

CAMOM Consignment Sale Seller Guidelines

(Updated Spring 2024)

CAMOM's consignment sales are held on a Saturday each spring and fall at 6700 Cradlerock Way in Columbia, MD. Admission to the sale is free and hours for the general public are from 8:00–11:30am and 12:00-1:00pm. Doors will close for a half hour from 11:30am–12:00pm and reopen at 12:00pm for the half price hour, where select items will be marked 50% off. We offer a limited number of pre-sale passes for \$20 that allow non-members to shop beginning at 7:30 AM. Passes can be purchased at: www.camom.org/consignment.

What May Be Sold

Any items that pertain to babies, children and pregnancy. For example: clothes, toys, books, baby accessories, baby equipment and maternity items. Please be sure that all items are in working condition and that toys, games, and puzzles contain all pieces. Toys and equipment must have working batteries and you are expected to do due diligence to check for recalls (especially car seats, feeding supplies and toys). Items that are **stained, broken, worn, recalled, expired, or in poor condition will not be accepted.**

Our sales have seasonal guidelines: in the fall we do not accept swimsuits, tank tops, spring jackets, shorts, sandals, etc. In the Spring we do not accept items such as winter coats, heavy sweaters, snow boots, winter hats & gloves.

The following is a list of items that CANNOT be sold at the CAMOM consignment sales:

- Used Bibs
- Used underwear
- VHS tapes
- any food, including baby formula
- cribs/crib bumpers
- Promotion free toys (Happy meal, etc)
- **Stuffed animals are permitted but there is a limit of 5 per seller** (so choose your best ones!)

Consignor Fees and Commission Rates

- Sellers are required to pay a non-refundable seller registration fee of **\$15.00** per sale. This fee is collected upon seller registration through MyCM via PayPal.
- Sellers who are members of CAMOM/AMOM:
 - Who **do not volunteer** will receive **70%** of the proceeds from the sale of their items.
 - Who **volunteer at least 1 shift** will receive **80%** of the proceeds from the sale of their items.
- Non-club members/general public:
 - Who **do not volunteer** will receive **50%** of the proceeds from the sale of their items.
 - Who **volunteer 1 shift** will receive **60%** of the proceeds from the sale of their items.
 - Who **volunteer 2 shifts** will receive **70%** of the proceeds from the sale of their items.
- **You must register online in MyCM for your volunteer shift or you will not get credit towards your commission rate. You must also check-in with the volunteer coordinator when you arrive for your shift.**

Volunteer Shopping at the Friday Night Pre-Sale

Sale Volunteers are eligible to shop the Friday pre-sale at the following times:

- Sale Leads may shop beginning at 8:35 PM.
- Sale team members may shop beginning at 8:40 PM.
- Volunteers who work 3 or more volunteer shifts may shop beginning at 8:45 PM.
- Volunteers who work 2 volunteer shifts may shop beginning at 8:50 PM.
- Volunteers who work 1 volunteer shift may shop beginning at 8:55 PM.

Consignors who are not scheduled to work a shift on Friday evening should drop off their items according to their drop off time and return by 8:45 PM to get checked in for shopping.

[Tagging Items/My Consignment Manager \(MyCM\)](#)

CAMOM has a private page on MyCM for sellers to enter and price their inventory, print sale tags, and manage our sale in addition to seller registration. The link is: myconsignmentmanager.com/camom/. This system is fully automated so you will enter your tag data electronically and print out your tags. All items must be tagged with tags created by MyCM.

