

Semi-Annual Used Clothing & Toy Sale

Vendor/Volunteer Rules & Guidelines

WHEN: Friday and Saturday, September 21st and 22nd, 2018

WHERE: Minto Armoury, 969 St Matthews

WHAT'S INSIDE:

- ✓ What to Know About **SELLING** at MBFOM Sales *UPDATE*
- ✓ What to Know About **BUYING** at MBFOM Sale *UPDATE*
- ✓ Earn More Profit While Having Fun **VOLUNTEERING** *UPDATE*
- ✓ Important Dates & Times

If you have read through this MBFOM Sales Guide Booklet and have not found the answer to your question related to MBFOM Sales, please feel free to direct your inquiry to the Sales Team by emailing mbfomsale@gmail.com.

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By participating in the sale, members agree to the rules as written and to steps taken on their behalf.

SECTION 1: What to Know About SELLING at MBFOM Sales

Who Can Become a Vendor

Families with current Manitoba Families of Multiples memberships are permitted to sell items in the MBFOM sales. To assist in ensuring there is room for all members to participate as vendors in the Sales and to respect the privilege of MBFOM membership status, please refrain from selling items on behalf of others at the sale.

How to Register as a Vendor

MBFOM members are required to complete the ***Volunteer and Vendor Registration Form*** to register as a vendor at the next sale. *UPDATE* The form will be sent as a link to the MBFOM website instead of a pdf. The link will become live on the designated time/date established for each sale. Please refer to Section 4 for this date pertaining to the next sale.

When registering, you will need your MBFOM membership number and you will have to indicate if you will be picking up or donating your unsold items after the sale. Please include the mailing address where your cheque is to be mailed to. Please contact Sales Team at the above email address if you are unsure what your membership number is.

What Can Be Sold at MBFOM Sales

The most common items that are sold in MBFOM sales are children's clothing from preemie to youth size 14, shoes up to youth size 6, toys, children's and parenting books, baby/toddler items for feeding/diapering/bathing and large equipment such as strollers, highchairs, playpens etc.

All items are to be in gently used condition and should be in season (snow suits in the fall sale, sandals in the spring sale). If you have out of season items you wish to sell before the next sale you can post those on our Facebook page after the sale or before the selling blackout period. Check Section 4 for the MBFOM Facebook Group selling blackout dates).

What Not to Sell at MBFOM Sales

Clothing larger than youth size 14 (except for maternity clothing), shoes larger than youth size 6 or general garage-sale type items are not permitted in the sale.

QUALITY OF ITEMS SOLD Our reputation is key to ensuring the sale stays successful. We have received increased complaints about items not working or being in poor condition (ripped, stained, etc) over the last few sales. We rely on you as vendors to check the quality of your item before bringing it to the sale. While we recognize that prepping for the sale is a lot of work, we need to ensure the items at the sale are of a standard quality so that people will continue to come to our sales and buy our items, and we maintain a good reputation.

Sale items must:

- Be in **working condition** or otherwise stated
- Be **cleaned** prior to sale
- Have **NO holes/rips**
- Have **NO stains**
- Have **all pieces** and be in working order (games/equipment)
- **Not be carnival toys** (stuffed toys must have tags)

Items that do not adhere to these standards are removed from the sale floor.

We will be tracking these. If more than **4** of a seller's items must be removed from the sale because they do not adhere to these standards, the MBFOM executive may suspend this member family from selling in the next sale.

Large heavy items such as cribs, mattresses, dressers, changing tables will not be allowed on the sales floor. You are welcome to advertise your items on our Facebook page, newsletter or make a sign to post on the wall at the sale.

Please do not bring any free items to the sale. If you have any good condition items that you would like to donate to our chosen charity, please bring it at 3:15 pm on Saturday when the sale is finished and you are picking up your unsold items.

If anyone wishes to donate items to the benefit of the club, please use member #000 and if they sell, the proceeds will be donated to the club and help enhance our club events.

If you fear losing an item of large value, please do not put it in the sale. We would rather you post it on our Facebook page or make a sign to be placed on the wall of the arena.

How to Prepare, Price and Tag Your Sale Items for Successful Selling

Prepare your items by making sure they are in good, clean condition with all working pieces.

All clothing should be on hangers as there is very limited space on tables which are used for bulk items such as socks, or items that don't hang like mitts and hats etc. Smaller articles such as socks, undershirts, diapers, should be bundled in a clear ziplock bag with a tag on the **outside** of the bag which can be attached with a safety pin or a single piece of packing tape on the **left** side of the tag.



Items are to be priced in \$.25 increments (e.g. / \$1.00, \$1.25, \$1.50, etc.) with a **minimum starting value of \$1.00**.

