enter and edit items for the Spring sale is at 2:00 pm on Thursday, March 7, 2019. You can still print tags after that time as long as the items have already been entered into My Consignment Manager.

Drop-off Instructions

- Drop-off items at the Alameda Fairgrounds on Friday, March 7, 2019 between the hours of 10:00 a.m. and 5:00 pm only. NO EXCEPTIONS! Inspection doors close at 5:00 pm.
- Clothing must be presorted by size and gender before you drop-off your items. Coordinating boy/girl twin clothing may be kept together and sorted by size. When sorting by size, always sort

by the smallest size. For example, an item that is sized as 3 – 6 months should be tagged as size “3 m” and sorted with 3 month clothes.

- Drive through **Gate 12** off Valley Ave, Pleasanton (second gate on the right side) and follow the TVMOTC signs to the RV Parking Lot. There will be a table in the lot for checking in for drop-off. Please wait in line in your car to check-in.
- In the drop-off area, you must select Speed-Thru or Regular drop-off:
 1. Speed-thru drop-off. This area will allow you to drop-off your items and leave. If any items do not pass inspection they will be donated. You cannot watch your items being inspected, nor can you collect your rejected items at anytime before, during or after the sale.
 2. Regular drop-off. This will be for those who wish to have their items inspected while they wait. If there are any unacceptable items, these items will be returned to the seller immediately for removal. Be prepared to wait if you select Regular drop-off. You cannot leave your car in the area near the building. You must unload your car, park your car in the VIP Parking Lot and walk back to the regular drop-off area. If an inspector is available, they can start inspecting your items while you are parking and returning to the building.
- It is your responsibility to remove any boxes, plastic bags, etc. that you use to transport your items. The Ways & Means Committee is not responsible for disposing of your trash.
- If a non-member seller checks in at drop-off but does not sell any items at the sale, the seller number will be inactivated for all future sales.
- Please refrain from selling any items outside the facility.
- **DO NOT LEAVE YOUR CHILD(REN) UNATTENDED IN YOUR VEHICLE OR AT THE ALAMEDA COUNTY FAIRGROUNDS AT ANY TIME.**

Shift Sign-up

To review available shifts and to sign up online, go to www.tvmotc.org/cesale/signup.htm. Contact our representatives at sale.shifts@tvmotc.org if you have any questions or need to cancel a shift. Weekly, we will send out a list of confirmed and waitlisted workers via Big Tent. It is your responsibility to check in and out at the designated location at the beginning and end of your shift to receive credit.

If you want to transfer a credit to another seller, you must send an e-mail to sale@tvmotc.org no later than the date of the public sale. Please do not tell us at check-in or write a note in our committee binder.

NOTE: Only members, sellers, or volunteers working for a specific seller can work at our sale.

Working at the Sale

No children, between ages of newborn through 12 yrs old, are allowed to stay with you during your shift unless it is pre-approved by a C&E Chairperson. If you bring children to your shift, you will be asked to leave and your shift credit will be forfeited.

In addition, Minors cannot work at the sale for seller credit. Minors (13 yrs and older) can work at the sale for volunteer credit (i.e. for high school community service hours) if it is approved in advance by the committee managing the shift. If a minor checks in for a shift without prior approval, the minor will not be allowed to work. The working parent assumes full responsibility for the minor.

When you check-in for a shift you must be ready to work immediately. Do not check-in for a shift if you are still dropping off items or you need to move your car.

During Friday, when you are done with your shift and you no longer want to help out, you must leave the buildings. It is very frustrating to watch people pre-shopping while others are working hard. If you are seen walking around after your shift, you will be asked to leave.

If you are working consecutive shifts and feel that you will need a break longer than 30 consecutive minutes or you need time to leave the fairgrounds to pick-up your items to sell, you should cancel one of the shifts immediately to ensure you have the personal time you need. We do not provide you time to leave the fairgrounds to get your items for inspection.

Please note: If you sign up to work a shift and do not show up or find a substitute, you will not receive the shift credit. Additionally, you will be deducted an extra 5% for each shift you fail to work from your total proceeds.

