



MoMsMEGASale Rules and Guidelines

*****PLEASE READ CAREFULLY*****

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1. OVERVIEW

- The MoMsMEGASale is a collaboration between Chester County Mothers of Multiples Club (CCMOMC), MultipliCity – Delaware Valley Families of Multiples Club (MultipliCity), and Valley Forge Mothers of Twins and Triplets Club (VFMOTTC).
- The MoMsMEGASale will hold two consignment sales per year: Fall/Winter and Spring/Summer. The sale is conducted over a Friday and Saturday. The month and day to be determined by the availability of the sale location. The sale will be held from 10:00AM-1:00PM.
- The mission of these sales are two-fold;
 - To offer our club members the opportunity to earn money for their outgrown children’s apparel and equipment.
 - To serve as a fundraiser for each participating club.

Each club will earn 20% of their respective members individual profits.

2. SELLER ELIGIBILITY AND RESPONSIBILITIES

- Participation in the sale is open to CCMOMC, Multiplicity, and VFMOTTC members who meet all eligibility requirements. In order to sell, you are expected to:**



1. Have your membership dues paid in full for the current respective club year.
2. Register for the sale online at the respective club's clothing sale portal.
3. Read and sign the MoMsMEGASale Seller Agreement.
4. Have all inventory entered into MSM online software by 11:59 PM the Thursday before the sale. **All items MUST BE in clean, working condition.**
5. Ensure that your inventory is in compliance with MoMsMEGASale guidelines and policies.
6. Sign up for and adhere to the work shift(s) assigned to you on Friday and/or Saturday during the sale.
7. Know that only sellers or individuals who are scheduled to work a shift are eligible to shop on Friday evening.
8. Bring and set up your own items on Friday at the designated time.
9. Return to the sale at 1 PM on Saturday to collectively help remove ALL unsold items from the racks and retrieve your unsold merchandise. You will not be allowed to leave the premises until all inventory is off of the sales floor.

***If a seller defaults in any of the above responsibilities, the Sale Team reserves the right to refuse the seller's participation in future sales, and/or the Sale Team may retain a portion of seller's proceeds in extreme cases.**

3. REGISTERING FOR THE SALE

- Anyone who wants to participate must register for each sale. Please take the time to carefully read the MoMsMEGASale Seller Agreement before you agree to sell with us. You must type YES in the Seller Agreement to be able to sell.
- The sale is managed using a consignment sale software, My Sale Manager (MSM). The sellers are required to log-in, enter their items by size and description and include a price for their merchandise. MSM will then generate a price tag containing a corresponding barcode. In addition, MSM maintains the sellers contact information, enables the seller to sign-up for required work shift(s) and electronically sign the **Sellers Agreement**. Sellers are able to access MSM through each participating clubs website.

CCMOMC Members:

- Register for the sale on the club website, www.ccmomc.org
 - From the homepage, choose the "CLOTHING SALE" >>"CONSIGNORS"
 - Make a selection from the list provided. This will take you to MY SALE MANAGER (MSM). If you've sold in the past, select "Returning Consignor." Your log-in username is your seller number and password as you have set previously. Follow prompts provided if information is needed.
- If you are new to selling select "NEED A CONSIGNOR NUMBER?"



MULTIPLICITY Members:

- Register for the sale on the club website, www.multiplicityclub.com
- Once you are logged in, from the homepage, choose the "NEWS" >>"SALE"
- Make a selection from the list provided. This will take you to MY SALE MANAGER (MSM). If you've sold in the past, select "Returning Consignor." Your log-in username is your seller number and password as you have set previously. Follow prompts provided if information is needed.
If you are new to selling select "NEED A CONSIGNOR NUMBER?"

VFMOTTC Members

- Register for the sale on the club website, www.vftwins.org
- From the homepage, click on the "CLOTHING SALE" tab >> at the bottom of this page click "SELLERS, PLEASE VISIT THE CLOTHING SALE PORTAL HERE." This will take you to MY SALE MANAGER.
- Log in: Your USER ID is your Seller number. Your PASSWORD is the last four digits of your phone unless you have changed it. Follow prompts provided if information is needed.

