

Munchkin Market Seller Tips – Updated Fall 2010

These are some basic tips to keep in mind as you prepare for Munchkin Market. These tips are not meant to take the place of our Policies, so please read that document as well. If you have ANY questions, please don't hesitate to contact the MM Coordinator.

Important Dates

- June 25 through October 12, 2010 – Registration is open to all sellers. After October 12, you may continue to make tags, but will not be able to change any of your worker shifts.
- Tuesday, September 28, 2010-7pm – Informational sellers' meeting at Woodland Park Community Church. This meeting is not mandatory. Childcare will be provided, so please RSVP to the MM Coordinator.
- October 20– The entire database will go offline at midnight, MDT. No tags may be printed after this time.
- October 21 – Sellers arrive to place consignment items for sale between 9am and 12:30pm. For alternate drop off time (if you work during the scheduled drop-off), please contact the MM coordinator
- October 21, 22, & 23– Sale open to public (See Policies or website for hours)

Working with Our Online Software

- After registering, please make sure all of the data in your Registration Information is correct. All communication, including the generation of your check, will draw from this information.
- To get started creating tags, click the “Work With Consigned Inventory” link on the Consignor homepage.
- **Please be sure to check the box “Check to Discount” for ALL items. If this box is not checked, checkout will take longer on Saturday when ALL items remaining are discounted to half price.**
- If there are items that you do NOT want to sell for half price, please make arrangements with the MM Coordinator to pick those items up on Friday night.
- Please use the drop-down menu for Category, noting that you may have to scroll down to find the category you need. Using this will help with placement of items during the sale.
- Please use the drop-down menu for Sizes whenever appropriate. Keep in mind that you may have to scroll down to find the exact size you are looking for.
- Please use the Item Description lines to enter a little information about the item you are selling. The more detailed the item description, the more likely the tag and the item may be matched back up if the tag and the item become separated (i.e., if someone finds an item with a missing tag, it is more likely that we can match it with a found tag if it is labeled "girl's jean jacket, striped trim" rather than "girl's jacket"). Items without tags will not be sold.

- For this Fall 2010 sale we will have a separate Preemie section so be sure to mark any preemie-sized clothing carefully, using the software's drop-down label selections designated for "preemie" as you log your inventory.
- Please check the "Check to Donate" box for any items you know you don't want to take home if they haven't sold by the end of the sale. Items with the "D" indication (from Spring 2009 & Spring 2010) or the large black dot in the lower left (Fall 2009) on the tag will go directly to the donation pile for charities.
- **Even if you check the "Check to Donate" box for all of your items, you are still required to come back on Saturday and assist in sorting the remaining unsold items unless you opt to pay the \$15 fee instead.** (see the "Policies" document for further information) Please let the MM Coordinator know if you do not plan to return on Saturday.
- If you make any changes to your inventory regarding price and/or information, please print a new tag. We will sell items with the price they are marked within the barcode. Munchkin Market is not responsible for changes made to prices after tags are printed.
- If you accidentally delete an item after the tag has already been printed, the item will not show up in your inventory for the sale. Please re-enter the information to your inventory and print a new tag.
- You should receive confirmation emails for Registration and for each worker shift you sign up for. If you do not receive confirmation emails, please notify the MM Coordinator.

Printing Tags

- Please make sure your printer is printing at "normal" settings so that tags are easily read by the barcode scanners. Tags that are too light OR too dark will not scan at checkout.
- If gibberish is printed where words should be (even if it looks ok on your screen), please try printing using a different web browser, such as Internet Explorer.
- Printing on colored tags may alter their scanning ability, so we discourage the use of colored paper if possible.

Work Scheduling / Shifts

- Use the "Volunteer to Work" link to choose the shifts you would like to work during the sale if you are a 70/30 seller.
- All work shifts are broken into 1-hour segments. Make sure to sign up for **three** 1-hour segments to complete your work schedule and receive 70% of the proceeds from the sale of your items.
- **If you need childcare during your work shifts, please contact the MM Coordinator.**
- After October 12, you may continue to make tags, but will not be able to change any work shifts online. If you need to change your work shifts after October 12, please contact the MM Coordinator.

