

Twin Valley Mothers of Twins Club (TVMOTC) Spring 2020 Used Clothing & Equipment (C&E) Sale Rules

March 6, 2020 – March 7, 2020

Location: Alameda County Fairgrounds, Pleasanton, CA

Event will be held in Building “O”

Important Dates and Times to Remember

<u>Date</u>	<u>Event</u>
Monday, March 2	Last Day to Purchase Tag and Hanger Supplies
Monday, March 2	Last Day to Request a New Seller Number
Monday, March 2	Last Day to Sign-up for Shifts
Thursday, March 5 at 4 pm	My Consignment Manager Locks – Unable to Add, Edit, or Delete Items (OK to Print after system is being locked reminder to log onto www.myconsignmentmanager.com/tvmotc to print tags)
Friday, March 6: 10:00am to 5:00pm	Sellers Drop-off Items (segregated by gender and size)
Friday, March 6: 7:00pm to 9:30pm	Members' Only Presale
Saturday, March 7: 8:00am to 9:00am	Seller's Presale + Early Bird Wristband Customers
Saturday, March 7: 9:00am to 3:15pm	Public Sale
Saturday, March 7: 1:45pm to 3:15pm	Half-off Sale
Saturday, March 7: 3:30pm to 4:15pm	Pick-up Unsold Items (items that hadn't been 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 18/20), 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, you don't have to be a member of TVMOTC.

How are Proceeds Calculated?

TVMOTC keeps 25% of the proceeds from member items sold and 40% from non-member items sold. All selling members must work a minimum of one shift. 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:

A processing fee of \$10.00 for members and \$15 for non-members will automatically be deducted from proceed check. The processing fee is used to cover the cost of check printing, mailing supplies, postage, and barcode tag service.

Member Percentage Examples

Example #1 (maximum percentage)

Member's profit 75% + 3 Shifts Worked (15%) = Total Percentage of 90% (\$10 processing fee)

Example #2

Member's profit 75% + 2 Shifts Worked (10%) = Total Percentage of 85% (\$10 processing fee)

Non-Member Percentage Examples

Example #1 (maximum percentage)

Non-Member's profit 60% + 4 Shifts Worked (20%) = Total Percentage of 80% (\$15 processing fee)

Example #2

Non-Member's profit 60% + 3 Shifts Worked (15%) = Total Percentage of 75% (\$15 processing fee)

Non-Member Minimum Requirement:

If a Non-member Seller sells less than 10 items or has less than \$15 in gross sales proceeds, TVMOTC reserves the right to retain Seller 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 section: *How Do I Get Paid?*).
2. Non-member sells 9 items for a total of \$10, TVMOTC reserves the right to retain proceeds.

When Do I Get Paid?

Checks will be mailed out approximately 3 to 4 weeks after the sale.

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. Seller number must be on all of your tags. Complete the online [Seller Number Request form](#) to request a seller number. If you do not hear back from us after a couple of days, please check your bulk/spam/junk folder first before sending an email to sale.number@tvmotc.org.

RESTRICTION REMINDERS:

HANDWRITTEN TAGS WILL NOT BE ACCEPTED

DAMAGED TAGS WILL NOT BE SCANNED

UNREADEABLE TAGS WILL NOT BE SCANNED

TAGS PRINTED ON PAPER (OTHER THAN CARDSTOCK) WILL BE REJECTED

ENSURE YOU USE WHITE 60-67 lb. CARD STOCK PAPER

(TVMOTC Tag and Hanger Representative sell the correct weight paper—highly recommend you purchase paper from one of them.)

What You CANNOT Sell at the Sale:

Not Accepted at both Spring and Fall Sales:

- Drop-side Cribs
- Underwear
- Bras
- Knick Knacks
- Non-Baby/Child oriented Picture Frames or Albums
- Stuffed Animals
- Used Feeding Items (bottles, plates, silverware, sippy cups, mesh feeders, and/or formula) (*Must be in original package*)
- Used Food Preparation Items (strainers, infant food blenders, etc.) (*Must be in original package*)
- Used Pacifiers and Teething Toys (*Must be in original package*)
- 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)

****NOW ACCEPTING**:**

- Nursery or Youth Wall Hangings
- Nursery or Youth Decorations (e.g., lamps, framed prints, etc.)
- Crib / Toddler Bedding Sets (including sheets, bumpers, and comforters)—bedding must be in a clear plastic bag (jumbo size or zippered bedding bags)
- Receiving Blankets (must be in clear plastic Ziploc bags)

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

Clothing:

- Clothing must be in children's sizes (up to size 18 yrs/20 yrs). Juniors clothing from brand names will be accepted, if it is made for youth up to 18 years of age. No Adult size clothing will be accepted regardless of whether a minor can fit into these sizes.