New to Selling?

- If you are new to selling > Once you are on MY SALE MANAGER (MSM) from your club's website. Click on "NEED A CONSIGNOR NUMBER?" and following the prompts provided.
- When registering, all sellers should verify that their contact information in My Sale Manager (MSM) is accurate and up-to-date. All sale correspondences will be sent to the E-mail address provided. Following the event, sales checks will be mailed to the postal address in My Sale Manager (MSM).
- **PLEASE NOTE:*** *My Sale Managers' database is independent of CCMOMC, MULTIPLICITY and VFMOTTC's member directory. Changes made to each clubs directory will not automatically reflect in your My Sale Manager account.*

4. THE CONSIGNMENT HOMEPAGE

- Register for Our Upcoming Sale:** Do this first! Take the time to carefully read the **Seller Agreement** before you agree to sell with us. You must type YES in the Seller Agreement to be able to sell.
- Un-register for Our Upcoming Sale:** If you need to cancel your registration, your inventory will remain in the database for future sales.
- Update My Account Information:** Verify your contact information and please include a valid email address.



- ❑ **Volunteer to Work:** Sellers must work a sale shift. You will be notified when Work Shift sign-ups are available and they are on a first-come, first-served basis.
- ❑ **Work with Consigned Inventory:** Make your barcoded price tags here!
*Note: it is not necessary to reprint your tags for each sale.
- ❑ **View/Approve Seller Agreement:** This step is part of the registration process, but if you need to review it again, you can open it and review.

5. SELLER TAGS

- ❑ Tags are required for use on all sale items. There is no limit as to how many tags you are allowed to print for your inventory.
- ❑ Sellers print their own tags using the My Sale Manager software system. Please contact your club about tagging paper.
- ❑ Tag paper will be available for pick up at from designated members of your club or at general meetings before the sale. Their contact information can be found at the end of the agreement.
- ❑ The Sale Team suggests that sellers choose the "normal" print setting when printing tags. Other settings like "high quality" or "quick print/ink-saver" can make the barcode too light or too dark that the lines start to bleed together. If you need assistance printing tags, please contact a Sale Team member for assistance.

6. SUPPLIES AND TOOLS INVENTORY

- ❑ The following list of items are helpful to have while tagging your clothing and equipment. Please note hangers are REQUIRED, see below for further information.
 1. **Hangers:** (REQUIRED) Use plastic apparel hangers for clothing, hanging the items with the hook of the hanger resembling a question mark "?". All clothing, including pajamas and sleep sacks, must be hung on hangers. Small infant accessories, socks, and onesies are the only clothing items permitted in plastic bags. *Check with local retailers for hangers. Many will give them to you for free. (Old Navy, Wal-Mart, Target)
 2. **Tagging Gun and Fasteners (aka barbs):** (optional) This tool is available at Amazon and other retailers. *Please take note, while attaching garments with the tagging gun, pierce the garment through a seam OR the clothing tag. Not doing so will result in a hole in the fabric in the garment.*
 3. **Safety Pins:** If you choose not to use a tagging gun, you may use safety pins to attach tags to apparel and soft goods. *Do NOT pin garments to the hangers.
 4. **Tape:** Use clear packaging tape to attach tags to toys, equipment, and bagged items. Painters tape works well for books so the cover is not damaged. *Do NOT cover the barcode on tags when taping. These will NOT scan.



5. **Resealable Bags:** Use resealable bags to hold anything from puzzles to baby bottles to plain onesies. You can also use the bags to collect small pieces that go with toys. Zippered bags work well to keep loose parts to toys together as well.
6. **Zip-Ties, Rubber bands, String:** Use these as needed to tie down loose or mobile parts. Secure electrical cords safely. You can also use bands or string to tie books together to sell as one lot and to keep shoes together.
7. **Batteries:** Battery operated devices must be in working order. Check batteries to make sure the item works. These items sell better if people can try them before they purchase.
8. **Cleaning Supplies:** All items are required to be cleaned before they are sold.
9. **Plastic Storage Totes:** Storage totes are necessary to transport your merchandise. At least (2) totes are needed during clean up. All totes are required to have at least your seller number on them. All totes are to be stored in your vehicle until the end of the Sale.

