**MCPOM Semi-Annual Equipment Exchange-**

**Spring Sale 2020**

**March 21, 2020, Roberto Clemente Middle School
18808 Waring Station Road, Germantown MD 20874**

Twice a year MCPOM organizes a giant consignment sale with over 600 shoppers!  It is a great opportunity to sell your used toys, equipment and kids’ clothing and an excellent place to pick up everything you need to get you through the next season. Questions?  Email sale@mcpom.org.

Important Information

* All sale tags must be barcoded using the My Consignment Manager (MyCM) system.  Accurately categorize your items in the MyCM system; we use these counts for purposes of ordering racks and tables to display the items and planning space for effective selling!
* **MyCM will be CLOSED to entry of new items at 9am on Friday, March 20, 2020.**You can still print tags after this time but will not be able to add or edit inventory.
* Please remember to **clean all of your items thoroughly.** Items for sale that are dirty or damaged will be **rejected** and disposed of at the discretion of area captains.
* Pay careful attention to how you price your items. Traditionally, items priced significantly higher than these guidelines fail to sell.
* Due to the high amount of credit card fees that the club absorbs every sale, MCPOM will charge a $2.00 fee per transaction at the sale. We therefore encourage buyers to pay by cash or check to avoid this fee.

Instructions and FAQ

In order to make the sale run smoothly, we ask that each seller follow these guidelines with respect to drop-off, shopping and pick-up:

General and Pre-Sale

* ***In order to sell or shop during member shopping hours, membership must be current as verified through mcpom.org.***  Membership dues must be paid for the current club year one week prior to the sale, **March 14, 2020**, in order to sell items or shop before the general public.  Membership questions can be sent to Miriam Paska, Membership at miriampaska@gmail.com.
* ***What Can I Sell?*** Almost anything directly related to newborns, infants, toddlers and older children.  Equipment like strollers, bouncies, pack-n-plays and gliders sell very well. Toys (including ride-on-toys), books and videos are also great sellers.  We accept boys and girls clothing up to Junior and Young Men’s sizes.
* ***What Can I NOT Sell?***  We will not accept the following items for sale because they are particularly subject to recalls, do not sell well, are difficult to clean, are too easily broken and/or take too much room to display.  The following items should NOT be offered for sale:
	+ Breast pumps (NEW breast pump accessories in SEALED boxes or bags are acceptable)
	+ Mattresses
	+ Cribs including toddler beds
	+ Sleep positioners
	+ Items that are subject to a recall (see additional information below)
	+ Car seats that are past the manufacturer printed expiration date or were manufactured prior to October 5, 2013.
	+ Items that are broken or have missing pieces
	+ Items that are dirty, stained, or in poor condition
	+ Bedding items other than sheets for cribs and pack ‘n plays and breathable bumpers)
	+ Pregnancy books (parenting books are acceptable)
	+ Receiving blankets and towels
	+ Underwear
	+ Used pacifiers (new pacifiers in SEALED boxes are acceptable)
	+ Maternity clothes
	+ Stuffed animals
	+ Kids decorative items (lamps, wall hangings, picture frames, rugs)
	+ Cheaply made children's jewelry and flimsily made toys that are easily breakable into small parts (aka "dollar store quality")
	+ Items that are out of season:
* Snow Suits
* Snow Boots
* Snow Hats/Gloves/Mittens/Scarves
* Heavy Pants
* Heavy Long Sleeve Shirts
* Turtlenecks
* Heavy Jackets/Coats
* Snow Related Toys (Sleds Etc)
* ***Check your items for outstanding safety recalls.***In February 2009, new requirements of the Consumer Product Safety Improvement Act (CPSIA) took effect. Under the CPSIA, it is now unlawful to sell recalled products. The selling of recalled products can carry civil and/or criminal penalties. Accordingly, we require sellers to check the CPSC’s online database of safety recalls to make certain that products offered for sale have not been subject to recall.  The database is at <http://www.cpsc.gov/en/Recalls/> and can easily be searched by product type, description and company.

The CPSC has advised that particular attention should be paid to play yards (pack ‘n plays).  ***If you plan to sell a play yard, you will be asked to sign a disclosure form stating that you have verified it is not subject to any outstanding recalls***.

* ***Make sure to complete any necessary disclosure/waiver forms for car seat and play yards/pack and plays.***

Copies of all liability forms are provided at the end of these instructions.  The C**ar Seat Liability Release form** should be completed and attached to each car seat you are selling, and the **Play Yard Disclosure form** should be completed and attached to each play yard/pack ‘n play you are selling.

