

METRO-EAST MOTHERS OF MULTIPLES GENERAL RULES FOR SEMI-ANNUAL SALE

Selling:

- Members (dues paid and in good standing) are allowed to sell.
- You could lose eligibility to participate in future sales if the following rules are not followed.
- Anything related to children can be sold: baby equipment, strollers, high chairs, car seats, children's clothing, toys, videos, games, books, maternity clothing, etc.
- Each article of clothing must have a price tag. Hang clothes with the hook towards the right shoulder of the garment. Place the tag on the left shoulder. Diagram shows the correct way to tag an item.
- Please be sure that your clothing items are clean and in good condition. Please be sure to check each garment for holes, stains, tears, missing buttons, broken zippers, etc. If your item has a small tear or any of the above, it **MUST** be noted as such on the tag and priced accordingly.
- Multi-pieced outfits need to be safety pinned together. Also, note on the tag that it is a multi-pieced outfit.
- Twin items can be sold together. Hang the items on the hangers; fasten together with twist ties or rubber bands. Do not tape the hangers together. The price on the card should reflect total price for both items. Different size twin items can be sold together, but the card must state "Different Sizes." Label the card "Do not separate."
- We will no longer sell used pacifiers, bottle nipples, sippy cups, or underwear/training pants.
- Equipment **MUST** be in safe, usable condition and assembly instructions, warranty/recall information should be attached. All hardware must be securely attached to cribs. All car seats must have all straps and buckles. All strollers and pack-n-plays must have instructions for setup/collapse. If you have had an item repaired due to recall, please note that on the card.
- Layette items should be placed in a ziplock bag with the card inside the bag. If the item is too big for a bag, safety pin the card to the item or place the card in a ziplock bag and attach the bag to the item.
- Shoes, boots, and sandals can be sold only if they are clean and in good condition. Place the shoes in a ziplock bag with the card in the bag or safety pin the card to the item. If the shoes are too big for a bag, tie them together or fasten with safety pins.
- Stuffed animals will **NOT** be allowed. Baby dolls will allowed only if they are completely washable and in good condition.
- Children's books and videos need to be placed in a ziplock bag with the card in the bag. If the item is too big for a bag, place the card in a ziplock bag and tape it to the item.
- Board games can be sold only if all the pieces are included.
- At the Spring sale, only spring and summer items are to be sold. At the Fall sale, only fall and winter items are to be sold. Jeans, capris, sweats, and short sleeve shirts can be sold at both sales.

Pricing

- All items must be marked prior to bringing them to the sale.
- Prices should be in quarter increments.
- If you make an error on your card, please re-write the card. Do not use white-out or scratch out the price.
- Do not use dollar signs or cent signs.
- If an item does not have a price, the unpinning team will assign a fair price.
- The proceeds from any item missing the seller's name will be donated to the club.

- White 3x5 index cards must be used. Please do not use different size cards or sticky backed cards. Make sure your cards are neat and legible.
- The selling card MUST have: Seller name in the top left corner. Size of item in the top right corner. Description of item in the center. Do not Separate in the bottom left corner, if applicable. Price in the bottom right corner. See diagram.
- When marking the size of the item, please do not use small, medium, or large. Instead, use a comparable numerical size.
- When hanging pants, they should be hung so that the entire front of the pant is shown. Therefore, safety pins will be attached to the right and left hips of the pants to the top of the hanger. Also attach the pants to the top of the hanger so that they don't slip to one side. Please do not fold pants over the hanger.
- Please do not use stick pins or tape on your cards. Safety pins 3/4 inch in length or longer will be allowed. Do not use the tiny pins.

Seller Fees

- All sellers will be charged a \$15 fee to participate
- An additional 5% fee will be charged on sales over \$200.00.
- The selling fees will be deducted from your check.
- The treasurer will mail you your check as soon as she is able. Please do not call unless it has been over a month since the sale.
- All fees are deposited in the club account to help cover expenses.
- The club will NOT be responsible for lost or stolen items.
- If the member does not follow the rules, a chairperson will give that member a warning. A \$10 penalty will be deducted from your check for warnings. If a member receives a warning at two consecutive sales, they will have to sit out the next sale.

Miscellaneous

- Sellers should bring a self-addressed stamped envelope with them on Friday night. This will expedite the process of mailing out sale checks.
- Everyone selling MUST work either the set-up or the take-down. There will be a sign-in sheet with the chairwoman, when you arrive see her first to sign in. We will unload cars in the order people have signed the sign-in sheet.
- A chairwoman has the right to pull any item(s) from the floor she feels does not follow the policy rules and guidelines.
- For the safety of everyone, children of the workers are not permitted during the set-up or during the sale.
- We ask that all workers have their items paid for and put in their vehicles by 8:00am. Any items not paid for will be put back on the racks. All workers should be at their station before the public enters the sale at 8:00am.
- After the sale everyone should help sort sale items by seller's name. No one on take down is to load their own things before everything is sorted, the racks are down and loaded on the truck, and all tables and chairs are returned to their original places.
- After the U-Haul truck leaves with the racks, members can back their vehicles up to loan their items.
- Those on take-down, plan to stay until everything is down and cleaned up.
- If you wish to donate any items, Pregnancy Care Center will take any clothing item under size 3, as well as maternity and layette items.
- Every seller must attend the mandatory sale meeting prior to the sale.
- All workers are asked to wear a red shirt.

- Put your name on your tubs AND lids in case we use them during the sale.
- Bring any extra card tables you have.

Time Schedules

Friday:	5:00pm-6:30pm	Set-up team for racks and tables
	6:30pm-8:00pm	Seller set-up
	8:00pm-9:00pm	Seller shopping time (no guests)
Saturday:	6:00am-7:00am	Seller Set-up
	7:00am-8:00am	Members and guests begin to shop Any member may bring 1 guest to shop with them.
	8:00am	Open to the public
	12:00pm	Sales closes. Take down team begins.

Friday night shoppers are asked to pay with checks only. We will accept cash or checks on Saturday. Admission is \$1 per person above the age of 12. Member guests must pay before shopping. Members do not pay the admission fee.

Please help us uphold our good reputation by only selling items in good condition at fair prices. Please have patience with everyone and remember we are all busy moms volunteering our time. If we all work together we can continue to make our sale a success for everyone. Please call us with any questions.

Natalie Bumann (618) 758-3057
 Karol Reis (618) 622-9315

Sample of Seller's Card

Name of Seller Size

Description of item
 Boy, Girl, or Boy/Girl

Do Not Separate Price
 (if applicable)

