

MOPS of the Ute Pass Region

Munchkin Market Policies & Procedures

Information may also be found on our website at www.utepassmops.org

General Information

- **Location:** Woodland Park Community Church (WPCC), 800 Valley View Dr., Woodland Park
- **Sale Dates & Times:**
 - Thursday, October 21 – 5pm to 8pm
 - Friday, October 22 – 9am to 1pm, 5pm to 8pm
 - Saturday, October 23 – 9am to 1pm
 - On Saturday, all items are sold at half the ticketed price.
- **Other Important Dates:**
 - Tuesday, June 29 – Online Registration opens
 - Tuesday, September 28, 7pm at WPCC – Informational Meeting for Sellers
 - Tuesday, October 12 – Registration closes and Work Shift Scheduling closes
 - Wednesday, October 21 (Midnight) – Online database closes, no more tags may be made
- **Munchkin Market Coordinator:**
Cortney at 331-5880 or by e-mail at munchkinmarket@gmail.com

Seller Information

I. Registration

- Sellers must sign up online to register as a seller for the Fall 2010 sale. Follow the Munchkin Market links on our website (www.utepassmops.org) to complete this process. If you do not receive confirmation of your registration from the MM Coordinator via email within one day of submitting your registration online, please contact the MM Coordinator via phone.
- Registration begins June 25, 2010, and ends October 12, 2010.
- Once you have registered online, you may follow the web links for creating tags and signing up for your work shifts.

II. Proceeds

- Sellers who work three (3) 1-hour shifts earn 70% of the proceeds from the sale of their items. These sellers may shop at the Pre-Sale beginning at 3pm on Thursday.
- Sellers who choose not to work during the sale earn 50% of the proceeds from the sale of their items. These sellers may shop at the Pre-Sale beginning at 4pm on Thursday.
- Sellers who do not wish to sell their items during the Half-Price sale on Saturday must pick up their items between 7:30pm and 8pm on Friday. Doors lock at 8pm. Please contact the MM Coordinator to discuss.
- At each sale, “shrinkage” occurs (items are lost/stolen/missing). Our workers make every effort to minimize the incidence of shrinkage; however, MOPS is not responsible for recovery or reimbursement to sellers for lost, stolen, missing or damaged items. Please make sure to sort items by seller number carefully at the end of the sale so that each seller gets their appropriate unsold merchandise. If you receive items that are not yours at the end of the sale, please contact the MM Coordinator.
- We cannot reimburse sellers for items removed from the sale floor due to appearance, safety, etc. (See “Merchandise” section for details.) or items that get separated from their tags. We will make every effort to reunite merchandise with tags when possible and put them back on the sale floor. At the end of the sale, please be sure to check the “tag-less” pile and the pile of items pulled due to quality for any of your items.

III. Set-Up

- All participants **MUST CHECK-IN** with the MM Coordinator upon arriving for set-up.
- Set-up begins at 9 am on Thursday, October 21, 2010.
- Sellers should arrive no later than noon to place items on the sale floor.
- All items must be on the sale floor by 12:30pm on Thursday.
- It is preferable that children do not accompany you during set-up time. There is a lot of traffic in the parking lot and the doors are typically propped open. Childcare is not provided during set up.
- Sellers are responsible for bringing their items to the church and setting them out in the appropriate locations on the sale floor.

- Any items dropped off early will be considered donations to MOPS.
- *If you are not able to set up your items for sale between 9am and 12:30pm on Thursday, please contact the MM Coordinator for an alternate set-up time on Wednesday evening.*

IV. Shifts

- All participants **MUST CHECK-IN** with the MM Coordinator upon arriving to work their scheduled shift(s).
- Childcare for participants is **ONLY** available during their scheduled shift(s). **It is the participant's responsibility to inform the MM Coordinator of their childcare needs.** Please do not bring sick kids into the childcare rooms. Snacks are provided, but please pack a meal if your child will need it during your shift(s). Likewise, if your child has food allergies, please provide an appropriate snack for them.
- **70/30 sellers must work three 1-hour shifts.** These may be worked in succession if available, or may be spread over the 3-day sale period. Typically, 2 of these shifts will be worked in childcare and 1 shift on the sale floor, unless adjustments in worker coverage are deemed necessary by the sale coordinator.