* ***Where do I get all of those hangers?***  Some department store kid’s sections will give you a bag of hangers if you ask them towards then end of the day (Old Navy, Target, and Carters are usually really helpful).  A dozen kid-sized hangers can also be cheaply purchased at the dollar store. Another option is to sign up to work the late shift on the day of the sale and pick up a bag of hangers at the end of the sale for use at the next sale. Also try Freecycle.
* ***Maximizing Proceeds:*** Button all the buttons! Tie all the bows! Snap all the snaps! Replace all the batteries! Appearance influences how quickly—and for how much—your items will sell. Try to make your items as appealing as possible. Spending a little extra time getting your items ready will make a HUGE difference on your income at the end of the sale.

VOLUNTEERING

* ***Benefits.***  In addition to the gratification of helping pull off one of the largest and most successful consignment sales in the area, benefits of volunteering include a higher percentage of the proceeds of their items sold if the volunteer signs up for a minimum 4-hour shift; earlier entry on Saturday morning (7:30 a.m. vs. 8:30 a.m.); snacks, meals and drinks while volunteering; and a fast-paced, fun day working side-by-side with fellow parents of multiples helping shoppers find everything they need for their infants and children.
	+ S**ellers who DO NOT volunteer for a minimum 4-hour shift at the sale will receive 60% of the proceeds from their sold items.**
	+ **Sellers who volunteer for a 4-hour shift will receive 70% of the proceeds from their sold items.**
	+ **Sellers who volunteer for at least 8 hours will receive 75% of the proceeds from their sold items.**
* ***Requirements.*** In order to receive the above volunteer benefits, members must commit to a minimum 4-hour volunteer shift Friday evening or Saturday during the sale.  There may be limited pre-Sale volunteer duties available for members who cannot volunteer Friday or Saturday, but such positions are available on an as-needed basis and are not guaranteed to be available every sale.  **Volunteers must be present for their entire shift**- if you arrive late or leave before the end of your shift without permission from the Volunteer Coordinator, you may be asked to make up the missed time or denied the benefits of volunteer status.  **Volunteering is limited to current MCPOM members; exceptions must be approved by the Sale Coordinator on a case-by-case basis.  Please send an email to** **sale@mcpom.org** **if you would like to request an exception.**
* ***Signing Up.***  We utilize the volunteer sign-up function within My Consignment Manager to allow members to sign up for a desired position and time slot.  The Volunteer Coordinator will notify club members through mcpom.org when the My Consignment Manager volunteer sign-up is available, typically a few weeks prior to the sale.  You may select any open slot(s) but please recognize that depending on response we may need to shuffle volunteers around to different positions as needs arise.  Please be flexible if you are asked to move to a different assignment and understand the complexity of organizing over 150 volunteers.  Members with special needs (e.g., expectant mother who needs a seated job) should contact the Volunteer Coordinator if they cannot find a suitable volunteer position on the My Consignment Manager system.  If you have questions about the different positions available or need assistance, contact Kate Tomes, Volunteer Coordinator, at katetomes24@gmail.com.

