Tagging and Pricing

* ***Sellers must tag their items using the My Consignment Manager system.*** Any items tagged otherwise will be rejected. All tags must have a barcode, so we can scan them at checkout. Go to <http://www.myconsignmentmanager.com/mcpom> to create your tags. All tags must be printed on WHITE CARDSTOCK, so items will scan at checkout during the sale. Detailed instructions on how to use My Consignment Manager can be found on www.mcpom.org. If you need help with My Consignment Manager, or do not have internet access and/or a printer to enter and print your tags, please send an email to suiejh@gmail.com to make arrangements for accommodations.
* **IMPORTANT: Do not hand write any information other than additional description on printed tags**. You CANNOT change the price of your item manually; if you decide to change the price you must change it in the online system and reprint the tag. Otherwise, when scanned, your item will ring up for the price originally put into the online system. Similarly, DO NOT WRITE over the barcode, which will prevent proper scanning. You may, however, hand write in additional descriptive information (e.g., “new with tags,”) in the description area as long as it does not interfere with the barcode.
* **How to tag items for sale**
	+ ***It is MANDATORY to attach tags to clothing with a garment tagging gun.*** Tagging guns and plastic barbs can be purchased cheaply at online sites such as Amazon and eBay. Tagging guns are very easy to use and cause less damage to clothing than safety pins, one of our biggest complaints from buyers. **Clothing items that are tagged with anything other than a tagging gun (i.e., safety pins) will be rejected and donated. They will not be returned to you and you will not receive sales credit for those items.**
	+ Clothing, including pajamas, must be on hangers and the garment card tagged to the **inside label** of the clothing. If the item does not have a tag inside the collar or waistband, the card may be affixed to the collar or seam (such as under the left arm) where the item will least likely be damaged by the garment tag. If the card is attached inside the garment, please carefully **pull the card to the outside** so that it is visible to shoppers on the outside of the item. All **hangers must be facing left**. **Clothing items that are tagged improperly will be rejected and donated. They will not be returned to you and you will not receive sales credit for these items.**

* + ***Matching sets:*** You can group clothing items in sets (e.g., matching shirt and pants)- just be sure that the items are securely attached or placed on a dual shirt/pants hanger and that the description indicates that it is a set of two, three, etc. While you can also pair matching twin outfits (i.e., 2 matching girls’ dresses), remember that not all of our shoppers are twin parents, and some may not want to purchase two of the same item. Please do not put two different twin outfits on the same hanger.
	+ For ***non-clothing items***, attaching tags can be tricky. **Cashiers must be able to scan your tag without destroying either the item or the tag. DO NOT USE TAPE TO DIRECTLY ATTACH THE TAGS** as the tape both obscures the barcode for scanning and makes it difficult- if not impossible- to remove the tag without damaging the barcode. **Place tags inside clear plastic bag and then tape the bag to the item.** Alternatively, punch a hole in the tag and use a string to attach tag to item (stroller, high chair, etc).
	+ For ***multi-part items***, place them all inside of a large clear container or bag and/or tie them together. Tags should have a written inventory as part of the item description (i.e. 6 pieces, desk and 1 chair, etc).
	+ ***Books*** sell well if you place them in a Ziploc bag with the price tag showing on the front of the book. The only tape that should be used on books is masking or painters tape, but make sure that the tag is affixed as masking tape tends to be less adhesive. Books on the same topic or for the same age range sell best as a set in the same bag (i.e. set of 5 fire department books). Books should be free of writing on the pages and should not have torn or missing pages. **Please note that we DO NOT accept pregnancy books as they have not sold well in the past. Parenting books CAN be sold.**
	+ ***DVDs, Video Games, and CDs*** must be in their original boxes. If these items are placed in bags or anything other than their original boxes, they will be rejected and will not be returned to you. ***We no longer accept VHS tapes as they do not sell well, and we do not have space for them.***
	+ ***Car Seats*** must have a liability waiver completed and attached to the tag of each car seat you are selling. Car seats must never have been in an accident, be no more than six (6) years, zero months old as measured by the manufacture date (typically found on the underside of the seat) and should not have any outstanding safety recalls. **Car seat manufacture dates will be checked and any seats more than 6 years old will not be accepted. Seats sold at the Spring 2020 sale must be manufactured after March 21, 2020. If no date is printed on the seat, we cannot accept it for sale.** The car seat form can be found in a separate document with our regular instructions. If you are selling a car seat and base together, tie them together and describe the package on the tag (i.e., 1 car seat + 1 base). We have many requests for booster seats, if you bring them they will sell.
