

Mom-2-Mom Seller's Responsibilities and Instructions



Sale Disclaimer

Please read the seller's responsibilities and instructions carefully. By submitting your registration, you agree to the responsibilities and instructions outlined below. LAPOM, including each individual member, is not responsible for lost, misplaced, or stolen items. You are selling at your own risk. For safety reasons, no children allowed.

Liability Statement: By registering for the sale, the SELLER agrees to assume the responsibility and legal liability for their personal items to be sold at the event, and to abide by all the Conditions, Rules and Regulations printed below on the Agreement. Upon acceptance of this Agreement by the LIVINGSTON AREA PARENTS OF MULTIPLES (Hereafter referred to as "LAPOM"), the SELLER agrees to indemnify, defend and hold harmless LAPOM from any and all claims for bodily injury or property damages that may arise out of or in connection with this Agreement and use of the subject premises. Failure to comply with any or all of the above stated rules will result in the inability to sell in LAPOM sales.

Seller Responsibilities

As a seller, you are required to do the following:

- Pre-register online at www.lapom.org to ensure that there is enough space available and to avoid duplications in labeling. Do NOT begin labeling before getting your initials approved!
- Prepare all items prior to set-up (properly labeled and on a hanger).
- Attend a sale training if you are a first time seller. If you're not able to attend, contact the President, Vice President or Sale Chairperson to arrange training.
- Set-up begins at 7:00AM and ends approximately around 10:45AM. Member shopping is from approximately 10:45AM to 11:45PM.
- Sale is from 12:00 to 4:00PM and everything must be cleaned up and out of the building by 6:00PM.
- Bring tape to re-label or re-price if needed.
- Sign out with the President, Vice President or Sale Chairperson before leaving the sale.
- If you choose, bring \$5 the day of the sale in order to cover lunch expenses.

Selling Instructions

You may sell gently used:

- | | | |
|-------------------------|---------------------------------------|---------------------|
| *Clothing (all seasons) | *Children Furniture/Equipment | *Toys |
| *Accessories | *Children's Books/Movies | *Shoes/Boots |
| *Maternity Clothes | *Pregnancy and Parenting Books/Movies | *Halloween Costumes |
| *Snow gear | | |

*Please separate your outerwear attire = spring/fall jackets, rain coats, rain pants, costumes, and bathing suits
- IT WILL BE HUNG SEPARATELY-*

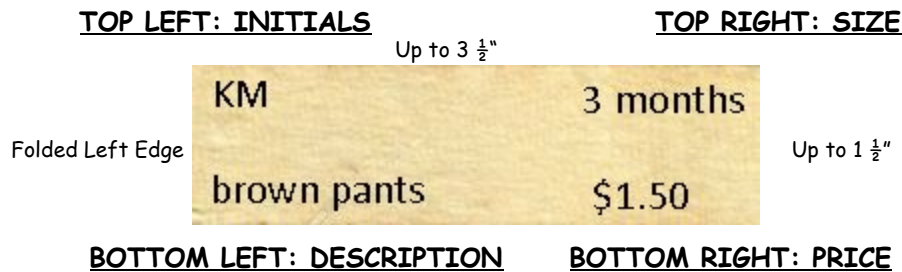
You may NOT sell:

- *Drop-down cribs or any crib manufactured prior to July 2011 (it's illegal).
- *Expired car seats - label the expiration date somewhere visible
- *Items that are dirty, stained, have holes in them etc. They will be pulled.
- *Stuffed animals unless widely popular characters (Olaf, Mickey, Pooh – must be in good shape)

Labeling Instructions

- See the video in the Mom2Mom Discussion Sale group on Facebook for tips and instructions on labeling.
- All items must be labeled with fresh lightly colored masking tape and no larger than 3 ½" x 1 ½".
- Printed labels are fine, but canNOT be clear.
- **FOLD UNDER the LEFT END of the tape**, so the tag is easily removed when purchased.
- If you tag plastic bags (filled with toys, socks, etc.) please place a piece of tape onto the baggie, THEN place your label on top of that tape to prevent the baggie from getting ripped open or falling off your tag sheet.
- Label tags with ACTUAL size. If it fits smaller or larger- you can put it in the description.
- Sizing is 0-3, 3, 3-6, 6, 6-9, 6-12, 9, etc. (basically, what's on the tag)
- Do not combine 24 month and 2T items - they are separate sizes.
- All clothing must be on hangers. (The open part of the hanger should face the LEFT- a backwards "c").
- Any item that can be on a hanger should be (blankets, sheets, etc.)
- Items must be priced in 50¢ increments with 50¢ being a minimum price. Bundle items together if you feel 50¢ is too much. **Any item not priced correctly will be donating the extra to LAPOM.**
- *If you have sold in previous sales, PLEASE take a minute and peak through your clothing bins to ensure clothing sizes are organized as they should be and in the correct bins.*

