YOUR MUNCHKIN MARKET CONSIGNOR GUIDE

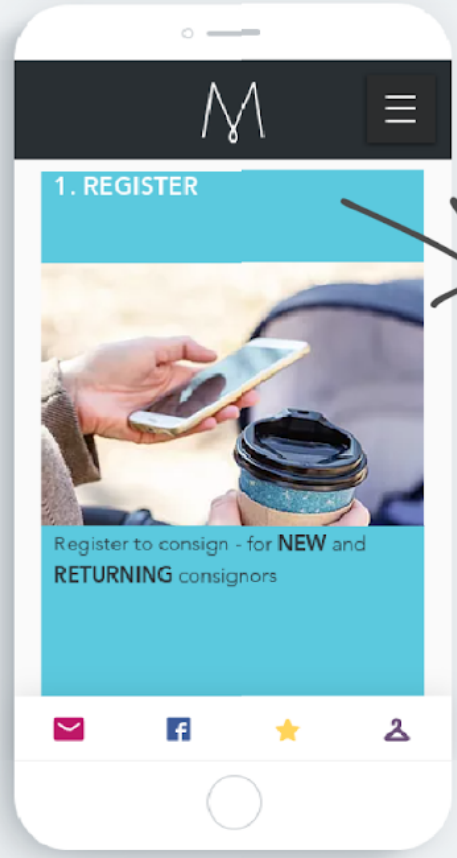
Let's do this together!
Whether you're a **BRAND NEW** or a **RETURNING** consignor, this is your step-by-step guide to selling at Munchkin Market. Let's turn your outgrown kid items into cash and, meanwhile, make a **BIG** difference in our community!

Munchkin Market is the **BEST** and **BIGGEST** children's consignment sale in **WOODLAND PARK**. You can **SHOP** and **SELL** with us **SEMI-ANNUALLY** (Fall and Spring).

MUNCHKIN MARKET OF WP

Selling with MUNCHKIN MARKET

1. Register
2. Gather & Sort
3. Enter, Print & Tag
4. Volunteer to Shop Earlier & Earn More $
5. Help at "End of Sale Sort"



1 REGISTER

REGISTER as a NEW CONSIGNOR

1) Go to: **utepassmops.org/munchkin-market**
2) Click on **Register**
3) Click on **Need a Consignor Number?** Fill out information and receive your very own consignment number that will be used to login and track your sales.

LOGIN as a RETURNING CONSIGNOR

1) Go to: **utepassmops.org/munchkin-market**
2) Click on **Register**
3) LOGIN with your consignor number and password
4) CONFIRM your information and update any changes

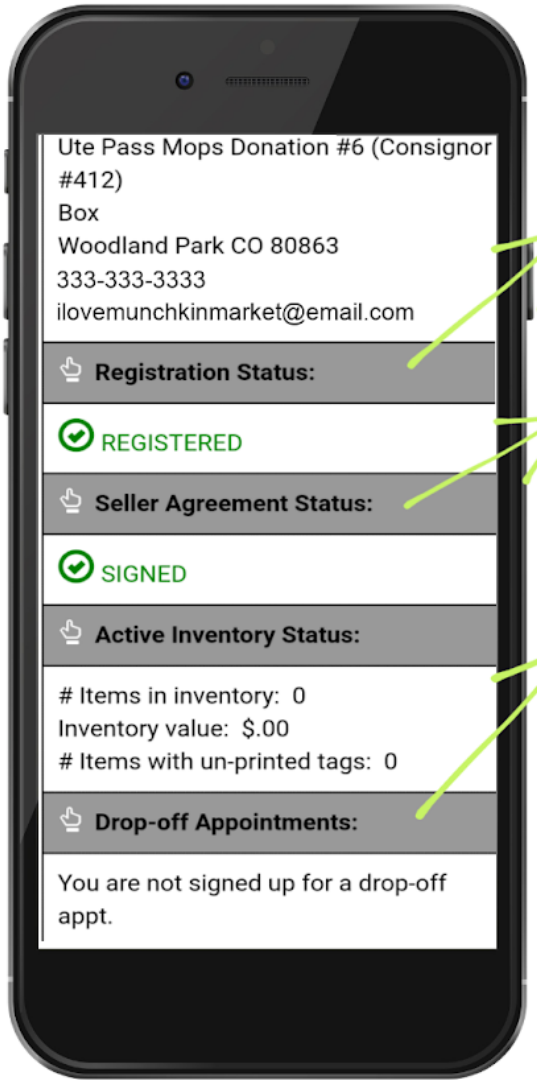
Questions? Please email munchkinmarket@gmail.com