Tag all items prior to arriving at the sale as there is not enough time to price items at the sale. The changing of tags during the sale is prohibited and prices are to remain fixed for the duration of the sale.

Clothing is displayed separately by gender and it is best to pre-sort your clothing items by gender and size category so that when you arrive at the sale you can take that group of items directly to that rack to put them out quickly without having to backtrack around the sales floor. Refer to the information below on how the clothing will be sectioned and grouped at the sale. For those clothing items that are sized such as 3-6M on the retail tag, we recommend placing that item on the rack marked for 3M clothing.

Only use tags found in this sales package. Your member number must appear on both sides of the tags. You can enter your member number on the form using your computer prior to printing to save time and ensure legibility. Print with printer set to Landscape and ensure the tags take up most of the space on the sheet. You may also use colored paper.

Keep the description short and concise. If a tag and sale item are separated, this description may help the volunteers match them together again. State on the tag how many items are supposed to be included (ex. 2pcs. 4pr socks etc.). For larger items, such as strollers, playpens, gates, bikes etc. tags can be attached with string, or zip tie. If that isn't possible, use a single piece of packing tape on the left side of the tag.

If you are re-pricing an item that was tagged for a previous sale, please replace your tags. Do not write over the old price as we will not know who has made the change and the item will be deemed unsellable, eliminating a potential sale for you.

Please do not use staples or straight pins for tagging sale items. This may cause the tags to rip and/or potentially hurt someone who is looking through the clothing or it may damage the item. Use safety pins instead. Pin the short part of the tag only (on the left-hand side) do not pin or tape both sides of the tag. This makes de-tagging difficult and slows down the selling process.



Do not use tape to “lamine” your tags. This makes removal at the de-tag table difficult and time consuming. Tags must be easy for the de-taggers to tear off, ensuring line-ups move quickly during the sale. If you absolutely must tape the item, please only tape the left-hand side of the tag to allow for easy tearing of the tag.

MBFOM assumes no responsibility for missing items, items with missing tags, or items that are tagged without member numbers. All items without a member number or items with lost or missing tags that have not been picked up from the “no tag or no member number” pile at the end of the sale will be donated to the charity designated to receive the donated items from the sale.

Sale Areas and Sizing Sections

Clothing will be grouped in the following manor. Please tag and sort your items accordingly.

Each has its own rack:

- Preemie/NB
 - 3M
 - 6M
 - 9M
 - 12M
 - 18M
 - 24M/2T
 - 3T
 - 4
 - 5
 - 6
 - 7
- Size 8/9/10/12/14 will share 2-3 racks depending on space and volume.
- Maternity (XS, S, M, L, XL, XXL) will have a rack with size separators
- The following will have racks as needed with size separators
- Winter Jackets/Snow Suits (fall sale only) and Jackets/Rain Gear (spring sale only) (NB,3M,6M,12M,18M,2,3,4,5,6,7,8,9,10,11,12,13,14)
 - Sports/Dance (NB,3M,6M,12M,18M,2,3,4,5,6,7,8,9,10,11,12,13,14)

Other areas in the sale will include:

- Large Equipment Area (for items like high chairs, playpens, strollers, bikes etc.)
- Bigger Toys & Small Equipment (for things such as toddler tables and chairs, bouncy seats, doll houses etc.)
- Costumes – please hang (Fall sale only)
- Shoes/Boots
- Toys
- Books
- Games
- Movies
- Bedroom Décor
- Bedding
- Baby Gates
- Baby Carriers
- Feeding Items
- Bathing Items
- Diapering Items
- Potty Items
- Safety Items

Car Seats, Equipment and Government Standards

If selling a car seat, a car seat waiver form must be filled out and attached to the seat for the sale. Please find the form as an attachment that accompanied this email.

Car seats manufactured **BEFORE** 2013, seats that appear to have been in an accident, or seats missing any of the following stickers will be removed: Canadian Motor Vehicle Safety Standards, Date of Manufacturing and Instructions. Any unsafe or expired car seats will be pulled from the sale at the discretion of the Executive.

MBFOM reserves the right to decide if equipment does not meet current safety standards. This includes cradle and car seat safety standards as published by Consumer and Corporate Affairs, Hazardous Products Act, and infant seats that do not meet Transport Canada Guidelines for resale.

Due to Government standards, cribs will not be sold at the sale. Feel free to place an ad for large equipment on the wall at the sale, in our newsletter or on the Facebook page.

What to Know About Dropping Off Your Sale Items

Vendors are responsible for placing their items on the sale floor in the proper locations before 7:15 pm. Drop off starts at **5:15 pm Friday night**, once all the racks and tables have been set up and ends at 7:00 pm. Late drop offs will have to be turned away.