*****Follow the example below and be especially careful NOT to mix up the size and price as it may cost you money. If your tags are not done correctly, your items may be pulled. *****



Instructions for Sale Set-Up

- **Unloading begins by 7:00AM and clothes are the first to be unloaded.**
- Place your clothing in the box labeled with the correct size and gender. **DO NOT HANG THEM.** If you have an entire box/bin with just one size, you may place the well-labeled bin with the coordinating size box. (Please be sure the box is in fact ALL one size).
- Unload your totes a few at a time, returning empty totes to your vehicle to avoid crowding.
- When all set-up is completed, announced by Sale Chairperson, member shopping may begin. Anyone assisting with setup may shop for free.
- Each member is allowed 2 guests to shop between 11:00AM and 12:00PM for \$1.00. There will be a sign-in sheet.

Instructions for Sale

- Workers are expected to arrive 15 minutes **prior** to their shift time and be **ready to work** when shift begins.
- No DEALING or BEST OFFER pricing.
- Do not change prices, **REPLACE ENTIRE LABEL.**
- **ANYONE WHO ARRIVES LATE OR LEAVES DURING THEIR SHIFT WILL LOSE OUT ON THEIR PERCENTAGE DISCOUNT. IT WILL AUTOMATICALLY REVERT to 15%.**

After the Sale

- Unsold items must be removed immediately following the sale. Anything left behind will be donated.
- Hangers will be randomly distributed after cleanup is complete. Be sure to take some for the next sale.
- Cleanup is a joint effort. It is finished when all items have been sorted to sellers, club items have been loaded into designated vehicle, and the rented space is back to pre-sale condition - tables and chairs back where they belong.
- Sign out with the President, Vice President or Sale Chairperson before leaving the sale location.
- **WE MUST BE OUT BY 6:00PM!**
- Signs must to be picked up by Sunday night to prevent theft, no exception! These signs are expensive and we lose some every sale. Also, do not pick up signs that have been assigned to another seller unless you have discussed ahead of time.

Drop-Off, Not Working the Sale

- Drop off clothes, with or without large items - must be dropped off **between** 7:30AM and 8:15AM and gone **before** 5:30PM = 20%
- Drop off large items only - must be dropped off **between** 7:30AM and 9:00AM and gone **before** 5:30PM = 15%
- You are expected to take your items to their respective location **before** you leave. There will be signs for everything, unless you show up before 7:30AM.
- Pick up is between 4:00PM and 5:30PM. We will do our best to have your items sorted together, but they might not be.
- Clothes - we will have 2 lines of clothes (1 girl 1 boy) with every size having its own sign and box. If your box/bin is all one size, you may leave the box/bin as is, filled. If it includes multiple sizes, please distribute them to their correct box.
- *Your boxes and bins must go with you. We do not have room to store them.*

Shift Options

- Shift A = Work 7:00AM - 1:30PM - all items must be gone **no later than** 5:30PM = 9%
- Shift B = Work 12:30PM - 6:00PM - all items must be dropped off **between** 7:30AM and 8:15AM = 9%
- Shift C = Work 12:00PM - 4:00PM - all items must be dropped off **between** 7:30AM and 8:15AM and gone **before** 5:30PM = 10%
- Shift D = Work 7:00AM - 4:00PM - items must be **gone** by 5:30PM = 8%
- Work the entire sale time from 7:00AM - 6:00PM = 6%

After the sale, join us for drinks/snacks so we can tally up how we all did!

Setup Job Descriptions

Clothes Hanging - Organized by gender and size. This job is done in pairs; one person is the lead hanger and the other is the collector/runner of the next box in line. Hanging begins at approximately 8:30AM.

Runners - People grabbing the boy/girl boxes needed next, directed by those who are hanging clothes. This job does not include actual hanging.

Large Items - Organize the large items by similarity. Set up pack & plays, open up strollers, etc. to display

Shoes - Organize by gender AND size

Toys - Organize by age and similarity. For example, all baby rattles should be on one end and older kid toys on the other. Be sure all items can be seen well and not stacked. Items that would do better in the bath/feeding area, please take over to those tables (teething rings, bath toys). Base it off space available.