Clothing (cont):

- 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. Wire hangers are not accepted—if you use wire hangers, your items will be rejected.
- Pants/shorts/skirts must be on plastic pants 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 need to be placed in resealable plastic Ziploc bags. Secure the top of the bag with clear plastic tape. The tag needs to be taped to the front (outside) of the bag. Items that have tag sealed inside the bag will be rejected! Place tape across only the top half of the tag so that bottom portion can be cut-off off during check-out. Or individual onesies can be hung on a standard hanger. (They usually sell better with two on one hanger.)
- Tags must be attached to clothing by using a tagging gun. **The tag needs to be placed on the brand label or through a seam. Do Not punch tagging needle through the front or back of the clothing, it will leave a hole; these item(s) will be rejected.**
 - Tagging guns are much faster and a secure way to tag items—please do not use string to attach tags to items being sold. **Tagging guns can be purchased from Tag and Hanger Representative (see contact info on Page 7).**
- Use numeric sizes when entering your items into My Consignment Manager. Exception: Maternity clothing 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 into the wrong section.
- Remember to indicate the size when you are inputting your tags into My Consignment Manager. The system 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 (ties can be purchased from Tag & Hanger Rep, see Page 7). Or if shoes are placed inside a clear tape secured Ziploc bag, with tag taped to outside of bag, will also be accepted.

Toys:

- Toys must contain all pieces and be in working condition.
- Batteries must be in toys that require them to ensure they are in working order.
- Toys in Ziploc bag must be secured with tape (clear plastic tape). Remember to only tape the top half of the tag so the bottom half can be cut off (or scanned) during check-out.
- Board puzzles are best sold using clear plastic cling wrap to hold pieces onto the board. Tape the tag to the outside of the plastic wrap with clear tape.
- For toys with small pieces, place pieces inside a resealable Ziploc bag and tape tag to outside of the bag. Ensure bag has been securely closed with clear plastic tape across top of bag to seal it.
- 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. Check-out Baggers should be able to easily remove or cut your tag off the item (or scan it) at check-out.

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. For **Spring 2020 Sale** manufacturer date should be prior to **March 2016**.
- If you still have the owner's manual, please attach it to the item. Cribs and similar items should be unassembled with all screws and parts contained within a sealed plastic bag securely taped to the item.
- Anything in a box must remain UNSEALED until after inspection. Once these items pass inspection they can be sealed (you are responsible for sealing the container).
- 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. Check-out Baggers should be able to easily remove or cut your tag off (or scan) the item at check-out.

Tagging Items

*****Warning*** Problem Tags will not be credited to Sellers**

When affixing tag to 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 during check-out, so do not attach a tag to the item by taping the entire tag to the item. Check-out 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.

HANDWRITTEN TAGS WILL NOT BE ACCEPTED

ENSURE YOU USE WHITE 60-67 lb. CARD STOCK PAPER

(TVMOTC Tag and Hanger Representative sell the correct weight paper—highly recommend you purchase paper from one of them.)

****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(s) 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 attach 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:

It is preferred that you purchase your tag and hanger supplies from TVMOTC for consistency purposes. We have various Tag and Hanger Representatives throughout the Tri-Valley area who can provide you with supplies. Below are the supply fees and representative contact information. Please do not contact any representatives by phone after 8pm. Email is the preferred method of contact. Ensure you provide the Tag & Hanger Supply Rep with total quantity of items needed, for example: 150 hangers (75 straight, 25 pants, and 50 combo), 8 strands of fasteners, 25 sheets of paper, 10 shoe ties. *(Note: this is a standard starting order for a new Seller)*

Tag and hanger supplies are available until **Monday, March 2** in all locations. Do not attempt to contact any locations after the closing date as supplies are immediately collected from each location.

Tag Supplies

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.