Car Seat Selling

- All car seats must be accompanied by a completed “Car Seat Questionnaire” form which may be found in the Downloads section of our website. This form MUST be attached to the car seat in order for the seat to be sold.
- For this Fall 2010 sale, we welcome all car seats within 3 ½ years of manufacture. Therefore, we will not be accepting any car seats with manufacture dates prior to April 2008. The State of Colorado recommends car seats be destroyed or recycled after 5 years of use due to material breakdowns accelerated by our altitude.
- MOPS will happily recycle your expired car seats for you at no charge. We will take the seats to a company in Boulder that specializes in recycling car seats.

Before the Sale

- A map will be provided to help you know where to place your items for sale. This map is linked to the Merchandise Index which offers the same categories available in the “Category” drop-down menu used in making your tags.
- Please do not bring children with you during set up if possible. Unfortunately, we cannot provide childcare for you while you set up your items.

After the Sale

- Please bring your own tubs, bins or boxes labeled with your name and/or seller number to take home your unsold items. This will help make our sorting process more organized.
- Please do not bring your child(ren) to the clean up time after the sale, as it is a most chaotic time. If you must bring your child(ren), please do NOT allow them to assist with sorting. During previous sales, it was noted that children were doing the sorting and many errors were made as a result. Unfortunately, we are not able to provide childcare during the clean up time.

Merchandise Information and Pricing Guide

- Items “in-season” tend to sell best, so for the Fall sale, be sure to bring your jackets, coats, snow pants, boots, Halloween costumes, and other fall or winter attire.
- Our software will only allow pricing at \$.50 increments with \$.50 being the smallest possible increment. Please bundle multiple items together if you would normally price a single item at less than \$.50.
- You may bundle items together to make them more desirable. For instance, creating an outfit rather than selling each item separately might make it more appealing. Bundling books of the same type is also a great idea, as is bagging similar toys together. Use rubber bands, safety pins, blue painters tape or zip-lock bags as appropriate.
- Items that are clean certainly sell better than those that have seen better days. Taking a few moments to wipe down plastic items, wash clothes that have been stored, and dust off items that have been untouched really does help them sell more quickly.

- Please insure that your items for sale are of appropriate quality. There should be no broken or missing parts, ripped pages, stains, holes or tears in clothing. Such items will be pulled from the sales floor. At the end of the sale it is your responsibility to look through the stained/hole pile for any of your items that may have been pulled from the sale.
- For safety reasons, baby food, baby formula, or other food items will NOT be accepted for sale.
- Tags should be affixed to items in a way that does not damage the item, cover size or other product information when possible. Please do not use staples or straight pins. (see policies)
- 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. Caution: if you chose to bundle items, we recommend bundling them in such a way as to allow all items to be seen (so that items are not overlooked for fear of stains, tears, etc. that could be hidden in the bundle).

We have been asked to provide some ideas of how to price items for Munchkin Market. Our sale brings in shoppers from all walks of life looking for many varied things. Below is a general idea of pricing for random items that may be sold. Prices will vary depending on quality and brand. Please price as you see fit.

Premie	\$.50 to \$2.00
0-3 mo. Sleeper	\$.50 to \$2.00
3-6 mo. Outfit	\$.50 to \$2.00
6-9 mo. Sleeper	\$.50 to \$2.00
9-12 mo. Outfit	\$.50 to \$2.00
12 - 24 mo. Pants	\$.50 to \$3.00
12 - 24 mo. Shirt	\$.50 to \$1.50
2T - 4T T-Shirt	\$.50 to \$2.00
2T - 4T Pants	\$.50 to \$3.00 (may be willing to pay more for adjustable waist)
Size 7-8 Shoes	\$1.00 to \$5.00
5T coat	\$4.00 to \$10.00
Toys	Always 50% or less of new price; Most ranging 15% to 30%
Stroller	\$2.00 (umbrella) to \$40.00 (single jogger)
Bouncy Seat	\$5.00 to \$20.00
Baby Swing	\$10.00 to \$30.00
Small Bike	\$5.00 to \$20.00
4 bottles/cups	\$2.00 to \$7.00
Breast Pump	\$20.00 to \$90.00
Maternity Top	\$2.00 to \$7.00
Maternity Dress	\$5.00 to \$15.00
Maternity Pants	\$3.00 to \$10.00
Crib Bedding Set	\$8.00 to \$30.00

Twin Comforter	\$5.00 to \$20.00
Crib Sheet	\$1.00 to \$5.00
Baby Backpack	\$20.00 to \$50.00
Sling/Front Carrier	\$10.00 to \$20.00
Crib	\$40.00 to \$200.00 (higher for certain types and those that include mattresses in great shape)