Selling with Munchkin Market

1 2 3 4 5

1 REGISTER

Now that you're all signed up and logged in, this is your Munchkin Market **CONSIGNOR HOMEPAGE**! Let's get you registered for the upcoming sale. Follow the steps below.



1. Click on **REGISTRATION STATUS** to register for the upcoming sale and confirm/update your contact information
2. Click here to **SIGN** the **SELLER AGREEMENT.** Please familiarize yourself with MM Policies & Procedures
3. Click here to select your **DROP-OFF TIME**. This is the time you will come set out your inventory on the sales floor.

Let's go into detail about dropping off on the next page so you know how to sign up!

Like us on facebook at facebook.com/munchkinmarketwp to get the latest news and updates

Selling with Munchkin Market

1 2 3 4 5

1 Drop off Appointment

Your drop off appointment is when you bring your tagged inventory to Munchkin Market and set it out on the sales floor.
Here is all the information you need to know for drop off so you can know how to schedule and finish your registration:

OUR DROP-OFF APPOINTMENT OPTIONS ARE:

1. **WED 11/2**
   3 PM - 8 PM
2. **FRI 11/4**
   LAST CHANCE
   11:30 AM -12:30 PM

DROP OFF PROCESS:

#1 **CHECK-IN** with a MM Volunteer at the back entrance of Woodland Park Community Church (800 Valley View Drive, Woodland Park)

#2 Bring a **SELF ADDRESSED/STAMPED ENVELOPE** to turn in a check-in. This is what we will use to mail your check to you.

#3 **SET OUT YOUR OWN ITEMS** on the sales floor. Please allow yourself **ADEQUATE TIME** to do so. Doors close promptly when drop off time ends.

#4 **LAST CHANCE DROP-OFF** is Friday! This is for those last minute items you still want to include in the sale. Everything has to be in in the system by 8 AM on Thursday morning to set out on Friday.

Questions? Please email munchkinmarket@gmail.com

Selling with MUNCHKIN MARKET

1 2 3 4 5

2 GATHER & SORT

Check your WHOLE HOUSE!
There are lots of areas to look!

BEDROOMS Furniture, Clothing (Sizes Premie - Junior 15-16), Shoes, Accesories, Decor, Lamps, Rugs, Gliders, Rocking Chairs, Boppies, Bedding, Monitors, Book Shelves, **APPROVED CRIBS (with a completed safety questionnaire)**, etc.

BATHROOMS Bath Supplies, Baby Tubs, Bath Toys, Diaper Disposal Systems, etc.

GARAGE/OUTSIDE Ride-on Toys, Bikes, Sandboxes, Water Tables, Playhouses, Skooters, Skates, Swings, Strollers, **APPROVED CAR SEATS (with a completed safety questionnaire)**, etc.

PLAY ROOM Toys, Dress-up Costumes, Crafts, Instruments, CD's, DVD's (G & PG), Puzzles, Games, Gaming Systems, Play Mats, Exersaucers, Books, Kitchen/Bench Play Sets, Bouncers, Toy Boxes/Storage, Stuffed Animals, etc.

CLOSETS Maternity Clothing, Nursing Bras, Diapers, Diaper Bags, Slings/Carriers, Grocery Cart Seat Covers, Gates, Baby Proofing Items, etc.

KITCHEN Dishes, Luchboxes, Breastfeeding/Pumping Supplies, Highchairs, Booster Seats, Pacifiers, Sippy Cups, Bottles, etc.