Seller #: Your TAG ID **Size: 2T**
Price: \$ 4.50 **Category: Boy's Clothing**
-----www.myconsignmentmanager.com © 2008 -----
Description:
Gymboree Long Sleeve Shirt
Cowboy Collection
Donate: Yes **Price: \$4.50**
Item #: 23 **Discount: YES**



23-4.50-1

BARCODE LABEL NEEDS TO BE LEGIBLE—solid black lines. We have been having issues with illegible barcodes (faint lines, pitted or smudged ink are a problem). Ensure you use 60-67 pound weight WHITE card stock paper. Tags printed on any lighter weight paper will be rejected!!

PRINTER REQUIREMENTS: You must print tags on inkjet (preferred) or Laserjet printer. Do not use a dot matrix printer!! (see example above showing nice solid lines, anything other than that has been a problem with the barcode scanner)

Do not place tape or a hole below the dashed/copyright line.
Description:
Gymboree Long Sleeve Shirt
Cowboy Collection
Donate: Yes **Price: \$4.50**
Item #: 23 **Discount: YES**



23-4.50-1

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

Tag & Hanger Supply Pricing Sheet – Spring 2020

Tagging Supply	Member Price	Non-Member Price
25 sheets of 60-67lb 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/San Ramon	Katie	dublin@tvmotc.org
Livermore	Megan	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, i.e., create and print barcode tags at home. You can view your scanned sales as early as a few days following the Public Sale; however, the balance of tag scanning will continue into the following week—so check in periodically to see status. Your tags will not be returned to you since My Consignment Manager account maintains your sale records for you. You can use My Consignment Manager to project your sales proceeds check.

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.
- Then Click Register Me.

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.

The last date and time to enter and edit items for the Spring 2020 sale is at **4:00pm on Thursday, March 5, 2020.**

Remember, you can transfer unsold items (from previous sales) to current sale through My Consignment Manger, Manage Inventory screen. ***Please note there is a limit of 1,000 items that a Seller can enter into the My Consignment Manager system.***

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 through the Tag and Hanger Representatives if you do not want to purchase a ream of paper. If you do not use the correct paper type, chances are your items will not scan properly.
- **TAGS PRINTED ON REGULAR COPY PAPER, INSTEAD OF CARDSTOCK, WILL BE REJECTED.**
- TAGS PRINTED ON TEXTURED OR COLORED CARDSTOCK WILL BE REJECTED.
- TAGS PRINTED ON REGULAR COPY PAPER AND TAPED OR GLUED TO CARDSTOCK WILL 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 item(s) sold.

*****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 log into My Consignment Manager, edit the item, and reprint the tag again to reflect the changes. Handwritten changes will be rejected—no exceptions!
- **You must print tags on Inkjet (preferred) or Laserjet printers. Do not use dot matrix printer.**
- Do not use Draft or Fast quality printing when printing tags. The quality is very low, and the barcode scanner rejects these tags.
- If the tag print is blurry or faded, replace your ink/toner cartridge 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 (**March 5 at 4 pm**). Print capability for tags within My Consignment Manager remains available after cut-off date.
- You can add items over time and print the tags when you are ready to actually start tagging. (**Faint lines, pitted or smudged ink are a problem for the barcode scanners**)
- Checking "Discount" means that particular item will be sold for one-half off original price as marked on the tag during the 1/2 off sale.
- Checking "Donate" means that particular item will be pulled for Philanthropic as soon as the 1/2 off sale closes.
- Do not use a highlighter or marker anywhere on the tag. You could compromise the barcode scanner or confuse the cashier during the 1/2 off sale.
- **If you are asked for a print code when you print your tags, you are using the wrong site. Logout and log into www.myconsignmentmanager.com/tvmotc.**

Drop-off Instructions

- Drop-off items at the Alameda Fairgrounds on **Friday, March 6, 2020** between the hours of 10:00am to 5:00pm only. NO EXCEPTIONS! Inspection doors close promptly at 5:00 pm.
- Clothing must be pre-sorted by gender and size when items are dropped off. Coordinating boy twins or girl twins or boy/girl twin clothing may be kept together and sorted by size. *After the Member Only Sale, these items will be re-distributed into appropriate size/gender racks.*
- Sort clothing by size, and 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 Avenue, Pleasanton (second gate) and follow the A-frame TVMOTC signs (Parking is FREE if you mention to the Fairground Parking Attendant TVMOTC).

