

PASSITON

Children's Spring & Summer Consignment Sale

March 2 & 3, 2012

Acworth United Methodist Church

4340 Collins Circle~Acworth, GA 30101

www.AcworthUMC.org

770 974 3312

IMPORTANT:

**Seller registration, tag printing and worker scheduling is done
ONLINE at www.acworthumc.org/passiton**

It's time once again for our semi-annual sale! Prepare your premium, gently used merchandise for our Spring & Summer Sale ~ including Spring & Summer children's, junior's and maternity clothing, toys, sports equip, books, baby equipment, bedding, furniture, shoes and accessories.

The following packet is for all sellers participating in this Sale.

******* *Please read and follow all instructions.* *******

Sale Schedule:

Early registration for previous sale consignors begins Friday, January 6, 2012

Open registration begins Friday, January 20, 2012

Wednesday, February 29, 2012

7:30 pm - 9:00 pm Check-In (by online scheduled appointment only)

Thursday, March 1, 2012

8:00 am - 4:00 pm Check-In (by online scheduled appointment only)

6:30 pm - 8:30 pm Workers' Only Preview Sale**

Workers' Preview Sale is limited to those working at least one work shift.

7:00 pm - 8:30 pm Sellers'/Workers' Preview Sale

Friday, March 2, 2012

9:00 am - 6:30 pm Sale

Saturday, March 3, 2012

9:00 am - Noon Sale (many items 1/2 price)

3:30 pm - 4:00 pm Pick-up unsold items.

4:00 All items left are donated.

4:00-4:30pm Dollar Dash-Workers & Sellers - ticket required

4:30 Spring Consignment Sale Closed

STEP 1 - Register


-Go to www.acworthumc.org/passiton and sign up as consignor. If you sold items at the last sale, you are already entered in the system and just need to register for the **Spring & Summer Sale** and update your address information. Public registration for the **Spring & Summer Pass-it-On Sale** will begin on **January 20** and will continue until 130 spaces are filled or Friday, **February 24** at 11:59 pm, whichever comes first. A \$5.00 registration fee will be deducted out of the seller's proceeds and will be due to Pass-it-On regardless of the proceed amount. For those sellers who register online and then do not sell/check-in (and fail to contact Pass-it-On to relinquish their seller's space by **2/24/12**) a \$5.00 fee will still be due. If the \$5.00 fee is not received, this may impact future selling opportunities for the seller. This fee helps to offset the loss to the sale.

- If you experience difficulty with this process, email passiton@acworthumc.org and we will be happy to reset your password.

STEP 2 - Schedule your Drop-off time and Volunteer Shifts

Set up your drop-off appointment and your volunteer shift schedule through the online system. Set your appointments early so you get your preferred slot!

STEP 3 – Prepare and tag your items

00 PIN HERE 00		
133	AUMC Pass It On Consignment Sale	Medium Clothing - Girls
black pants		
	Item: 1	REDUCE \$3.00
		F
133 \$3.00		

A. Begin preparing, washing and tagging your items! If a clothing item is sized S-M-L, choose a number size you feel is appropriate. Organize your items by size and gender before entering your tags. This will make your tagging process very easy and fast!

B. Use ONLY bar-coded tags that you create and print through your account online at www.acworthumc.org/passiton.

C. Print all tags on white or light colored cover or cardstock paper. This can be found at Wal-Mart, Staples, etc.

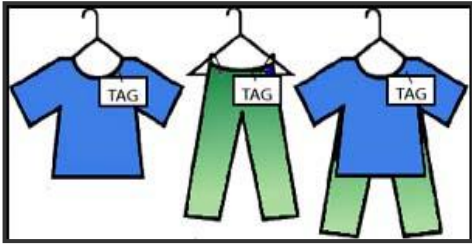
-When cutting your tags, be sure to cut where indicated. The barcode should be intact at the BOTTOM of each tag. When a customer buys your items, we scan the bar codes on your seller information tags. This is how your sold items are tracked and it allows us to pay you accurately at the end of the sale.

-Items not tagged correctly will not be accepted at Check-In, or may be set aside during the sale when it comes to our attention. Tag all items with our electronically generated tags. ****No handwritten tags, or changes in handwriting will be accepted.****

-The **minimum price per item is \$1.00** and all items should be priced in whole dollar amounts (ex: \$1.00 correct/ \$1.50 – incorrect; \$5.00 – correct/\$5.25 incorrect). Items not priced in whole dollar increments will be re-priced at Pass-it-On's discretion.

-**Sale inventory minimum is at least 10 items or \$20.00 total minimum value.** All sellers must meet and enter this minimum (at least 10 items or minimum \$20.00 value) by Friday, **February 24**, at 11:59PM. If you have not done so, your seller number will be subject to deletion and your seller space will be subject to reassignment. This stipulation is in place due to many assigned yet unused seller's numbers and to help reduce loss of proceeds to the Pass-it-On Sale. Sale maximum is 200 appropriate items.

-All items should be entered, edited and tags printed no later than Wednesday, **February 29**, at 11:59pm. There will be no exceptions as the system cuts off in order to open for check-in and sales mode.



A. All clothing should be on hangers, hook facing left, (picture a question mark) pin tag securely to clothing with tagging gun or SAFETY PINS in upper right corner (as shown). Safety pin/tag clothing sets together and using only one tag (label as “2 piece set” on tag). No rips, no tears, no stains. Please iron clothes, if needed.

B. Secure loose items (shoes, socks, toys, etc.) in a zip lock bag and tape a tag to it.

C. NO stuffed animals or “happy meal” type toys. All toys should have working batteries. Only 8 pairs of shoes in excellent condition will be accepted per seller. Secure tags to all non-clothing items with clear tape. Missing tags prohibits us selling merchandise. We reserve the right to pull all non-working items (battery related or not) off the sales floor.

All items must be in excellent condition.

All items should be child related; NO general housewares, glass or perishables (including baby food or formula) items please!

*All items not in “good condition” will be immediately marked down to ½ price for the sale, or will be removed from the sales floor at our discretion.

STEP 4 - Drop off and Check-in

- Bring your items to the sale **separated by gender first then by size.**

Rubber bands around coat hanger groups are a great way to separate clothing.

- Your items will be inspected then added to sales floor. We will not accept items that we determine to be offensive, inappropriate or frightening.

- Pick up your PSSN colored band for shopping preview sale Thursday evening and ticket for Dollar Dash on Saturday.

STEP 5 - SHOP!

-Attend the pre-sale for sellers. PSSN ticket required for entry.

STEP 6 Stay up-to-date with seller’s progress

-Your sold items and estimated earnings will be posted online nightly. This is an estimate ONLY. Your actual profits will be calculated after the sale closes.

STEP 7 Pick-Up any unsold items that were not donated

- Sat. 3:30-4:00pm - All items not picked up by 4:00 on Saturday (last day of the sale) will be donated and you can add them to your tax deductible donation amount.

- A tax donation letter form is available for your convenience on our website.