V. Shopping

- Only registered sellers or individuals making donations who have notified the MM coordinator are allowed to shop during the Pre-Sale.
- No family members or friends will be allowed in during the Pre-Sale. These people are allowed to shop when the sale opens to the public at 5pm.
- Pre-Sale hours are 3pm to 5pm on Thursday, depending on the selling option chosen. (see Section II: Proceeds)
- Any person who is not approved to shop the Pre-Sale will be asked to replace their merchandise and leave the sale until a later time.

VI. Merchandise

- Munchkin Market is a place to buy and sell **CHILDREN'S ITEMS** including clothes, accessories, shoes, outerwear, costumes, toys, furniture, room décor, diapering/potty training items, health/safety items, games, books (age appropriate), videos (rated G or PG), feeding/nursing items, and equipment such as strollers, highchairs, car seats, swings and carriers. **Maternity clothing** and **parenting-related** items may also be sold.
- Items that are of poor quality (clothing having holes or stains, excessively dirty or broken items) or do not qualify to be sold at Munchkin Market will be pulled from the sale floor. Sellers are responsible for going through the bin of pulled items after the sale to claim their items. Items left after 2:30pm on Saturday will be considered donations to MOPS and may be given to charity.
- Items should be clean prior to sale set-up. Taking the time to dust, wipe down, or wash items that have been stored for a length of time really does help them sell better.
- Due to space constraints, we no longer sell adult clothing and adult shoes.
- **All items on Saturday are sold for half of the tagged price.** You may pick up items on Friday night if you do not want your items sold for half price. Please contact the MM Coordinator to make arrangements.
- The Consumer Product Safety Commission recently implemented new rules which prohibit the resale of any Children's Product that has been either recalled or which contains high levels of lead toxins. Therefore, Sellers should **NOT** sell any item that has either been recalled or has a high likelihood of containing high levels of lead (i.e. metal toys with paint). Information regarding recalled items and product safety standards may be found on the Consumer Product Safety Commission's website at www.cpsc.gov. This website also includes a list of Children's Products likely to contain high levels of lead. MOPS does not accept liability for items sold or detrimental incidents that may be caused as the result sellers not adhering to this policy.
- Because we care about the safety of our children, Munchkin Market uses a Car Seat Questionnaire for all car seats sold. **If you wish to sell a car seat**, please complete the Car Seat Questionnaire available on our "Downloads" page, or request one from the MM Coordinator. Car seats will not remain on the sale floor if they have a manufacture date earlier than April 2008 for this Fall 2010 sale. Likewise, car seats will not be accepted or placed on the floor for sale without a completed Car Seat Questionnaire. *MOPS will happily recycle your expired car seat at no cost to you.* Please let the MM Coordinator know if you have a seat you would like to recycle. If you have questions about the Car Seat Questionnaire procedure, please contact the MM Coordinator.
- Due to space restraints and seller feedback as our sale has expanded, we must limit the number of items that can be sold by an individual seller. The maximum number of items you may register in our online system is 350 items. (See MM Seller Tips document for suggestions on how to bundle similar items to help maximize the sale of your items and allow you to meet this item restriction.)