7. SAFETY NOTICES

PA Bedding and Upholstery Law Act 249

- This law requires all re-sellers (consignments, thrifts, auction houses, etc.) to obtain a permit and sanitize all upholstered and bedding products (anything with more than a single-layer of fabric) offered for sale. *Note: If you are not sure, SPRAY IT.
- Affected items include, but not limited to: crib mattresses, changing pads, rocking chairs, high chairs, hampers with upholstered seat tops, baby carriers, car seats, strollers, Pack-n-Play portable beds, swings, bouncy chairs, exersaucers, and activity floor mats. Items with a white materials tag fall under this law. TOYS are not part of this law. ***These items need to be Re-Sanitized at each sale. Sanitation tags differ from each sale and are REQUIRED to be updated.**

PLEASE NOTE: The MoMsMEGASale will not sell the following bedding items: quilts, comforters, crib bumpers.

Car Seat Resale Regulations

- All car seats must abide by the Pennsylvania regulations for car seat resale. The manufacture date is underneath the seat with the serial number. Car seats which have been involved in a car accident may not be resold. Car seats should be in clean and in excellent condition. Inspect the belts, fasteners and clips carefully. Most car seat covers and belts can be removed and laundered.

Consumer Product Safety Improvement Act (Effective 02/10/2009)

- Sellers must agree to not knowingly sell products that exceed lead limits set by the CPSC or to sell recalled products. REFER TO SELLERS AGREEMENT.



CPSC Crib Safety Standards (Effective June 1, 2011)

- Traditional drop-side cribs are PROHIBITED.

8. GENERAL COMPLIANCE RULES

As a registered seller, you are expected to:

- Check the Consumer Products Safety Commission's (CPSC) website (www.cpsc.gov) to make sure none of your items have been recalled.
- Attach/install any "fix-it" kits available for any items that require them, in accordance with the CPSC. Make a note on all tags of any items that have the "fix it" kit installed or attached.
- Understand that drop side cribs are PROHIBITED.
- Understand that car seats must abide by the Pennsylvania regulations for car seat resale.
- Understand that booster car seats must abide by the Pennsylvania regulations for booster seat resale.
- The MoMsMEGASale is working to be in compliance with Pennsylvania's Act 249, a law that requires padded or upholstered items be treated with a State approved sanitizing spray before they can be sold secondhand. As a seller, you agree to follow the process that the Sale Team will put into place regarding Pennsylvania's Act 249. You will also acknowledge that the Sale Team will acquire the spray and necessary tags to label items and sanitize them.

9. WORKER REGISTRATION

- On a date to be determined sellers may sign up for a work shift once they have registered for the sale. Sellers can select a work shift by accessing the My Sale Manager page.
 1. Work shifts are available on a first-come, first-serve basis. It is best to register early to obtain your preferred shift.
 2. Work shifts are available for Friday and Saturday of the sale. A description of available work shifts can be viewed on the My Sale Manager page, under the heading "Work Shift Descriptions."
 3. Setting up your own items and/or assisting other members with their set up on Friday evening does not qualify as a "Shift."
 4. All workers MUST sign in or out at the membership table to show fulfillment of their required work shift. Sign in/out times will be noted and used to determine if a fine for late arrival/early departure is warranted.
 5. Not working a complete shift (showing up late or leaving early) will result in a \$25 fine against your sale proceeds.
 6. Sellers may opt to have their spouse or another substitute work their shift if necessary. Arrangements must be made in advance with a member of the Worker/Seller Committee.



Sellers will be held responsible if their substitute does not comply with work shift requirements.