Drop-off Instructions (cont.)

- There will be a table and TVMOTC Attendant in the parking lot for Drop-off Check-in. Please wait in line inside your car to check-in.
- While in the Drop-off area, you must select either Speed-Thru or Regular drop-off:
 1. **Speed-thru drop-off.** This area will allow you to drop-off items for sale 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 any time before, during, or after the sale.
 2. **Regular drop-off.** This is for those individuals who wish to have their items inspected while they wait. If there are any unacceptable items, these items will be returned to the Seller or the Seller can opt to have the items donated to Philanthropic (possibly with the exception of large furniture type items—it depends on the needs of recipients). 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, and then walk back to the regular Drop-off area and wait. If an Inspector is available, they will start inspecting your items while you are parking and returning to the building.
- It is your responsibility to remove any boxes, plastic bags, or other containers that you may have used to transport items to the Drop-off Area.
- If a Non-member Seller checks in at Drop-off but does not sell any items at the sale for two consecutive sales, that Seller number may be inactivated for future sales.
- Please refrain from selling or negotiating for purchasing items at any time before or during the sale.
- 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 <https://www.myconsignmentmanager.com/tvmotc/>. Contact our representatives at sale.shifts@tvmotc.org if you have any questions or need to cancel a shift. **To receive shift credit, it is your responsibility to check-in and -out at the designated location at the beginning and end of each shift.** There will be a Shift Check-in binder in the **Volunteer / Break Room** for you to sign yourself in/out for shifts. Please see the Ways & Means Managers with any questions.

If you want to transfer a shift credit to another Seller, you must send an email to sale@tvmotc.org no later than **Wednesday, March 4th**. Please do not tell us at check-in or write a note in the Volunteer Sign-in binder.

NOTE: Only Members, Sellers, or Volunteers working for a specific Seller can work at our sale.

Working at the Sale

No children, between the ages of newborn through 12 years of age are allowed to stay with you during your shift unless it is pre-approved by one of the two Ways & Means C&E Managers. 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 years and older) can work at the sale for volunteer credit (i.e. for high school community service hours) if it is

Working at the Sale (cont.)

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.

Working at the Sale (cont.)

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

If you are working consecutive shifts and need a break longer than 30 consecutive minutes or you need time to leave the fairgrounds to get your items for drop-off, you should cancel one of the shifts immediately to ensure you have the personal time that you need. We do not provide you time to leave the fairgrounds to get your items for inspection—we will allow you time to walk to your car to get your items for inspection.

Shift time is intended to work, not to shop. Shopping shall be done prior to or after working your shift. There will be no holding of items and then paid for later! Please ensure that you pay for items and take them to your car. The *Volunteer / Sign-in Area* is intended to hold TVMOTC supplies only—Volunteers are welcome to store purses there while working their shift(s).

Likewise, the *Cashiers Station* is not the place to store items that you plan to purchase at a later time; ensure any items that you have shopped for are paid for within short order and taken to your car.

Please note: If you sign-up to work a shift and do not show up and/or find a substitute, you will not receive 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 or Saturday Volunteers and Member-Only Sale:

Please enter through Gate 12 (off of Valley Avenue) and follow the TVMOTC A-frame signs placed along fairground roadside. If you mention to Fairground Attendant TVMOTC, you will park for free.

Participant Sale

Parking for the Participant Sale is in the Pleasanton Ave parking lot across from the Yellow Gate. This is also the Public Sale parking lot. If you mention TVMOTC to the Fairground Attendant, you will park for free.

Unsold Items Pick-up

Please enter through Gate 12 (off of Valley Avenue) and follow the TVMOTC A-frame signs; please 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.

Fairground Map: <https://alamedacountyfair.com/getting-here/>

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 for sale. Do not bring your items in until a C&E committee member tells you to bring in your items.

Dropping Off Items While Working (cont.)

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, plan to have your items inspected prior to the start of the drop-off hours. You should plan to have your items inspected after you have worked your shift.

Unsold Item Pick-up

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.