Any non-member seller that cancels or does not show-up for a shift(s) may be banned from selling at the current sale and/or future sales.

Parking

Friday Workers and Member Sale

Parking will be in the Amador Lot. Please enter through Gate 12 (off of Valley Avenue) and follow the signs, which will take you to the Festival Paved Lot.

Saturday Workers

Parking will be in the Amador Lot. Please enter through Gate 12 (off of Valley Avenue) and follow the signs, which will take you to the Amador Lot.

Participant Sale

Parking for the Participant Sale is in the Amador parking, enter through Gate 12. This is also the Public Sale parking lot.

Unsold Items Pick-up

Parking will be in the Amador Lot. Please enter through Gate 12 (off of Valley Avenue) and follow the signs, which will take you to the Amador Lot. Do not pull your car up to the Sale Building (drop-off location) to pick-up your items without approval from a C&E committee member. This area is needed for Philanthropic donations.

Fairgrounds Map

http://www.alamedacountyfair.com/pdf/new_grounds_map.pdf

Dropping Off Items While Working

If you are working Friday, Shift #1 or two or more consecutive shifts on Friday, we will give you an opportunity to check-in and drop-off your items. Do not bring your items in until a C&E committee member tells you to bring in your items.

If you are working one Friday shift other than Shift #1, you must make arrangements to drop-off your items before or after your shift and within the published drop-off times. Please plan accordingly. **If you are only working Friday Shift #2, do not expect to have your items inspected prior to the start of the drop-off hours. You should plan to have your items inspected after your shift.**

Members Only Presale

The TVMOTC "Members Only" presale takes place on Friday night. This is for members only. Pregnant members or those with newborns present (in front carriers only, no strollers) may bring one helper (i.e. spouse, mother, or friend). Otherwise, spouses, children, friends, relatives, etc. are not allowed at this

portion of our sale but are welcome at the public sale. The members working the double shift 5:00pm-10:00pm on Friday night will get a chance to shop before the presale starts. There are no holds on items.

Participants' Presale

The Participants' Presale will begin at 8:00 am on Saturday morning. This is for members of TVMOTC and for those who are participating in the sale as non-members. Those who are pregnant or those with newborns present (in front carriers only, no strollers) may bring one helper (i.e. spouse, mother, or friend). Otherwise, spouses, children, friends, relatives, etc. are not allowed at this portion of our sale but are welcome at the public sale.

Pick Up Unsold Items

NOTE: Items marked as, "Donate," on the barcode tags will be pulled by Philanthropic as soon as the sale closes. You will not have an opportunity to pick up these items.

Pick up unsold items not marked, "Donate," the day of the Public sale between 3:45 pm and 4:30 pm. You may wish to mark your hangers with some distinguishing mark to easily identify your clothes. A ribbon or colored piece of tape works well. It is the participant's responsibility to pick up their items. Items not picked up by 4:30 pm will be sorted and donated to local needy families and several child-based agencies by TVMOTC's Philanthropic Committee. We touch many people lives with these donation - please consider us when deciding whether or not to donate. **TVMOTC IS NOT RESPONSIBLE FOR ANY LOST, STOLEN, DAMAGED, OR DONATED ITEMS.**

Important Links

Date	Event
Shift Sign-up	www.myconsignmentmanager.com/tvmotc
Seller Number Request	Email sale.number@tvmotc.org
My Consignment Manager	www.myconsignmentmanager.com/tvmotc
TVMOTC C&E Sale Website	https://www.tvmotc.org/consignment-sale/ Note: The information regarding selling at the sale on this site is a summary of the information found in the rules and not a substitute.
Fairgrounds Map	http://www.alamedacountyfair.com/pdf/new_grounds_map.pdf

Contacts

General Sale Questions	sale@tvmotc.org
Shift Cancellation/Questions	sale.shifts@tvmotc.org
Seller Number Questions	sale.number@tvmotc.org

Disclaimer

Selling at the C&E sale is a privilege. These rules/regulations were set up to keep the sale running smoothly. If the rules/regulations are repeatedly not followed the Ways & Means committee reserves the right to ask the offender to leave the sale and/or ask the Executive Committee to resolve the situation.