MyCM will tally and track inventory by seller. You will be able to see which items sold prior to receiving your check. Sold tags will not be returned to sellers. Items not sold will stay listed in your inventory and you will be able to reuse/transfer those items for future sales. **Returning sellers, please see the *MyCM Transfer, Delete or Edit Inventory Instructions* document for additional details.** There is a copy of this document on www.camom.org/consignment-seller#Tips

All tags must be printed on white cardstock paper (the weight of the paper must be at least 60# - 65#). Regular paper and Index Cards cannot be used. **PRINT QUALITY OF THE TAGS IS IMPORTANT!** Tags that are hand-written (with the exception of adding additional descriptive information), photocopied, manually altered or created using software other than MyCM will not be accepted and your items will not be sold. Each item must have its own item number and tag. You may not use the same tag on multiple items and if you do so, you will not get credit for those items if sold.

The last day to create tags for the sale will be the Wednesday prior to the Sale. At NOON on this day, the MyCM inventory will lock. You will still be able to print your tags after this date, just not create or enter new ones in MyCM.

- 1) Sorting. Sort your items by clothing, toys, equipment, etc. Clothing should be sorted by gender and then size.
- 2) **After sorting, go to “Enter Items”.** By sorting prior to entering, you will save a lot of time because you will only have to reenter the price and description for each similar item.
- 3) If you need to **edit, go to the “Manage Inventory”** screen. Here you can print inventory reports, edit items, and see a Projected Settlement Report based on the items you have entered into the system.
- 4) **Printing can be performed at any time.** You may not print or copy the same tag for multiple items as the system will only recognize the item as being sold once and you will not get paid for the additional items sold.
- 5) Once your tags are printed, **make sure the bar-code is clear** and not excessively dark or too light. Use the ‘normal’ print setting, NOT the “best quality.” You can download a free barcode scanner app to test your tags and make sure the barcode will scan well. Tags should be 2.5 inches wide by 4.5 inches long and attached to the left shoulder/right side if the clothing is facing you. Tags should be placed in the seam of the clothing or the clothing size tag. When applying tape (painters or scotch) to toys, equipment, etc. do not put tape on the bar code. Consignors will be charged 1% of their commission for every bad batch of 25 tags.

If you have any questions while trying to use the system, please email MyCM directly at contact-us@myconsignmentmanager.com. If you have questions regarding the sale, please contact the CAMOM Sales Committee at sales@camom.org.

ALL TAGS MUST INCLUDE, AT A MINIMUM, THE CATEGORY OF THE ITEM TO BE SOLD. For larger, higher dollar items: sellers must include a detailed description of the item on the tag. Details include: category, brand and color of the item (for example: Blue Peg Perego, Vela Classico, Single Stroller). If necessary, please hand write additional details in the description field after your tags are printed. If your item is brand new, indicate that on the tag (e.g., “New!”).

[Pricing](#)

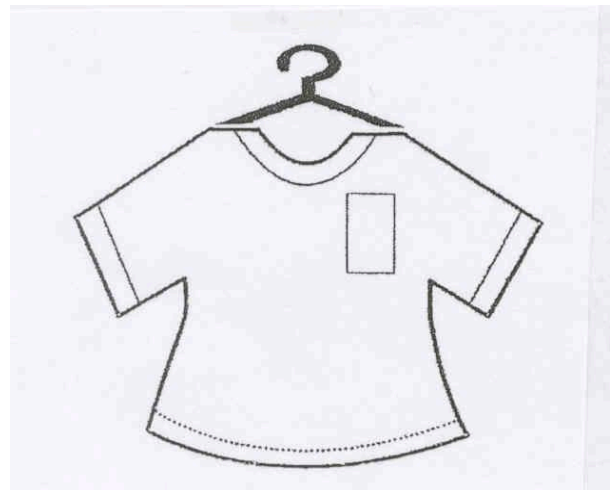
You set the price for your items. Items can be priced in \$0.50 increments (\$0.50, \$1.00, \$1.50, etc.). There will be one price for each item or group of items: no 1 for \$x or 2 for \$y pricing. Smaller, inexpensive items grouped as a set will typically sell better than individually. Remember, pricing and packaging have a lot to do with how well your items will sell.