Shopping

* ***Early Bird Shopping.***  Sale Committee members who commit to attending all pre- and post-sale meetings and working all of Friday and Saturday (including checking out volunteers shopping at the 7:30am volunteer shopping time), are entitled to “early bird” shopping Friday night after set-up. If you are interested in serving on the Sale Committee for future sales, please send an email to sale@mcpom.org.
* ***Volunteer shopping time begins at 7:30am.*** Members who volunteer at least four hours of time to the Sale are entitled to shop at 7:30 a.m. on Saturday.  **Shopping during the volunteer shopping time is limited to one shopper per family unless multiple family members sign up for separate volunteer slots.**There is a maximum of two shoppers per family during the volunteer time regardless of how many family members sign up for separate volunteer slots.
* ***MCPOM members who do not volunteer can begin shopping at 8:30 am.***  Adults listed on mcpom.org may shop at this time.  Other family members (i.e., grandparents, aunts/uncles, cousins) and friends must wait to shop until the general public is admitted at 9:00 am unless special circumstances apply, and an exception is granted ahead of time. You may also purchase Priority Tickets for those friends and family.
* ***Friends and Relatives/Priority Tickets.***We encourage you to invite friends and relatives to shop the sale. All of your friends and relatives (including grandparents) are welcome to shop beginning at 9:00 am***.*  If you would like non-MCPOM members (adults not listed on your mcpom.org profile) to shop with members at 8:30 am, you may purchase a Priority Ticket for those individuals for $20/person.**Contact Joy McClure at fundraising@mcpom.org if you are interested in purchasing ticket(s) for non-MCPOM friends and family.  Purchases may be made on mcpom.org under spring consignment sale on the main page.  You must provide the individual’s name ahead of time so that it can be added to the entry list.  Tickets must be purchased no later than 5:00 p.m. on Wednesday, March 18, 2020 or until tickets are sold out.  **Tickets are non-refundable and non-transferrable once issued and must be in the name of the person to be holding the ticket, as identification will be checked.**
* ***Credit Card Fees.*** We strongly encourage you to pay for your items with cash or a check. MCPOM absorbs between $700 and $900 in credit card fees at each sale. To offset these fees, MCPOM will charge a **$2 fee per credit card transaction** at the sale.
* ***Fill-a-bag Shopping.***   Volunteers who work at least 8 hours and Sale Committee members are entitled to “fill-a-bag” shopping Saturday immediately following the time for sellers to pick-up their unsold/non-donate items. This shopping time allows eligible volunteers to shop from items left for donation after the sale ($20 for each Ikea bag).
* ***Special Circumstances/Hardship.***If you believe you have special circumstances that constitute a hardship (i.e. pregnant member on bed rest who would like to have mother or sister shop in her place), you may request an exception by sending an email to sale@mcpom.org.**All exceptions must be pre-approved** on a case-by-case basis so that the substitute shopper’s name can be added to the admission list ahead of time.  **Send request for exceptions to** **sale@mcpom.org** **no later than Friday, March 13, 2020.**
* ***Children and Strollers at the Sale.***Due to major space constraints and safety concerns, **YOU WILL NOT BE PERMITTED ONTO THE SALES FLOOR WITH A STROLLER*.***  Infants may be carried on your person in a Bjorn or other infant carrier, but strollers will be strictly prohibited.  The sale is a very chaotic and crowded experience.  We strongly encourage you not to bring your children to the sale.
* ***Hold Area.*****The hold area will only be accepting items the size of an exersaucer or larger.**  Shopping bags will be available to help you shop.  Once you buy an item, you must immediately take it to your car.
* ***Security.***MCPOM as an organization cannot guarantee the security of the items you are offering for sale. However, beginning with this sale, the organization will be paying for a security guard to be present at the Saturday sale. In addition, (1) all baby carrying devices (snugglies, backpacks, etc.) brought in by shoppers will be specially marked to help volunteers differentiate between items offered for sale and those brought in by customers, (2) All purchased items will be placed in sealed bags or, if oversized, a paid sticker will be affixed, and (3) no items will be allowed in the bathrooms.

Post-Sale

* ***Donating Unsold Items.***Items left at the end of the sale are donated to a charitable organization. If you choose not to donate unsold items, you must ***pick them up between 1:30–2:00 pm on the day of the sale.*** You will not be allowed to leave with your unsold donations prior to 1:30 p.m. as it leads to security problems and confusion.  Items not picked up by 2:00pm will be donated.  Donating any items that have not sold is easier on us and on you, and all items are tax deductible.  A donations tax receipt will be available on mcpom.org. It is the seller’s responsibility to locate and collect their own items they do not want donated.  Volunteers will NOT be available to help you located or carry any unsold items.
* ***Proceeds.***All sellers are charged $0.50 to cover the cost of mailing you your check.  Checks will be mailed within two weeks of the sale and are valid for six months following the sale.  Proceed checks are mailed to the address listed in your My Consignment Manager account.  **If your check is misplaced because your address in My Consignment Manager is not current, you will be charged a $25 fee to reissue the check.  No checks under $25 will be reissued.  Any checks not deposited within six months will be void**.
* ***List of Items Sold.***  Information on which items sold and which did not will be available after the sale on My Consignment Manager.  Notification will go out as soon as this information is posted to My Consignment Manager.
* ***Disputed Items.***  If, after reviewing your list of sold items, you believe that any item(s) marked “unsold” were, in fact, sold, the review policy is as follows: For **items priced over $5 and marked “NO” for donation**, we will reimburse you for disputed items if we cannot produce either the tag from the item (pulled from any items marked “NO” for donation but not picked up by 2:00 p.m.) or match it with a “missing/unknown” tag produced by a Sale Committee member after the tag fell off of the item.  However, as a general rule, **MCPOM limits reimbursement for lost items to 5 items and a maximum amount of $50.** Exceptions must be put before the Board of Directors for a vote. If the tag was lost and a “missing/unknown” tag made for the item, the seller will receive the amount charged on the “missing/unknown” tag. **We cannot reimburse for items priced $5 and under OR marked “YES” for donation.** **Reimbursement requests must be submitted to** **sale@mcpom.org** **no later than 10 days after settlement reports are posted.**

**Montgomery County Parents of Multiples Children’s Clothing & Equipment Sale**

**Member Form**

I affirm that every item of Clothing and/or Equipment I intend to sell at this sale is clean, in good repair, and has all of its pieces.  **Furthermore, I affirm that I have verified on the Consumer Product Safety Commission’s website (http://www.cpsc.gov/en/Recalls/) that none of the items I am selling are subject to safety recalls.**  I understand that I may not sell products that are likely to have unlawful lead content or are otherwise unsafe, e.g., children’s products that may contain lead, such as children’s jewelry and painted wooden or metal toys; flimsily made toys that are easily breakable into small parts; toys that lack the required age warnings; and dolls and stuffed toys that have buttons, eyes, noses or other small parts that are not securely fastened and could present a choking hazard for young children.