ALL CRIBS & CAR SEATS REQUIRE A COMPLETED SAFETY QUESTIONNAIRE

Selling with MUNCHKIN MARKET

1 2 3 4 5

2 GATHER & SORT

KEEP what you love | TOSS those items that are a little too well-loved, stained, have holes, aren't working, or are missing parts | SELL & SORT using the 4 guidelines below:

1. SPOTLESS

Items that are clean and in good condition sell better! Look carefully for stains/holes and bring freshly laundered clothes. Make sure to clean and disinfect your non-clothing items as well!

2. SAFE

Important Safety Guidelines apply to car seats, cribs, infant equipment, and toys. Please refer to the CPSC (**https://www.cpsc.gov/Recalls**) before selling.

3. SOUND

Shoppers want to have their purchased items in working order when they get home. Check to make sure pieces/parts aren't missing and that items are in working order (**please include batteries**).

4. SORT BY SIZE, TYPE & GENDER

At Munchkin Market, we have our boy and girl clothes organized in different areas by size. **Organize your genders, types, and sizes together and it will make tagging and putting your items out at the sale much easier.** Put your toys together, maternity clothes together, etc.

ALL CRIBS & CAR SEATS REQUIRE A COMPLETED SAFETY QUESTIONNAIRE

Selling with MUNCHKIN MARKET

1 2 3 4 5

2 GATHER & SORT

It's important to to also know what we WILL NOT sell at Munchkin Market. READ THIS LIST CAREFULLY.

- X **POOR CONDITION OR DIRTY CLOTHING/ITEMS** Look for stains, holes, pilling, missing buttons, broken zippers, over-worn condition, or unpleasant odors (including cigarette smoke). Make sure your items are in working order, not missing pieces/parts with batteries inluded.
- X **ADULT CLOTHING (OTHER THAN MATERNITY) OR SHOES**
- X **MOVIES RATED PG-13 OR HIGHER**
- X **MATURE RATED GAMES**
- X **ANY CRIB OR CAR SEAT WITHOUT A SIGNED SAFETY QUESTIONNAIRE ATTACHED.** See Munchkin Market documents at utepassmops.org
- X **BABY FOOD & FORMULA**
- X **ITEMS THAT HAVE BEEN RECALLED OR WHICH CONTAIN HIGH LEVELS OF LEAD TOXINS. Please check the CPSC** (https://www.cpsc.gov/Recalls) for recalled toys and items. When you register online you will sign a Seller's Agreement that specifically states you have checked the recall list and are not bringing any recalled items.

ALL CRIBS & CAR SEATS REQUIRE A COMPLETED SAFETY QUESTIONNAIRE

Selling with MUNCHKIN MARKET

1 2 3 4 5

3 ENTER, PRINT & TAG

Time to Tag! Enter away until you're ready to print. You can enter up to 425 items!

TO START:

1) Login and go to **MY HOMEPAGE** **2)** Click on the **MENU** at the top
3) Select **WORK WITH CONSIGNED INVENTORY** **4)** Click on **ADD ITEMS** **5)** Select **PC/Laptop Version**

Pick the correct **CATEGORY**. **This is where sorting ahead of time comes in handy!** Ex: Clothing - Girls

Pick the correct **SIZE**. Ex: 3T

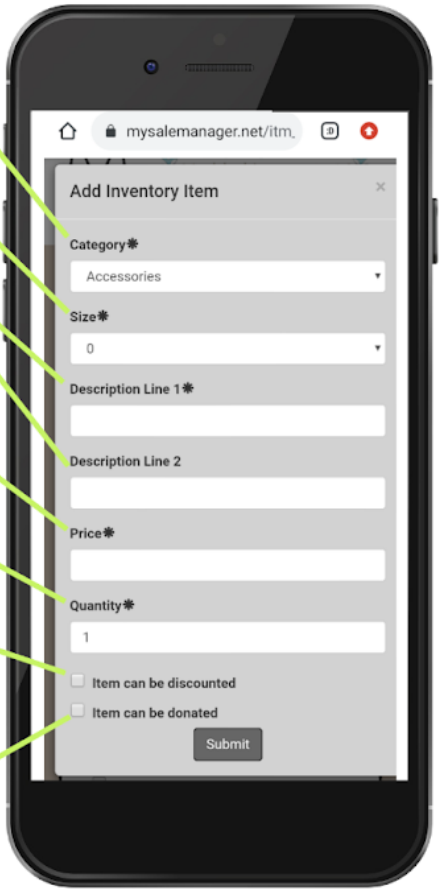
DESCRIBE item (24 characters max and 2 description lines if needed)
Put brand, color, # of pieces (if applicable) Ex: Children's Place Blue Onesie

