

# PASSITON

## Children's Fall & Winter Consignment Sale

**August 28 & 29**

Acworth United Methodist Church  
4340 Collins Circle~Acworth, GA 30101

[www.AcworthUMC.org](http://www.AcworthUMC.org)

770 974 3312

**IMPORTANT:** Seller registration, tag printing and worker scheduling is done ONLINE at [www.acworthumc.org/passiton](http://www.acworthumc.org/passiton)

It's time for our **Fall & Winter Sale!** Prepare & sell your premium, gently used merchandise ~ including infant, children, juniors and maternity clothing, toys, sports equipment, books, baby equipment, bedding, furniture, shoes and accessories.

***This Seller Packet is for all participating sellers.***

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

### **STEP 1 - Register**

Go to [www.acworthumc.org](http://www.acworthumc.org) to register. If you sold items at the last sale, you are in the system and only need to register for the **Fall & Winter Sale** and update your address information. Public registration for the **Fall & Winter Pass-it-On Sale** will begin on **June 12** and will continue until 130 spaces are filled or Monday, **August 24, 2015** at 11:59 pm, whichever comes first. A \$5.00 registration fee will be deducted from the seller's proceeds regardless of the proceeds amount. For those sellers who register but do not sell/check-in (and fail to contact Pass-it-On to relinquish their seller's space by **8/24/15**) 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 offsets the loss to the sale.

Email [passiton@acworthumc.org](mailto:passiton@acworthumc.org) if you experience difficulty in the registration process. We make every effort to respond and assist you within 24 hours.

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

Set up drop-off appointment and register to work a 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! **Please see "Accepted Items" list attached.**

**B. Use ONLY bar-coded tags that you create and print through your account online at [www.acworthumc.org/passiton](http://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.\*\***

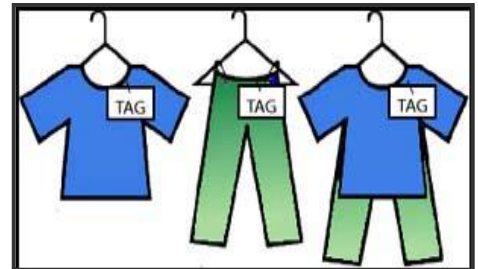
The **minimum price per item is \$1.00** and all items should be priced in whole dollar amounts (ex: \$1.00 correct/ \$1.50 – incorrect; \$5.00 – correct/\$5.25 incorrect). Items not priced in whole dollar increments will be re-priced at Pass-it-On's discretion.

**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 **August 22**, 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 250 appropriate items.

-All items should be entered, edited and tags printed no later than **Wednesday, August 26**, at 11:59pm. There will be no exceptions as the system cuts off in order to open for check-in and sales mode.

All items must be in excellent condition. **Please see "Accepted Items" list attached.** All items should be child related; **NO general housewares, linens, decorative items, glass or perishables (including baby food or formula) items please!**

1. **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 using only one tag (label as "2 piece set" on tag). No rips, no tears, no stains. Please iron clothes, if needed.** Give complete clothing description to avoid tag switching. Covering safety pin on the tag with clear tape will also deter tag switching.



2. Secure loose items (shoes, socks, toys, etc.) in a zip lock bag and tape a tag to inside. Only 10 pairs of shoes in excellent condition will be accepted per seller. Pin, zip tie or zip lock shoes. **Secure tags to all non-clothing items with clear tape. Missing tags prohibits us from selling your merchandise!**

3. **NO stuffed animals** or "happy meal" type toys. All toys should have working batteries. We reserve the right to pull all inappropriate and/or non-working items (battery related or not) off the sales floor.

\*\*\*Due to the government overhaul of **crib standards**, PassItOn can only accept cribs manufactured on or after **June 28, 2011**. Cribs that were manufactured from **July 23, 2010 to June 28, 2011** (the date must be on the crib), **MAY** be accepted for resale at our sale if accompanied by the Crib Safety Form (on our website) and a Certificate of Compliance from the crib manufacturer. PassItOn cannot accept any cribs manufactured prior to **July 23, 2010** (even if they are being sold as toddler beds).

**\*All items not in "good condition" will be immediately marked down to 1/2 price for the sale or removed from the sales floor at our discretion.**

#### **STEP 4 - Drop off and Check-in**

- Bring 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/ticket 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**

- Pickup time is Saturday 3:30-4:00pm - Items remaining at 4:00pm will be donated. You may add them to your tax deductible donation total.
- A tax donation letter form is available for your convenience on our website.

#### **Sale Schedule:**

Wednesday, August 26

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

Thursday, August 27

8:00 am - 4:00 pm Check-In continues (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, August 28

9:00 am - 6:30 pm Public Sale

Saturday, August 29

9:00 am - 1:00 pm Sale (many items ½ price)

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

4:00 All remaining items are donated.

4:00-4:20pm Dollar Dash-Workers & Sellers – ticket required

4:30 Fall & Winter Consignment Sale Closed

## AUMC FALL & WINTER PASS IT ON SALE

### Accepted Items: (see exclusion list below):

Absolutely no stains, no holes, no defects or clothes that smell musty or of smoke or moth balls. Bring only your very best! No small/medium/large sizing on tags - please choose appropriate numeric size. Multi-piece sets should be pinned together.

Fall/Winter quality, fresh, clean, in style, pressed clothes.

Girl's clothing: infant thru junior and Maternity - no misses or women's clothing

Boy's clothing: infant thru size 20 and boy's teen clothing - no men's clothing

#### *Accepted clothing during the fall/winter sale:*

- Short sleeved, 3/4 sleeve and long sleeved shirts
- Shorts - only boys size 10 & up - cargo, denim & athletic
- Skorts, skirts & dresses in fall/winter styles and fabrics
- Capris - only in fall/winter fabric such as denim or corduroy
- Pants - no summer styles - Jeans are accepted year round
- Coats, Jackets & Sweaters
- Fall/Winter pajamas (on hangers for 5T & up)
- Dance, gymnastic and leotards
- Dress-up and Halloween costumes
- Short & long sleeved infant onesies & undershirts - grouped onto hanger or in Ziploc bag
- Shoes & Boots - Fall/Winter styles - limit 10 pair

#### *OTHER:*

- Undergarments - gently used or new - not soiled.
- Toys, Board Games, Puzzles, Educational games
- Books; DVD's; Music CD's, Video Games and Systems; Educational software;
- Car Seat - Must be less than 5 yrs old and you must sign seller certification
- Linens (no adult styled bedding)
- Children's room decor
- Large Indoor and Outdoor Play equipment
- Baby & Children's furniture - see crib exclusions below
- Sports Gear
- Safety Gear
- Feeding items (bottles, dishes, bibs, nursing pillows etc.)
- Baby equipment (strollers, highchairs etc., pack n play,); or anything else to do with kids!

### Exclusions:

#### **We will not accept any of the following items:**

- Drop Side Cribs. no cribs manufactured prior to 7/23/2010 -even if sold as toddler bed
- VHS tapes or cassette tapes
- Breast Pumps, pacifiers, bottle nipples unless new and in original package.
- Stuffed Animals (only electronic stuffed animals accepted)
- Boxed cardboard puzzles (unless new and unopened). Wooden puzzles are great!
- Car Seats or Car Booster Seats -if older than 5yrs or no seller certification attached.
- Extra car seat bases
- Household décor - excluded if it is not obviously/specifically for a child or a child's room

**RECALLED ITEMS: Be sure to check the recall websites under the Product Safety link to check if any of your items have been recalled.**