	+ ***Pack ‘n Plays/Play Yards*** used to be quick sellers at the sale, however they did not sell well at the past sale due to lack of proper documentation. Buyers want to see what they are purchasing; however, due to lack of space on the sales floor buyers are unable to open the pack n’ plays. **Please include the instruction book that came with your play yard, placed in a Ziploc bag and securely attached to your play yard. If you no longer have the instruction book, please go to the manufacturers website and print a description with assembly instructions for the play yard you are selling. Also include a picture, either printed from the manufacturers website or taken yourself, of the play yard fully assembled so that shoppers can see what they are purchasing.** Please fill out the play yard disclosure form and turn it in to the table at the front door where you sign in as a seller.
	+ ***Gates*** must have all pieces/hardware securely attached. Place **hardware and assembly instructions** in a Ziploc and tie the bag very securely to the gate. Hardware frequently gets misplaced as shoppers are looking through the gates, and those with missing hardware do not sell, so it is in your best interest to secure the hardware, so it does not fall off of the gate and become misplaced.
	+ ***Puzzles and Games*** have lots of pieces. Please ensure that all the pieces stay together (i.e., tape the edges of the box sealed, tie all the pieces together, place in a Ziploc bag). Remember, if you brought the toy home to your kids and it was missing some pieces, how would they feel?
	+ ***Shoes*** should be tied together in some fashion if possible, with the tag attached or placed in clear **gallon sized Ziploc bags and tape the bag closed**. **No shoe boxes are allowed**; buyers need to see what they are buying, and shoes usually fall out of the box and get separated from their tag. Shoes are also often tried on, so attaching the shoes together or sealing the bag will ensure the pair does not become separated. My Consignment Manager will allow you to assign a shoe size. If they are wide/narrow/special, please make a note on the tag in pen. **Please check shoes to ensure that they are the same size and opposite feet! And please take time to wash/clean shoes as well as possible, dirty and shoes do not sell!**
	+ ***Accessories*** - onesies, hats and socks may be packaged in groups in plastic bags with the tag inside the bag (preferably affixed to one of the items).
* ***What happens if my tags fall off?*** Make sure your tags are securely attached. There are hundreds of people going through all of the merchandise. Items get pulled, jostled and, on occasion, tossed around. Volunteers working the sale are on constant lookout for tags that may have fallen off. Separated tags are posted in a central location near the cashiers. If someone finds an item without a tag, the lost tags are consulted, and items are matched according to the description on the tag. If no matching tag is found, a MCPOM Cashier Captain will create a tag for the item with an extensive description and sell it for what they deem to be a fair price. (These items will also be sold half-price at the end of the sale.) At the end of the sale, these lost tags will be compared against the remaining lost tags. Items will be matched whenever possible. If no matching tag is found, the seller will receive the price the Cashier Captain sold the item for, not the price they had listed on their original tag.
	+ Tip: The descriptions are what we use to reunite lost tags with items. **It is worth your time to ensure your tags are securely attached. We recommend writing detailed descriptions of your higher priced items (i.e., stroller color, make, and model or “red exersaucer with pink plastic teething flowers and stuffed bumblebee”).** However, it may not be worth your time to write detailed descriptions of every item you are selling under a certain (you decide) dollar amount.
* ***Pricing*:** You set the price of your items but keep in mind, if your item is priced too high, it will not sell. People will be looking for bargains, so the less expensive an item, the more likely it will sell. Any toys (particularly for non-infants), late-model baby items (strollers, high chairs, bassinets), and name brand clothing sell well, as long as they are reasonably priced and in good condition. High dollar items such as strollers, high chairs, large outdoor climbing items, ride-on toys, bikes, etc. will sell well at 50% or more of their current retail price. Brand name items may sell for more than similar items from less well-known brands. For the more expensive items, do some research on eBay or local consignment shops to determine what people are willing to pay second-hand. If you are selling a high price item that is in excellent condition, please package the item nicely and list the retail price of the item on your tag to help buyers justify the cost.