

# Seller Agreement and Checklist

THE COMPUTER PROGRAM WILL CLOSE SUNDAY NIGHT (PRIOR TO THE WEEK OF THE SALE), AT MIDNIGHT. ALL INVENTORIES MUST BE ENTERED AND CANNOT BE CHANGED AFTER THAT TIME!!!

Any changes made after MIDNIGHT must be done through our main system. Do not make changes in ink on tags! (It will not carry over to the computer system!)

We will NOT be able to enter inventory once the system has been closed Sunday night. (\*\*Tags and seller sheets can be printed after this date, they just cannot be changed.)

## **PLEASE READ THE FOLLOWING CAREFULLY:**

Acceptable items: We accept SPRING/SUMMER items during the March sale. We accept FALL/WINTER items during the August sale.

Non-acceptable items: non-seasonal items, clothing, books, etc. during specified sale season. IF THERE IS A QUESTION, THE FINAL DECISION WILL BE LEFT TO ONE DESIGNATED COMMITTEE MEMBER EACH SHIFT.

If you have any questions about whether an item will be accepted or not, email a picture to [lilcherubs1441@gmail.com](mailto:lilcherubs1441@gmail.com) or ask us on the Facebook Seller page.

We cannot accept:

- drop-side cribs
- car seats older than 7 years or with no expiration date
- items that have been recalled
- toy guns (excludes Nerf guns).

\_\_Your inventory MUST have a minimum of 50 items and a maximum of 150 items. (The system will stop at 150 items. *Your item number does not correlate with the number of items in inventory.*)

\_\_You are allowed a maximum of 8 pairs of shoes per seller.

\_\_All items must be separated by gender and be arranged from smallest size to largest size. The items must also be entered this way on your inventory sheets.

\_\_All clothing must be on hangers. (This includes onesies. Customers must be able to see the whole item.)

\_\_Hangers must face the correct direction. (They should open to the left like a question mark.)

\_\_Check tags carefully and make sure all areas are filled out correctly. Use good, detailed descriptions. (If a tag falls off an item, the better description we have, the better chance we have of reuniting the tag with the correct item and selling it.)

\_\_Tags must be printed on card stock. White 65 pound weight is best. Please print using "best" or "fine" printing to ensure a good print to scan.

\_\_Tags must be hung on the right side of the clothing. If using a tagging gun, shirts should be tagged in the neckline label or in the seam of the neckline. Pants may be tagged in the back label OR behind a belt loop on the right side OR in a waistband seam on the right front side.

\_\_**\*\*PLEASE PAY ATTENTION TO YOUR FABRIC\*\***. Some items end up with a small hole if not pinned/tagged in the correct spot. **ITEMS TAGGED WITH A TAGGING GUN THAT ARE NOT TAGGED IN A SEAM OR LABEL WILL NOT BE ACCEPTED.** If you cannot find a place to use the tagging gun, please use safety pins instead. They do not cause large holes once the article is washed.

\_\_Fasten tags to bags securely with shipping tape, or by pinning tags inside bags, then sealing closed with shipping tape.

\_\_Make sure recall Information has been checked for each car seat and crib. Car seats without expiration dates imprinted on them will not be accepted. Drop side cribs will not be accepted.

\_\_Make sure recall Information has been checked for Pack N' Plays.

\_\_You must register for a drop off time and come at that time.

\*\*\*Due to long delays, Consigners with more than one number will NOT be allowed to check in two or more numbers during one check-in slot. Each seller number MUST have a separate check-in time. Consigners with multiple numbers should try to sign up for multiple consecutive check-in times. NO EXCEPTION!!!\*\*\*

\_\_ If you would like to volunteer, please register for a work shift.

\*Your \$5 registration fee is non-refundable. If you decide, for any reason, that you cannot sell this sale after you have registered, you will forfeit your \$5 fee. You, the consignor must sign into your homepage and un-register your number. This will open a spot for a seller on the waiting list. Failure to un-register will result in the system placing your number/name on hold for future sales.

Tagging guns will be available for sale for \$12 at the church front desk from 9am to 4pm Mondays - Thursdays and 9am-12:00pm on Fridays. Please make checks out to Lil' Cherubs. This price includes the tagging gun and 500 barbs. Additional barbs are available for \$4 for 500 barbs.

I understand that the Lil' Cherubs Sale and/or Centenary United Methodist Church is NOT responsible for any items which are lost or stolen. I understand that any items left at Centenary United Methodist Church after 5:30 pm on THE SATURDAY THE SALE ENDS, WILL BE DONATED, regardless of my initial designation for them.

I understand that I may pick up my check from Lil' Cherubs on Saturday or it will be mailed the week after the sale to my address on file. I understand that I will be paying up front \$5.00 for administrative fees and this fee will not be refunded should I decide for any reason not to sell this sale.

I understand that if I designate "donate" on my remaining items that they become the property of Lil' Cherubs and will be given to a charity of their choosing.

If I plan to have someone other than myself pick up my remaining items I MUST email [lilcherubs1441@gmail.com](mailto:lilcherubs1441@gmail.com) to designate the name and phone number of the person picking up my items. They must be picked up by 5:30 (ON THE FINAL DAY OF SALE) or they will be considered donated.

Unsold items may be picked up starting at 4:00 pm and ending at 5:30pm on Saturday (FINAL DAY OF SALE). No early pickups.

By continuing to register as a seller, you are agreeing to all of the terms listed. If you do not agree with some or all of the terms, please do not register for the sale and contact us at [lilcherubs1441@gmail.com](mailto:lilcherubs1441@gmail.com).

Please let us know if you have any questions! We are happy to help! Most of us have full time jobs and are not available 24/7, so the easiest way to reach us is through Facebook or email at [lilcherubs1441@gmail.com](mailto:lilcherubs1441@gmail.com). We will do our best to respond within 24 hours.

Thank you for consigning with us!!