PRICE the item. You choose the price! **Prices must be in $0.50** increments.

Enter the **QUANTITY**. The feature is to be used if you have more than one of the exact same item. It will duplicate the tag times the quantity.

Select if item can be **DISCOUNTED** 50% on half price day (Saturday). **We highly recomend this!** If you do not want it to be discounted you will need to pick it up on Friday night. All items remaining on Saturday will be sold at 50%

Select if you'd like your unsold items to be **DONATED** after the sale is over. If you don't want to donate them you will be picking them up at the after-sale sort and you can **sell again** at the next sale! All you have to do is **Reactivate** all your previously tagged/unsold items and, if you'd like, create new tags for aditional items you'd like to add to your inventory.



Questions? Please email munchkinmarket@gmail.com

Selling with MUNCHKIN MARKET

1 2 3 4 5

3 How to print, plus tips & tricks

HOW TO PRINT:

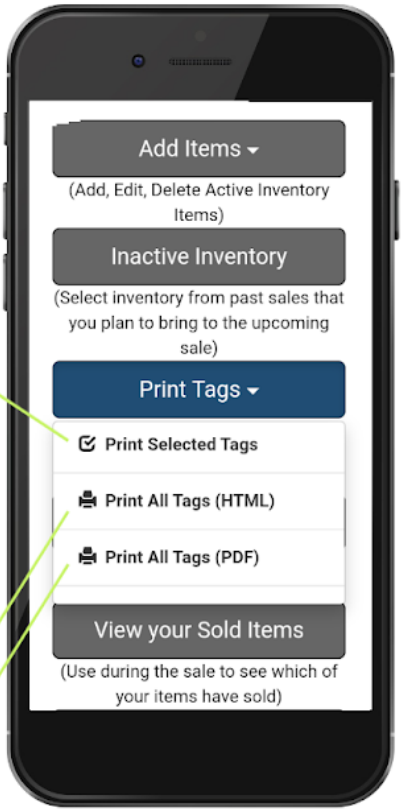
1) Select **RETURN TO CONSIGNED INVENTORY**

2) Select **PRINT TAGS**

3) Select either **"PRINT ALL TAGS"** or **"PRINT SELECTED TAGS".**

"PRINT SELECTED TAGS" will show you what has been printed and what hasn't. Then select what you want to print. **There is an option to automatically select and print tags you haven't already printed making it easy to print & tag in batches.**

"PRINT ALL TAGS" will show a sheet of your tags ready to print.



IMPORTANT PRINTING TIPS & TRICKS:

1) Tags print **10** tags per page.

2) Make sure your printer's **PRINT QUALITY** is set to **NORMAL**. The highest quality print setting make barcodes unreadable.

3) Print on **WHITE PAPER** only and do not use cardstock.

4) Select **PRINT TO PDF** to view the tags before printing.

5) Print a **TEST PAGE** and see if your barcodes are printing clearly and correctly. Blurry barcodes do not scan.

6) If you make any **CHANGES** to your inventory or accidentally delete an item after it's already been printed; print a new tag.

7) If you have a lot of inventry to tag it is helpful to **TAG & PRINT IN BATCHES**.

Like us on facebook at **facebook.com/munchkinmarketwp** to get the latest news and updates

MM PRICING GUIDE

This is meant as a **GENERAL GUIDE** to **COMPETITIVELY** price your items, but pricing is completely up to you! As you're pricing things ask yourself **"What price would make me willingly buy this right away...and tell people about the great deal I got?"**

$1-$3 Bargain Brands

Circo, Garanimals, Cherokee, Faded Glory, etc.