VII. Pricing & Tagging

- We are thrilled to be using online software for pricing merchandise for Munchkin Market. A nominal fee of \$2 will be deducted from your proceeds as a registration fee for this sale to offset the cost of the software.
- All items must be tagged with tags from the online software. *Barcodes used prior to the Spring 2009 sale will not work, and therefore items with barcodes from the old system will not be sold.*
- **Price tags should be attached to merchandise using safety pins for clothing and other soft items.** Swift-attach tagging guns may also be used to secure price tags. Clear packing tape may be used on hard-surface items, such as plastic toys, metal equipment or plastic bags, not clothing. Blue painter's tape works well to attach tags to items where paint, print, etc. may be removed by using packing tape. Make sure all tags are securely attached to each item.
- **Straight pins and staples should NOT be used.** We have found that both of these tend to separate from tags easier, in addition to damaging items or poking shoppers. Tags should not be placed on top of clothing size labels, if possible. Please be aware that using these may result in a fine of 10% of your proceeds.
- When printing tags, please insure print quality is normal. Tags printed if printer ink is low or lightly printed tags may not scan. Likewise, tags will not scan if the ink is too heavy.
- Due to system constraints, prices must be increments of 50 cents, with 50 cents as the lowest price. Please bundle multiple items together if you would normally price an item at less than 50 cents.
- Please use the drop-down menu to choose the appropriate Category for your items, and use the Size drop-down menu as needed. This will help us plan appropriate space for inventory and help buyers find what they want.
- **Please select the box that reads "Check to Discount"**, as all items will be discounted to half price on Saturday. If this box is not selected, checkout will take longer on Saturday. If you have further questions or concerns about this box please contact the MM Coordinator.
- Prices of tagged items may not be changed at any point during the sale. Items may be pulled prior to the half-price sale (see section II: "Proceeds"), but prices are not to be changed.
- Please use the "Check to Donate" if you wish to donate you items at the end of the sale. ***Please note, you do not have to check this box. Only select it if you want your items donated to charity after the sale.*** Remember even if you choose to donate all your items at the end of the sale you are still required to come back and help sort on Saturday. If you have further questions or concerns about this box please contact the MM Coordinator.
- Tag sizes should not be altered from the size that is printed by the online software directly. Shrunken tags will NOT scan properly.
- Items without a tag cannot be sold. Sale workers will do their best to reunite lost tags with tag-less items if there is enough information on the tag to do so, and using the Category & Size drop-down menus when tagging will help in this process. Sellers are responsible for going through the bin of items without tags after the sale to claim their items. Items left after 2:30pm on Saturday will be considered donations to MOPS and may be given to charity.

VIII. End of the Sale

- **All sellers must return on Saturday at 1:15pm** to sort all remaining items and pick up their unsold items. Even if you wish to donate all of your unsold items after the sale, you must return to assist during clean up. We really do need everyone to help out on Saturday. Sellers should arrive no later than 1:30pm on Saturday after the close of the sale to assist in the clean up effort.
- We request that you do not bring your child(ren) if at all possible at the clean up time is very chaotic and we are not able to provide childcare at this time. If you must bring your child(ren), please do not allow them to assist in the sorting process as an effort to decrease sorting errors.
- Please bring bins or boxes to sort your unsold items into. Please label all bins or boxes with your seller number. You may put these under the sign with your seller number on it.
- We will all work together to sort the remaining items into the appropriate piles/bins for each seller. Remember to watch tags' seller numbers carefully as you sort so that each seller gets their correct unsold items returned to them after the sale.
- Please feel free to add any of your unsold items to the charity donation pile at the end of the sale, but we ask that you do not take items from that pile. We invite various charities to join us after every sale and take what they need for their organizations.

- If you receive items that are not yours at the end of the sale, please contact the MM Coordinator and every attempt will be made to get the items to the appropriate seller.

IX. Auxiliary Fees

- Sellers who do not follow the directions for properly tagging their merchandise (i.e., using straight pins, using staples, altering printed tag sizes) will be fined 10% of their proceeds.
- Sellers must return on Saturday to sort and pickup their unsold items. If a seller does not show up by 1:30pm on Saturday to help sort and pickup, there will be a \$15 fee deducted from the seller's proceeds.
- Only one seller is allowed per number. In the event that multiple persons are sharing a number, they will each be expected to work the required number of shifts. A fee may be assessed if persons are found to be sharing a number.
- If a seller fails to work their scheduled shifts during the sale, that seller has effectively chosen the 50/50 selling option (see "Proceeds" above), so 50% of the seller's proceeds will be forfeited.

X. Donations / Volunteering

- If you don't want to tag your items, you may donate them to MOPS. MOPS keeps 100% of the proceeds from the sale of these items. These donations are tax deductible, and tax receipts are available.
- Donations may be dropped off starting 3 weeks prior to the sale, approximately September 28, 2010. To arrange a drop of time and location, please contact the MM Coordinator. Donations may also be dropped off at Woodland Park Community Church on Wednesday, October 20, between 4pm and 7pm.
- Those who wish to donate items and work 3 hours during the sale may shop at the Pre-Sale beginning at 3pm on Thursday.
- Those who choose to donate their items and not work during the sale may shop the Pre-Sale beginning at 4pm on Thursday.
- Volunteers who do not wish to donate or sell may work 3 hours during the sale and shop the Pre-Sale beginning at 4pm on Thursday.