Vendors will be directed as to where to line up for off-loading, as well as where to park while your vehicle is being unloaded. Please stay in your vehicle while volunteers unload your sale items. Once unloaded, and parked in the lot, it is your responsibility to sort and place your items on the sale floor by 7:15 pm sharp. Any items not unpacked will remain in that state for the member to pick up after the sale on Saturday.

Note: Out of town vendors may drop off and set up their items at 8:15 am on Saturday. This MUST be arranged prior to the sale weekend with the Sales Team.

What to Know About Picking Up Your Unsold Items

Pick up of unsold items will be between 3:15 pm and 4:00 pm Saturday. Please do not enter the arena floor until the Sales Team has given the go ahead to proceed with the collection of your items. Volunteers will have sorted all unsold items by member number. Please locate your pile and load your items as quickly as possible.

If you are volunteering and have items that need to be picked up, please wait until the Sales Team has deemed the arena clean and ready for pick-ups to begin. We all want to be home at the end of the day and it is unfair for some to load up while others are still working on sorting and cleaning. Please stay for your entire shift and check out when your shift is done.

After 4:00 pm Saturday all unclaimed items become property of MBFOM and will be donated to local charities as designated by the MBFOM Executive.

Donations from this sale
will be going to
Lighthouse Mission.



There will be an area in the arena after the sale for lost tags / no tags / unsellable items that are found during the sale. Please remember to check this area before you leave for home. Any unclaimed items in this area will be donated to our designated charity at the end of the sale.

Vendor Payments and MBFOM Commissions

MBFOM will deduct the sale commission from your total sales as follows:

- **25%** will be deducted from vendors who do not volunteer at the sale
- **20%** will be deducted from vendors who volunteer for **one** 3 hr 15 min shift
- **15%** will be deducted from vendors who volunteer for **two or more** 3 hr 15 min shifts and from Executives not volunteering at the sale
- **10%** will be deducted from Executive members volunteering at the sale who have been in their positions for more than 90 days.

A \$3.00 fee will be withdrawn from all vendors' proceeds to pay for postage of the envelope, containing your tags and cheque.

Sales cheques will be mailed out approximately 4 weeks after the sale.

SECTION 2: What to Know About **BUYING** at MBFOM Sales

When You Can Shop

Current MBFOM members may shop at **9:00 am Saturday**. Members **MUST** show their membership card. Please have this ready at the door to get into the sale. Without a current membership card, you will be asked to shop with the public at 10:30 am. The card allows **2 adults** entrance to the 9:00 am sale. Any additional family members are asked to shop with the public. Without a current membership card, you will be asked to shop with the public at 10:30 am.

If you volunteer at the sale you are invited to pre-shop on Friday night starting at 8:15 pm.

How to Prepare for a Pleasant Shopping Experience

After making sure you have a current membership, please use open top containers to shop i.e. totes, wagons, boxes, etc. While we appreciate your desire to help speed things up, de-tagging must be done by the volunteers.

Children **MUST** always be accompanied by an adult. Toys must be paid and removed from the sales floor before they are opened and played with.

When sorting out all your great finds, please refrain from leaving a pile of unwanted items on the sale floor. All our vendors are members and our items have the best chance of finding a new home when in the designated areas. If you see an unwanted pile, please let a volunteer know.

Once you have paid for your merchandise, please exit the sale floor immediately.

Acceptable Forms of Payment

Cash is the only form of payment for the general public however, current members may pay by cheque with your member # in the memo section. A \$25.00 fee will be charged for NSF cheques and post-dated cheques will NOT be accepted.

UPDATE Fall Sale 2018

We are trialling debit machines for members only. There will be a \$0.35 charge per transaction for the buyer.

SECTION 3: Earn More Profit While Having Fun VOLUNTEERING

Volunteers are essential to the success of the sale. If you have volunteered before you know that it can be fun, and you get more money in your pocket, so it's kind of like getting paid for your time. If you haven't volunteered before, please consider it. We always need volunteers and there are so many benefits to volunteering at the sale.

Benefits of Volunteering

- Volunteers are invited to pre-shop Friday night starting at 8:15 pm.
- Volunteers earn more
 - Volunteer for one 3-hour 15-minute shift and have 20% (that's an extra 5% for you) deducted from total sales
 - Volunteer for two or more 3-hour 15-minute shifts and have 15% deducted (that's an extra 10% for you!)
- Volunteer for 2 Saturday shifts and you get a free lunch!
- Meet other MBFOM members and have fun

Please Note: Only the CURRENT PAID member who is volunteering may pre-shop at the designated time on Friday night. No guests may pre-shop at this time, including non-volunteering spouses or children.

Description of Volunteer Roles & Responsibilities

The following are brief descriptions of what you will be responsible for doing if signing up for this volunteer role/shift at a MBFOM Sale.