$3-$5 Standard Brands

Old Navy, Nike, Osh Kosh, Carter's, Children's Place, Gymboree etc.

$4-$10 Higher End Brands

Janie Jack, Crew Cuts, Tucker & Tate, etc.

$6-$15 Boutique Brands

Matilda Jane, Jelly the Pug, Tea, Mini Boden, etc.

30%-45% Off Toys & Baby Gear

CHARGE A LITTLE HIGHER FOR

New with Tags
Like New Condition
Hot Selling
In Season
Designer Brands

CHARGE A LITTLE LOWER FOR

Good Condition
Infant Clothing
Play Clothes
Maternity
Common Items

"The **#1 REASON** for things not selling is pricing too high. Price your items to sell!"

PRICING TIPS:

1. **THESE ARE RECOMENDATIONS, NOT REQUIREMENTS**. This is a general guide for pricing, but again, how you price is up to you and what condition the item is in. A newer item will get a higher dollar amount than one that has been handed down a couple times.

2. **PRICE BOOKS LOW!** We get a lot of books!

3. As you are thinking aout prices, consider **CREATING SETS OR BUNDLES.** Bundle smiliar things together (socks, onesies, books, toys) or put an outfit together!

Selling with MUNCHKIN MARKET

1 2 3 4 5

3

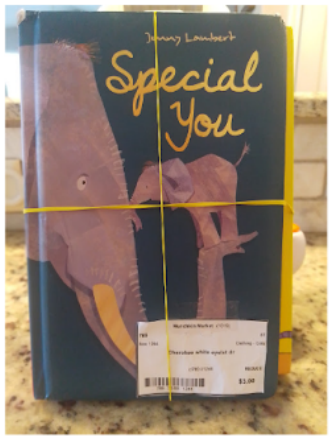
HERE ARE SOME SUPPLIES YOU MIGHT NEED:

Zip-Ties, Hole Punch, Rubber Bands, Clear Zip-Lock Bags of Different Sizes, Painter's Tape/Clear Tape, Safety Pins of Different Sizes, Clear Saran Wrap, Scissors, & String

WE PROVIDE HANGERS AT THE SALE

Whether you are using safety pins or a tagging gun, only pierce the **inside seam or the garment tag** to avoid damaging your clothing.

We get a lot of books so price them low! You can always bundle a couple together as well! We show rubber bands being used here but you could also use string or ribbon.



Feel free to **Bundle outfits or similar things together with safety pins**! Shoppers love it and you only have to make one tag! Baby onesies, hats, same size shirts, same size pants, etc are some ideas of things you can bundle!

Questions? Please email muchkinmarket@gmail.com

Selling with MUNCHKIN MARKET

1 2 3 4 5

3

IMPORTANT: Make sure your tags are **SECURELY ATTACHED**! We cannot sell the item if the tag is lost.
Tape boxes/DVD/CD's **CLOSED** and **PROTECT** all items with pieces or loose parts!

Saran wrap/Zip-Lock bags are great tools to **secure puzzles or anything that has smaller pieces.**

Zip-Ties are great for keeping shoes and other items together. Smaller shoes can also be secured in zip-lock bags.

SHOE TIP: Magic Erasers clean up scuffs on shoes amazingly well!

Bundle things together like socks, hair accessories, costume jewelry, toys, etc. securely in zip-lock bags. Tape the top seam so items cannot be removed.

Like us on facebook at **facebook.com/munchkinmarketwp** to get the latest news and updates

Selling with MUNCHKIN MARKET

VOLUNTEER TO SHOP EARLIER & EARN MORE $

There are a lot of benefits to DONATING or CONSIGNING at MM...like early shopping rights! Also, if you are consigning you can choose to VOLUNTEER to earn more $ and shop even earlier!! We offer FREE childcare for volunteers during scheduled working hours on a first come, first serve basis. Larger donations, that are unable to be bagged will be accepted at the value and discretion of the MM Coordinator.