Toys, equipment, and large items sell well: we recommend pricing at 30–50% of their retail value. Clothing above 2T also sells well. Due to the overabundance of clothing under 12 months we recommend pricing those items lower than the larger clothing sizes.

Preparing Items for Sale

Try to make your items as appealing as possible. Spending a little extra time getting your items ready will make a HUGE difference. Starch, a little bleach, an iron, or a needle and thread can work wonders! Neat, well packaged items will sell better. Button all buttons, snap all snaps, tie all bows, zip all zippers. Remove all dirt and crayon marks from toys and furniture. Make sure all parts are included, and place any small parts in zip-close bags then securely attach the bag to the main part. Pricing and packaging have a lot to do with how well your items will sell.

- Clothes: The hanger should look like a question mark “?”. Hang all clothing on hangers with left sleeve on outside and right shoulder of item facing inward on the rack. Single pants/skirts should be hung on a pants hanger or pinned to the top of the hanger at each side; do not hang pants over the hanger. Please do not use adult hangers (except for Maternity Items). Tags must be attached with safety pins or a tagging gun. If using a tagging gun, barbs should be attached to the inseam or inside clothing tag. If using safety pins, the pins should be attached to the inseam, inside clothing tag, or zipper. PLEASE DO NOT ATTACH TAGS TO THE FRONT OF THE CLOTHING AS DOING SO MAY PUT HOLES IN THE CLOTHING. Sale tags should be placed on the left topline of the item being hung. Do not use tape, staples, or straight pins.



- Socks: Group in pairs and place in a Ziploc bag.
- Shoes: put in a Ziploc bag or securely tie together, ideally with a zip tie. Shoes must be in good condition without excessive wear or dirt.
- Coordinating Outfits: (optional) Hang outfits separately and attach hangers with a rubber band or twist tie. Place one sale tag with one price and sell as a four piece unit.
- Toys/Misc Items: If an item is small and/or is in many pieces, then the item should be placed in a bag with the tag. All other items should have the tag attached by tape, safety pins, or zip ties. Painters tape causes less damage than packing tape. Do not place tape over the barcode. Please do not put toys or other items you are selling into containers that inaccurately reflect the item being sold, for example do not put Duplo Legos into a bin meant for regular Legos. If you do not have the original containers please use baggies or other similar packaging.

- **Car Seats:** When preparing car seats for the sale please check the manufacture date, which is usually found on the back of the seat, and you must include that date on your tag (this may be handwritten if necessary). As the seller you are responsible for ensuring your car seat has never been in an accident, is not recalled, has a manufacture date no more than five years ago, and has at least 1 year to go before the expiration date. You can check (www.cpsc.com), www.carseatlawyer.com, or <http://babyproducts.about.com> to verify there have been no recalls. **If you are not sure that your car seat complies with these guidelines, please DO NOT sell it!**

Furniture: If you wish to sell furniture, you can bring the item to the sale and set it up for display, or you may choose to leave the item at home and bring a photo and description as follows:

- 1) Take a picture of the item to be put on a bulletin board along with two 3x5 index cards:
- 2) On the first index card, attach the seller tag created and printed via MyCM
- 3) On the second index card, describe the item in detail including measurements, flaws, degree of difficulty to assemble and delivery options.

Donating Items

Sellers have the option in MyCM to mark their items to be donated. You must also **circle in red** the donate section of the tag (an example is provided in the tag section below). Any item marked donate will be automatically offered at half price during the half-price sale. **At 3:45 PM, 15 minutes after Seller Checkout has ended, all unclaimed items will be donated.**

NOT DONATING

DONATING (The "D" must be circled with a RED Marker)