7. **Members who are working may NOT bring their children under the age of 12.** (this includes ALL shifts on Friday and Saturday)
8. There are a limited number of spots available on a first come first serve basis to waive your requirement to work a shift. Refer to the Sellers Agreement for this information.

****Additional shifts may be added as necessary. Times of shifts are subject to change at the discretion of the Sale Leadership Team. ****

10. MERCHANDISE GUIDELINES

The merchandise featured at the sale generally falls under the following headings.

- Girls and Boys clothing from preemie up to size 16/Infant/Toddler clothing: 0 – 24 months
 - o NOTE: There is a difference between Size 2, 24 Months, and 2T, etc. Size these items accordingly.
- Infant/Toddler/Children's Shoes: Up to children's size 13/Youth size 7 (*See Appendix A for sizing assistance if needed*)
- Maternity Clothing & Accessories
- Nursing/Feeding Supplies
- Children's Bedding/Décor *Check guidelines in Section 7
- Children's Furniture (Bassinets/Mini Cribs, Pack n' Plays, Cribs, Toddler Beds, Changing Tables)
- Baby Gear (Car Seats, Strollers, Swings, Highchairs, Bouncers, Exersaucers, Carriers and Accessories)
- Toys, Bikes, Ride-Ons
- Children's DVDs and Blue-Ray (We no longer accept VHS tapes)
- Books: Kids, Pregnancy, and Parenting Books
- The Sale Team has final say on what is and is not appropriate to be included in the sale. If sellers have any questions about the eligibility of an item, they should ask a Sale Team Member.
- The Sale Team will remove any and all merchandise from the sale floor that does not meet the following guidelines. ***Sellers with 10 or more items removed from the sale floor will be fined \$25.***
 1. Clothing items are REQUIRED to be laundered and stain-free. Toys and all other items are REQUIRED to be wiped down before being placed on the floor.



2. Toys and other merchandise are REQUIRED to be clean, must be complete and include ALL pieces unless specifically noted on the tag. Missing pieces should not interfere with the items' primary function.
 3. Stuffed animals are not prohibited unless they are educational or have a dual function (talk, play music, etc.).
 4. All electronics are REQUIRED to have batteries allowing shoppers to verify that the item is operational BEFORE purchase. If any part of an item is inoperable it must be noted on the sale tag and not interfere with the product's primary function.
 5. Car seats are REQUIRED to be clean and abide by the Pennsylvania regulations for car seat resale.
 6. Sellers are not permitted to knowingly or unknowingly sell a recalled item unless the manufacturer fix has been applied. A list of recalled items can be found on the Consumer Product Safety Improvement Act website at www.cpsc.gov.
 7. All apparel and accessories must be seasonally appropriate. Anything deemed seasonably inappropriate will be pulled from the sales floor.
- Acceptable Items: below is a guideline of what items are acceptable at each sale. The list is not exhaustive, so the committee suggests using fabric weight and color as a guide. Heavier fabrics like corduroy and wool tend to be more appropriate for the Fall/Winter, whereas bright colors and lightweight clothing tend to suit Spring/Summer. If sellers are unsure about an item, they should ask a member of the Sale Team. The Sale Team has final say on what constitutes "off-season".

Fall Sale

- Winter jackets, hats, gloves
- Snow boots and fashion boots
- Halloween costumes
- Holiday and special occasion apparel
- Fleece pajamas
- Long Sleeve Shirts/Long Pants

Spring Sale

- Swimwear
- Sandals, flip-flops
- Shorts/tank tops/t-shirts
- Long sleeve dress shirts/special occasion
- Light sweaters/sweatshirts/jackets
- Lightweight pants/ Lightweight pajamas



Organizing Your Items:

- Up-sell with coordinated outfits! When pairing tops and pants on a combo hanger, you can use safety pins or plastic tagging fasteners through the seams to make sure they aren't pulled apart or fall to the floor. Add the number of items to your tag description (ex: Skirt and Top, 2 pcs. or Set of 2). *DO NOT COMBINE OUTFITS OF DIFFERENT SIZES – EXAMPLE 24 MONTH TOP WITH 2T PANTS OR 4T TOP WITH 3T PANTS. ALL OUTFITS MUST BE OF THE SAME SIZE.*



- If you have multiple items of the same size (e.g., “sleepers” size 18m), you can enter the item description and size once and select a quantity >1. A separate price tag will print for each item.
- Combine inexpensive items and sell them as a unit. Ex: 3 books for \$1 or 3 onesies for \$1. Package like items in plastic sandwich bags and tape the tag to bags.

11. WORKING WITH CONSIGNED INVENTORY

Each of these activities may include additional menu pages or instructions. We feel that the system is fairly straightforward and may not need detailed documentation. Feel free to email a member of your Sale Team directly with any questions.

- To add new items, click Work with my Consigned Inventory (ACTIVE).
- The MSM system is loaded with many categories. Select the category that best describes your item.
- Select a size. When entering items that do not have a size, choose “Leave Blank” or “See Description”.
- Enter a description (1 or 2 lines). The second line is good for descriptors like “GAP”, “set of 2”, “NWT”.
 - Enter a price at whole-dollar or 50-cent increments (The minimum price is \$1.00). Price equipment 1/3 the original price. Consider what you might pay to buy it used—price it to move.
- Enter the quantity. For multiple items of the same size, enter the item description and size and change the quantity. (Ex: Sleepers, size 18 mths, qty=6) A separate price tag will print for each item. Never photocopy.
- We are not offering Discounts. Leave blank.
- Select Donate (optional) - The optional Donate checkbox allows you to mark items for donation. In the event that items do not sell, you can use this as a reminder of items you would like to place in the donation bins. Your items will not be donated for you. You can view your donations online in MSM.
- Click on Submit Item.

*****When selecting the category “MISCELLANEOUS” it is necessary to use a description. This helps the committee correctly layout the space for the needs of each sale. (example: “Category: Miscellaneous > Description: Nursery”)***

ACTIVE vs. INACTIVE: Items marked ACTIVE can be sold at the upcoming Sale. Only seasonally-appropriate items should be active for the sale; this makes a HUGE impact on our space planning. If you are entering items for future sales, mark them as INACTIVE.



- Select the seasonal items that you want to bring to the sale again. (Do not reprint these tags unless you edit the item.) Do not choose activate ALL.
- Click the Make Inventory Active button.
- Click "I'm finished for now" to Return to the Work with Consigned Inventory Homepage to Print ALL or Print Selected tags.

12. TAGGING MERCHANDISE

- All items must be priced in 50 cent increments. (For example, \$1.50, \$8.00 or \$17.50). **The minimum price for an item \$1.00**
- Individual sellers set their own prices. The price you set should depend on the quality and condition of the item.
- If at any time during the sale you wish to mark down your items, you must use a red pen to cross out the original price, write in the new price, and initial your markdown. The cashiers will not accept markdowns that are not completed properly.
- Tags must be securely fastened to all sale items. Any item that comes to the register without a tag will NOT be sold. "NO TAG, NO SALE"
- Make sure tags are securely fastened to the item and not the hangers in case the clothes fall off. Be sure to fasten the tag to the front and preferably top half of a garment so it is easily visible.
- Tie shoes together with strong string or use a tagging gun for fabric shoes. Tape the price tag to the sole of a shoe. Do not use shoeboxes. *Shoes must be cleaned and in excellent condition.
- When fastening tags to an item placed in a bag, staple, tape, or safety pin the top portion of the tag to the outside of the bag. Tags that are enclosed inside a bag may be missed at checkout.
- Before arriving at the sale, organize your clothing and shoes by gender and size as this is how they are displayed at the sale. You can rubber band hangers by size to streamline set up. This will expedite getting your merchandise on to the sale floor on Friday evening.