SUPPORT A GREAT CAUSE & SHOP THE BEST DEALS FOR YOUR FAMILY!

VOLUNTEER ONLY (4+ HOURS)	Shop before the general public at **2PM on Thurs**
DONATIONS ONLY (3+ LARGE BAGS)	Shop before the general public at **2PM on Thurs.** Larger donations, that are unable to be bagged, will be accepted at the value and discretion of the MM Coordinator.
VOLUNTEER (4+ HOURS) + DONATE (3+ LARGE BAGS)	Shop before the general public at **1PM on Thurs.**
CONSIGNOR ONLY	Shop before the general public at **2PM on Thurs** & earn **50%** as a consignor
CONSIGNOR + VOLUNTEER 3 HOURS	Shop before the general public at **1PM on Thurs** & earn **70%** as a consignor
CONSIGNOR + VOLUNTEER 5 HOURS	Shop before the general public at **1PM on Thurs** & **8:30AM on Sat** (1/2 Price Day) & earn **70%** as a consignor

OUR PRE-SALE TIMES HAVE CHANGED! PLEASE TAKE NOTE OF THE CHANGES ABOVE

Selling with MUNCHKIN MARKET

1 2 3 4 5

HELP AT "END OF SALE SORT"

You're at the last step! Woohoo! You've made a difference in our community...making family life a lot more affordable! You got great deals for your family and even made money while you were at it! It feels pretty good all around!

CHECK-IN with a MM volunteer at **1:30 PM on Saturday** to help sort remaining unsold items. **You must come to the sort even if you are donating your items after the sale.**

Bring a bin labeled with your consignor number if you will be bringing unsold items home with you. All items during the sort will be placed in your bin. Consignor numbers will be taped to the wall in order. Just place your labeled bin under your assigned spot & wait for instructions.

If you didn't already turn in a **self-addressed, stamped envelope,** bring it now. This is what we use to send you your check.

If you need **childcare** please check with the MM coordinator.

At the end of the sale, items that are marked for donation are distributed to local families in need in two ways:

1. Local families referred by assistance organizations are permitted to select items they need and take them free of charge.

2. Any items remaining after this shopping experience are donated to local charities. These charities will then distribute the items throughout the rest of the year to families in need. Some of the local charities that we partner with are: Choices, Community Partnership, Community Cupboard, Aspen Mine Center, and local high school counselors (supporting teen moms).

Questions? Please email munchkinmarket@gmail.com

MUNCHKIN MARKET of Woodland Park

A SEMI-ANNUAL CHILDREN'S CONSIGNMENT SALE

PRE-SALE HOURS ARE (FOR QUALIFYING CONSIGNORS, VOLUNTEERS & DONATORS ONLY - SEE NOTE BELOW):

THURS, NOVEMBER 3RD from 1:00 PM - 3:00 PM

SAT, NOVEMBER 5TH at 8:30 AM - **1/2 Price Day, ALL ITEMS 50% OFF**

Please see STEP #4 "VOLUNTEER TO SHOP EARLIER & EARN MORE MONEY" page to see what time you qualify for. Only those who qualify are on a list and can shop at these times.

GENERAL PUBLIC SALE HOURS ARE:

THURS, NOVEMBER 3RD from 3:00 PM - 7:00 PM

FRI, NOVEMBER 4TH from 12:00 PM - 7:00 PM

SAT, NOVEMBER 5TH from 9:00 AM - 1:00 PM - **1/2 Price Day, ALL ITEMS 50% OFF**

IMPORTANT DATES (THAT APPLY TO THE FALL SALE):

JULY 1ST - Registration & Work Registration Opens

OCTOBER 30TH @ 5 PM - Registration & Work Registration Closes

NOVEMBER 3RD - **ALL ITEMS MUST BE ENTERED IN THE SYSTEM BY 8:00 AM**

NOVEMBER 5TH - All consignors attend SORT @ 1:30 PM (See step #5 for details)