Friday and Saturday Sale Schedule

FRIDAY NIGHT	SATURDAY
4:00 – 8:45 PM: Set up racks and sale	7:00 – 7:15 AM: Arrival, prep and train
7:00 – 7:30 PM: Seller Drop-off (Last Name A-L)	7:15 – 8:00 AM: Pre-sale for members
7:30 – 8:00 PM: Seller Drop-off (Last Name M-Z)	7:30 – 8:00 AM: Sale open to VIP pass holders
8:45 PM: Begin pre-sale for volunteers only	8:00 – 11:30 AM: Sale Open to Public
10:00 PM: Pre-sale shopping ends	11:30 – 12:00 PM: Doors close/clean-up/reorganize
10:00 – 11:00 PM: Organize and clean-up	12:00 – 1:00 PM: Half (½) price sale
	1:00 – 2:30 PM: Sort by seller#, put in boxes, clean up

	1:05 - 1:10: Dollar Dash! Buy unsold donated items for \$1
	2:45 – 3:30 PM: Seller Pick-up

We are on a very tight schedule for set up therefore these times will be strictly enforced. Please leave your children at home as young children can become a safety concern. When you arrive at the building on Friday night please check in with the Seller Coordinator and complete the following steps:

1. Review and confirm your contact information and initial the Seller Check-in Form.
2. Fill out your commission envelope with name, home address and seller number if electing the paper check commission option.
3. Complete the Early Checkout Form if you are donating 100% of all unsold items and do not plan to return on Saturday after the sale and Checkout.
4. Unload your items directly to the sales floor and sort by category (size and gender where applicable). There will be volunteers to help you hang merchandise on racks or place them on appropriate tables.
5. Leave a few empty bins (unless you have opted to donate all of your unsold items) labeled with your seller number in the back hallway to be used for sorting your unsold items after the sale.

After the Sale

Once the sale has ended, all items with a 'D' are donated to CAMOM. During the cleanup, there will be a 10 minute **"Dollar Dash"**. As volunteers shift to cleaning up the floor and making a donation pile, every donated item that you find and want to buy may be purchased for \$1 each. **CASH ONLY**. The registers are shut down. You must have cash.

Pick Up Unsold Items. The volunteer staff will sort all unsold items after the sale and place them in the Seller's bins that were left behind. **Pick-up time is between 2:45 PM–3:30 PM on Saturday. No one will be permitted to take their items until all items left on the sales floor have been sorted.** If you have arrived to pick up your items and sorting is still taking place, please lend a hand to expedite the pick-up process.

All sellers MUST do the following when arriving on Saturday for pick-up:

- 1) **Checkout with the Checkout Coordinator (who will be sitting near the sale entrance door) PRIOR TO removing items from the sale. You will be required to initial a sign-out sheet agreeing to collect all your unsold items from the building. If you fail to check-out, you will be fined \$15, to be withheld from your seller commission payment. The only exception is if you have elected to donate 100% of your unsold items and completed the Early Checkout Form Friday night.**
- 2) Check the reject area and lost tag table for your items.
- 3) Pick up bins of items that did not sell and go through bins to check for items that belong to other sellers.
- 5) Check large equipment area for items.

Seller Commission Payments

Estimated commission amounts not including fines will be uploaded to MyCM 1-2 weeks after the sale. Seller's inventory will remain locked until all Seller checks are issued. Once the sale is "unlocked," sellers can transfer their items to other consignment sales, delete items, or manage their inventory. We are unable to unlock the sale for any Seller prior to the issuance of all checks.

Seller commission, minus the club commission and any applicable fees, will be paid via PayPal to the account used to register as a seller. If a paper check is preferred, at Seller Check-in you MUST fill out an envelope with your address and seller number. That envelope will be used to mail the sale commission check; be sure to clearly write the correct address. **If a seller fails to check-in properly or provide an envelope for the paper check, the commission will be delivered electronically via PayPal. Any seller commissions that total over \$600 will be paid by check.** Checks will be mailed out no later than the month following the consignment sale. Since we are a non-profit club, the percentage retained by the club is tax-deductible and each person will be mailed a receipt for their tax records. **All checks must be cashed within 90 days of issue, or the money is forfeited to CAMOM.**