FRIDAY

Set Up Team

4:15 pm – 7:30 pm

- **Requires heavy lifting** - including hauling all sales equipment from the trailer onto the sales floor
 - Helps set up racks and tables
 - Places signage
 - Carries in vendor sale items to the sales floor
- Note: vendors are responsible for distributing their own items to the appropriate area around the sales floor.

SATURDAY

Floor Monitor

Shift 1: 8:45 am – 12:00 pm

Shift 2: 12:00 pm – 3:15 pm

- Helps shoppers and security on the sales floor or at the entrance/exits to the sale
- Tidies and organizes the remaining sale items during the sale
- Puts away items left at the de-tagging stations
- Removes unsellable items or items that have lost tags from the sales floor
- Sorts vendor items into piles separated by vendor number once the sale is closed.
(second shift only)

De-Tagger

Shift 1: 8:45 am – 12:00 pm

Shift 2: 12:00 pm – 3:15 pm

- Works in pairs
- Removes vendor tags from the items being purchased
- Bags the sale items for the customer
- Adds up the total from all tags
- Sorts vendor items into piles separated by vendor number once the sale is closed.
(second shift only)

Tag Sorter

9:00 am – 3:30 pm

This is a double shift, away for the sales floor.

- Sorts all the tags from items that have been sold into organized groups
- Places matching tags into the vendor's bag

Take Down Team

1:30 pm – 4:45 pm

- **Requires heavy lifting**
- Sorts vendor items into piles separated by vendor number
- Dismantles racks and folding tables
- Removes sale signage
- Hauls all sale equipment to the trailer and helps to reload the trailer
- Sweeps the floors
- Removes all left-over garbage/boxes/hangers from the premises

How to Register as a Volunteer

Members wishing to volunteer must fill in the Vendor & Volunteer Registration Form no earlier than the designated start date/time. *UPDATE* The form will be sent as a link to the MBFOM website instead of a pdf. The link will become live on the designated time/date established for each sale. Refer to Section 4 for the designated time for the next sale.

On the form, specify your 1st and 2nd choices for shift times and specific job desired. Also include in the comments the name of the person who will be working each shift. We will try our best to accommodate your request, but we can't guarantee it. We encourage you to enlist your dependable friends / family to join you in volunteering as their hours will count toward your discounted commission fee.

Volunteer Shifts

Shifts will be assigned on a first come first served basis. The shifts are as follows:

Friday

<u>Set Up Team</u> (heavy lifting and building of racks)	22 People	4:15 pm – 7:30 pm
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Saturday

<u>Floor Monitor</u>		
Shift 1	18 people	8:45 pm – 12:00 pm
Shift 2	16 people	12:00 pm – 3:15 pm
<u>De-tagger</u>		
Shift 1	22 people	8:45 am – 12:00 pm
Shift 2	22 people	12:00 pm – 3:15 pm
<u>Tag Sorter</u>	5 people	9:00 am – 3:30 pm *
<u>Take Down Team</u> (heavy lifting and take down of racks)	6 people	1:30 pm – 4:45 pm

* this is a double shift

Your Commitment as a Good Volunteer

Please sign in at the Volunteer Table, 10 minutes before your shift is to start. You will be given your assignment and instructions. You must also sign out at the end of your shift.

If you don't sign in and sign out of your shift you may not get your discount.

Please avoid the use of cell phones etc. during your shift. 100% of your attention to your area is required to help things run smoothly.

Shopping while volunteering is not permitted. Member volunteers can join us Friday night for the pre-shop.

You must stay for your entire shift to receive your discount and to shop with the volunteers on Friday night. If you have finished your given task or are unsure what to do, please ask one of the executives. There is always something to do.

SECTION 4: Important Dates & Times

MBFOM Facebook Group **Black Out Period** starts on September 15th. Please refrain from posting items for sale or “In Search Of” posts from September 15th to September 22nd.

Vendor and Volunteer Registration Opens at 9:00 am on Monday, September 10th, 2018.

Sale Schedule:

Friday

4:15 pm – 5:15 pm Sale set up

5:15 pm – 7:00 pm Vendor drop-off and distribution of sale items

7:30 pm – 8:15 pm Volunteering executive shop

8:15 pm – 9:30 pm Volunteers and non-volunteering executive shop

Saturday

9:00 am– 10:30 am MBFOM members not volunteering and non-member volunteers shop

10:30 am– 1:30 pm General public shop

1:30 pm – 4:45 pm Take down and clean up

3:15 pm – 4:00 pm Vendor pick up of unsold items

The Sales Team thanks all MBFOM members for continuing to make these sales such a success and gives a **special** thank you to those who come out to volunteer.

We truly cannot do any of this without you and we greatly appreciate all your time and energy.