13. PRINTING TAGS

- If you do not have access to a quality printer, tags can be printed for you. Email the Sale Team for information. **The deadline for tag printing is (1) week prior to the evening of setup, (AKA. The Friday before the sale)**
 1. Use only the card stock provided by your Club.
 2. Print your tags can be printed all at once or in groups.
 3. The page format prints 10 price tags per page.
 4. Always test print one page on paper first. Be sure the barcode prints clearly — smeared ink may result in scanning problems at checkout.



5. Inkjet printers might put out too much ink; reduce the print quality to Draft mode to lighten the ink.
6. Inkjet printers that are low on ink may not print dark enough; make sure you have good clear output.
7. The tag layout is optimized for Internet Explorer browser. If you're using a different browser (Chrome, Safari etc.) and your tags print to two pages, adjust your printer settings to remove headers/footers, OR try switching browsers (ex. Internet Explorer vs. Chrome)

14. NO CHILDREN AT SALE

- While the Sale Team recognizes the challenges of arranging for childcare coverage during your time at the sale, it is your responsibility to make appropriate arrangements during the sale. If children are brought to the sale floor during a time other than non-selling Member Shopping, you will be asked to leave and the appropriate fine will be charged. This is for your children safety.

15. SALE CHECKS

- Checks will be available approximately one week following the sale. These checks will be mailed to you using the member information in My Sale Manager (MSM).
- Messages regarding distribution of sale checks will be posted on the member forum or communicated via club e-mails.
- Checks not cashed within 90 days will be VOID.

16. REFUNDS & DEFECTIVE MERCHANDISE

- All items are sold "As-Is." All sales are final** unless the item in question is in direct violation of the sale guidelines. These instances are evaluated on a case-by-case basis and must be brought to the Sale Teams attention by midnight on the Tuesday following the sale. The seller may be subject to a \$25.00 fine at the discretion of the Sale Co-chairs.

17. CONTACT & INQUIRIES

***All clubs can utilize the closed Facebook page for the sale. Check frequently for questions/comments/tips and tricks. -<https://www.facebook.com/groups/945946818879087/>**

Information regarding the sale is available via the following channels for CCMOMC:

- <http://www.CCMOMC.org> for basic sale info, FAQs, sale guidelines, and access to My Sale Manager.
- E-mail - ccmomc.org@gmail.com
- Reach out via the club's closed Facebook group



Information regarding the sale is available via the following channels for MultipliCity:

- On www.multiplicityclub.com there will be a link to access My Sale Manager.
- Visit www.multiplicityclub.com to view or post questions on the Sale Forum. You can also use our club Facebook page.
- Sale@multiplicityclub.com to contact the Sale Team directly.

Information regarding the sale is available via the following channels for VFMOTTC:

- www.vftwins.org for access to My Sales Manager reach out through Facebook under the "Contact Us" tab.
- www.BigTent.com to view or post questions or concerns on the forum
- Contact Christi Foster @ boilergirl79@gmail.com.

Thank you for your Participation!!



*Updated 01/2018

Appendix A Sizing Assistance

KIDS SHOE SIZING CHART



	Age	US size	EU size	Insole (inches)
Infant	0 - 4 mos	0	16	4.21
	6 mos	1	17	4.49
	8 mos	2	18	4.72
	10 - 12 mos	3	19	5.00
	1	3.5	20	5.28
	1.5	4	21	5.51
	2	4.5	22	5.83
Toddler	2	5	23	6.02
	2.5	6	24	6.30
	3	7	25	6.57
	3.5	8	26	6.85
	4	9	27	7.13
	5	10	28	7.40
Children	5	11	29	7.64
	5.5	12	30	7.91
	6	13	31	8.15
	6.5	1	32	8.43
	7	2	33	8.66
	7.5	3	34	8.94
	8	4	35	9.17
	9 to 10	5	36	9.45
11 to 12	6	37	9.72	

THIS IS A GENERIC SHOE GUIDE AND IS NOT AFFILIATED WITH ANY ONE BRAND OF SHOES