Feeding/Bedding/Bath/Accessories - Organize by similarity, making sure all items can be seen. (i.e. items like teething rings, bottles, utensils, etc. are grouped together and layering hats is fine as long as all hats can be seen well.) Please scan the toys for any items that might do better on your tables (i.e. teething rings, bath toys). Do this based on the amount of space you have.

Books/Media - Organize by topic when possible. For example, all pregnancy books/media should be next to one another. After that, then by type (VHS, book, DVD).

Maternity - Organize by size and keep each rack arm only one size.

Winter/Swimsuits/Costumes - Each category has its own rack and organized by gender and size.

Towels/Blankets/Swaddles - Hung by similarity and then size

Signage/Table Covering - Hang up signs by the respective items and locations. Ex- Shoes, maternity, bedding etc.. May involve making signs for No Entry/Exit and using tape to create arrows to lead guests to the correct location. Please cover LAPOM tables with tablecloths (if used).

Entrance/Checkout Line/Cash Register - Have a table and chair set up at the entrance. Set up with cash register at end of the line and plan for spacing of 3 teams for checking out (3 large tables). Have a 4 large boxes available to throw hangers into and the plastic bags nearby. There should be a checkout line formed with tables/ropes.

Sale Job Descriptions

Large Items - You are responsible for a cash box at all times, never let it out of your sight. People who want to buy a large item needs to either carry it with them or buy it through you. We do not hold items, they must be paid for. If someone wants us to hold an item once its been paid for, a ticket is placed on the item and the other half is given to the buyer. If someone wants to negotiate an item, you may need to find someone on the floor to do so. However, please do not offer that option up to the buyer. There needs to always be one person located in the large item area. If you need money, see the Cashier. You will also be responsible for the area near the hallway doors to make sure no one is entering. If they enter, they must pay \$1 each. Be sure there are signs on each set of doors that say "NO ENTRY" on the outside and "NO EXIT" on the inside. See the President, Vice President or Sale Chairperson if there's an issue.

Floor - Your job requires you to walk around constantly. It is understandable that you will run into someone you know, but you are expected to focus on what's going on around you to avoid theft. You are not allowed to shop at this time. Your job includes delivering messages between members, locating a member, grabbing the blue Ikea bags from the checkout line and delivering them to the checking area (check on periodically), and rehangng items. The isles of clothes should remain clear of clothes on the floor. Please be aware of all members who are working the floor with you so you are not all in the same area, spread out and rotate. ***Around 3:00pm, things start to slow way down. Please distribute among yourselves sections of the clothes for you to organize by seller. Do not move sizes. This allows us to quickly pack up our clothes when the sale officially ends.***

Floater - You are responsible for checking in on all of the shifts and communicating necessary information as needed. You are also the go-to person for questions and can delegate people on the floor to help in certain areas as needed. ***Around 3:00pm, things start to slow way down. Please distribute among yourselves sections of the clothes for you to organize by seller. Do not move sizes. This allows us to quickly pack up our clothes when the sale officially ends.***

Bake Sale - You are responsible for all transactions with the bake sale. Everything is \$1 unless marked otherwise. Please ask everyone if they would like to support our nonprofit group (or another group we might be supporting) by buying a yummy snack. If near the end of the sale, there is still a lot of treats, feel free to do buy 3 get one free.

Counter/Bagger - The counter collects the tape off each item and places it on the x-ray sheet, two columns (no more). Once the front side is filled, switch to another x-ray sheet. Do not put tape on the backside. The Bagger then takes the item and removes the hanger and bags it. Please encourage buyers not to help with the tagging process, but they are more than welcome to help with the hangers. When all of the tape has been collected, the Counter counts up the total and writes down the total on the tally piece of paper. It should be counted twice every time. If there are multiple x-ray sheets, multiple large prices along with multiple 50 cent items, it is suggested that it's counted the second time by another person. Once counted twice, it should be circled. (If counted twice and the totals don't match, have another person count for clarification (your Bagger, another Counter, or the Cashier if she's not busy). The tally paper is paperclipped to the x-ray sheet and given back to the customer to take to the Cashier. You will not be collecting money.

Door - Collect \$1 from every person attending the sale. Anyone 16 and older should be paying. No need to ask for age, make a judgement call. Never argue with a customer. If they don't want to pay for their child, let it go. If you need money, see the Cashier. If 2 people are working, one is to collect money and the other should be stamping and offering the blue bags for shopping. **Money collector must be a member**.

New Members - You are the go-to person for anyone that says they are interested in LAPOM. Please spend as much time with them as they need.