Sellers can pick-up unsold items (not marked, "Donate") on the day of the public sale between the times **3:30pm through 4:15pm**. You may wish to mark your hangers with some distinguishing marker to easily identify your clothes. A ribbon or colored piece of tape work well. It is the participant's responsibility to pick up their items. Items not picked up by 4:15 pm will be sorted and donated to local needy families and several child-based agencies by TVMOTC's Philanthropic Committee. We touch many people's lives with these donations - please consider us when deciding whether or not to donate. TVMOTC IS NOT RESPONSIBLE FOR ANY LOST, STOLEN, DAMAGED, OR DONATED ITEMS.

Members Only Presale

TVMOTC "Members Only" presale takes place on Friday night, beginning at 7:00pm through 9:30pm. **This is for members only plus one.** Pregnant members, or those with newborns present (in front carriers only, no strollers), may bring one helper (i.e., spouse, mother (or MIL), or friend). Otherwise, spouse, children, friends, relatives, etc. are not allowed at this portion of the sale but are welcome to participate during the public sale. Members working the double shift 2:00pm-10:00pm on Friday night will get a chance to shop before the presale starts. There are no holds on items.


Participants' Presale

Participants' Presale begins at 8:00am on Saturday morning. This is for members of TVMOTC and those Sellers who are participating in this sale as non-members, along with anyone who has purchased an Early Bird Wrist Band for \$10. Those who are pregnant or those with newborn(s) present (in front carriers only, no strollers) may bring one helper (i.e., spouse, mother (or MIL), or friend). Otherwise, spouse, children, friends, relatives, etc. are not allowed at this portion of the sale but are welcome to join the public sale beginning at 9:00am.

Donating Items to the Sale:

If you have a pile of clothes, toys, or books or more and find yourself with no time to sort and tag items—we would love to receive your items to help our club fundraise and donate unsold items to families in need. In exchange, we will provide you with a donation letter receipt for Calendar Year 2020 tax purposes.

We are accepting gently used items for the **Spring 2020 Sale** starting right NOW!! **Items can be dropped off up through COB Sunday, February 16th—this will allow adequate time to get everything sorted and priced.** If you want to participate, please send us an email and we will coordinate arrangements and take everything from there. **In addition, we'd like to share some exciting news ...the local moving company "Two Men & A Truck" contacted us asking if we'd like to partner up with them for their Movers for Moms Campaign and we graciously accepted.** If it makes it easier for you, donations can now be picked up. Email to: donate@tvmotc.org to make

arrangements for either option—drop-off or pick-up!  TWO MEN AND A TRUCK. If you are planning a move now or in the future, consider *Two Men & A Truck*, at (925) 456-6683!!

Become a Sponsor and Receive Win-Win Advertising:

There are ways to support the club and also assist yourself at the same time—consider the following sponsorship opportunities:

- **Bronze \$50** – an easy way to reach thousands of families with little effort. We will make your name be seen by all those coming to the sale to shop. *This package includes: Banner Display during the sale. Banner would need to be provided by the sponsor!*
- **Silver \$100**—happy medium for many in our community. You get to support the event while showcasing your services or product, get recognized for your work and gain more clients! *This package includes: Banner display during the sale, flyers handed out to each buyer at the exit of the sale. Social media inclusion to thousands of individuals who reside within the local and Bay Area. Banner and flyers would need to be made available by the sponsor!*
- **Gold \$250**—has everything you would want from a top sponsorship package. Your business receives the most out of this option. *This package includes: Banner display, flyers handed out to each buyer at the exit of the sale, social media mention, and a table at the sale to display your goods and/or services, as well as your logo imprinted on TVMOTC staff shirts.*

Important Links & Contact Information

<u>Date</u>	<u>Event</u>	
Shift Sign-up	https://www.myconsignmentmanager.com/tvmotc/	
Seller Number Request	Seller Number Request form or send email to: 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	https://alamedacountyfair.com/getting-here/	
Donate Items	Send a message to: donate@tvmotc.org	
Become A Sponsor	Send a message to sale@tvmotc.org	
TVMOTC Tags & Hangers Representatives	See Listing Below	
<u>Location</u>	<u>Name</u>	<u>E-mail</u>
Danville	Mary	Send a message to: danville@tvmotc.org
Dublin/San Ramon	Katie	Send a message to: dublin@tvmotc.org
Livermore	Megan	Send a message to: livermore@tvmotc.org
Pleasanton	April	Send a message to pleasanton@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 Managers reserve the right to ask the offender to leave the sale and/or ask the Executive Committee to resolve the situation.