I understand that MCPOM reserves the right to reject any clothing or equipment from the sale if it does not conform to the conditions stated above and understand that MCPOM will dispose of the item if it is not marked as “Not Donated”.  I will not hold MCPOM liable for any clothing or equipment that is damaged or stolen during the course of the sale.

**I understand that I must pick up my unsold items not marked for donation *between 1:30pm and 2:00* pm on March 21, 2020.  I understand it is the seller’s responsibility to locate and collect their own items they do not want donated.   If my items not marked for donation have not been picked up by 2:00 pm, I understand that these items will be donated to charity.**

Check the box below that applies:

I have not volunteered to assist during the sale.  I will receive **60%** of the proceeds from the sale of my items in the form of a check from MCPOM in the next 2-3 weeks.

 I have volunteered for a minimum of 4 hours to support this sale; therefore, I will receive **70%** of the proceeds from the sale of my items.  I will receive a check from MCPOM in the next 2-3 weeks.

I have volunteered for 2 (two) 4 hour shifts to support this sale; therefore, I will

 receive **75%** of the proceeds from the sale of my items. I will receive a check

 from MCPOM in the next 2-3 weeks.

I have volunteered as a sales captain to support this sale and have worked the entire sale; therefore, I will receive **80%** of the proceeds from the sale of my items. I will receive a check from MCPOM in the next 2-3 weeks.

I have volunteered as a sale committee member to support this sale and attended the required meetings and the entire sale; therefore, I will receive **85%** of the proceeds from the sale of my items.  I will receive a check from MCPOM in the next 2-3 weeks.

**PRINT NAME:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHONE:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Montgomery County Parents of Multiples**

**Children’s Clothing & Equipment Sale**

**Car Seat Liability Release Form**

The National Highway Transportation Safety Administration recommends against the purchase of used car seats unless the purchaser knows the history of a car seat and can confirm that it has not been in a moderate or severe crash.   If choosing to purchase a used car seat, individuals should verify that the seat has not been in a moderate or severe crash and is not more than six years old.   Purchasers of used car seats should also verify that the seat has not been recalled and that it does not show signs of wear and tear, such as cracks, dents, tears or missing parts.  Risks inherent in purchasing a used car seat include, but are not limited to, injury or death due to unknown or undetected damage, improper installation, missing parts, or safety recalls.

**As Seller,** I affirm that the car seat I am offering for sale has not been in an accident and was manufactured after March 21, 2014 as indicated on the seat or has a manufacturer printed expiration date after March 21, 2020.

*To be completed by Seller*


**As Buyer,** I affirm that I am aware of the risks inherent in purchasing a used car seat and that I am purchasing such seat(s) voluntarily.  The car seat that I am purchasing from the Montgomery County Parents of Multiples sale is being sold “as is” and with no express or implied guarantee of the condition of such seat(s).  As such I will not hold the Montgomery County Parents of Multiples liable for the condition of the seat(s) or for any damages incurred as a result of the purchase of the seat(s).

*To be completed by Buyer*


**Montgomery County Parents of Multiples**

**Children’s Clothing & Equipment Sale**

**Play Yard Disclosure Form**

The Montgomery County Parents of Multiples Club (MCPOM) requires all sellers to check for product recalls before offering any items for sale at our semi-annual consignment sales.  Because the U.S. Consumer Product Safety Commission (CPSC) has advised resellers of children’s equipment to pay special attention to play yards for potential safety recalls, MCPOM requires additional information from members who wish to sell these items, as well as a signed statement verifying that the seller has made certain that the particular play yard is not on the CPSC’s list of safety recalls.

**MANUFACTURER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**STORE PURCHASED/CITY/STATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE PURCHASED (MONTH/YEAR):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As seller of this item, I have checked the CPSC’s database of safety recalls (available at http://www.cpsc.gov/en/Recalls/) and have verified that this item is not currently subject to any safety recalls.  If it was subject to a recall but I have taken proper steps to remedy the safety issue (e.g., installed new parts as issued by the company pursuant to the recall), I have made a note of this below and described the remedy taken.

□ This item is NOT subject to any outstanding safety recalls.

□  This item was subject to a safety recall but the following remedy has been taken pursuant to the CPSC’s requirements:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINTED NAME:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:**