

Woodland MomCo

Munchkin Market Policies & Procedures

Spring Sale 2024

Thank you for consigning at our fundraising event for Woodland MomCo! Changes may be made before each sale. Please read these policies and procedures thoroughly.

1. REGISTRATION/TAGGING:

- Sellers must sign up online to register as a consignor.
- A \$5.50 registration fee will be deducted from each Consignor's gross sales.
- 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 \$15.00 fee may be assessed if persons are found to be sharing a number.
- The maximum number of items you may register in our online system is 425 items. Each consignor may volunteer an extra 1 hour shift for 50 additional items added to the consignors limit. For questions or concerns about this, please contact the Munchkin Market Coordinator.
- Consignors must have a minimum of \$25.00 worth of merchandise for consignment.
- Prices must be in increments of 50 cents, with 50 cents as the lowest price.
- **All items must be tagged from the online software.**
 - When printing tags, please ensure print quality is normal. Do not alter the tag size.
 - Do NOT use **Sticky labels OR Colored Paper - These items will be removed from the selling floor and returned to the consignor at the end of the sale.**
 - Use a safety pin or tagging gun to secure the tag to the garment in the manufacturer's tag or seam.
 - Painters tape (or similar) is suggested for books to keep from damaging the item.
 - Do NOT use **Straight pins OR Staples - These items will be removed from the selling floor and returned to the consignor at the end of the sale.**
 - **Items without a tag cannot be sold.** Volunteers will do their best to reunite lost tags with tag-less items if there is enough information on the tag to do so; using the Category & Size drop-down menus when tagging will help in this process.
 - Consignors that wish to donate their items at the end of the sale should mark the "Check to Donate" box when tagging their items.
- **All items on Saturday are sold for half of the tagged price, regardless of whether they are marked 'discount.'**
 - Consignors who do not wish to sell their items during the Half-Price sale on Saturday must pick up their items between 6-7pm on Friday. Doors lock at 7pm. Please contact the MM Coordinator regarding early pick up.
- Failure to comply with the Policies and Procedures may result in a fine of 10% of your proceeds.

2. VOLUNTEER SHIFTS/PRE-SALE

- **50% Consignors are not required to volunteer and may shop the pre-sale at 2pm**
- **70% Consignors are required to work at least 3 hours and may shop the pre-sale at 1pm**
- **70% Consignors may work an additional 2 hours (total of 5 volunteer hours) and also shop the half price sale (Saturday) at 8:30am**
- **Volunteers (not consigning) who volunteer a minimum of 4 hours may shop the pre-sale at 2pm**
- **Donors who provide items to Woodland MomCo for the sale (as determined by the MM Coordinator) may shop the pre-sale at 2pm**
- **Volunteer/Donors (combined donations AND volunteering 4 hours) may shop the pre-sale at 1pm**
- **Volunteer Shifts**
 - Shifts may be worked in succession if available, or may be spread over the 4-day sale period
 - All volunteers **MUST CHECK-IN** at the volunteer station upon arriving to work their scheduled shift(s). *If a volunteer fails to check in for their shift(s), they will not be credited for the work shift and may only receive 50% of their proceeds.*

- Childcare for volunteers is ONLY available during their scheduled shift(s). **It is the participant's responsibility to inform the MM Coordinator of their childcare needs in advance.** Childcare is limited and is provided on a first come first serve basis.

- Do not bring sick kids into the childcare rooms.

- Snacks or meals are not provided, please pack for your kids appropriately.

- Pre-Sale Shopping is only for Consignors/Volunteers/Donors who qualify based on the requirements outlined above. Only the adult entitled to early shopping may shop at the designated time.

- No other adult(s) will be allowed during the pre-sale shopping. This includes spouses.

- Children newborn to 3yo may remain with you in a stroller or carrier.

- Limited childcare for those who qualify for pre-sale shopping hours will be provided at no charge for children 12 and under. Childcare is only available to those who qualify for pre-sale shopping and ends promptly at 3pm. Drop off will begin ten minutes prior to the doors opening.

To reserve your spot, email the MM Coordinator at munchkinmarket@gmail.com.

- ONE child (between the ages of 3-18) will be allowed to shop with you if you choose.

They must remain with you. They cannot shop on their own. If you have multiple children who would like to shop, you may exchange them during the shopping time but only one will be allowed entry at a time.

3. DROP OFF/SORT

- Consignors must set out their own, already tagged, merchandise in the appropriate locations on the sale floor during drop off hours. Consignors MUST CHECK-IN with the MM Coordinator upon arriving for set-up.

- Please sign up for a drop off shift. This just helps us know when people are coming so we can staff volunteers appropriately.

- All consignors must return on Saturday at 1:30 pm 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.

- There is a \$15.00 fine deducted from the Consignor's proceeds if they fail to return for the sort by 2:00pm or do not check in.

- 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.

- Childcare will be provided for the sort.

- Please contact the MM Coordinator in advance if you will need childcare

- Childcare will be \$3/child

- Fee for childcare can be deducted from consignor's check

- Consignors are responsible for going through the bin of items without tags and the bin of items with stains after the sale to claim their items.

- You may 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.

- Items left after 3:00 pm on Saturday will be considered donations to Woodland MomCo and may be given to charity.

- "Shrinkage" occurs (items are lost/stolen/missing). **Every effort is made to minimize the incidence of shrinkage;** however, **Woodland MomCo is NOT RESPONSIBLE FOR RECOVERY OR REIMBURSEMENT to Consignors for lost, stolen, missing or damaged items.** We cannot reimburse Consignors for items removed from the sales floor due to appearance, safety, etc. or items that get separated from their tags.

4. MERCHANDISE:

- ITEMS ALLOWED:

- Children's clothes, shoes, and accessories, sizes 0-juniors 16. All clothing must be gently-used, freshly laundered and wrinkle free.

- Maternity clothes, nursing bras and tops.

- Children's equipment- strollers, pack n plays, high chairs, booster seats, exersaucers, play mats, swings, bouncers, monitors etc.

- Children's toys, stuffed animals, books, wooden puzzles, videos, cds and dvds (G or PG only)

- Children's accessories- diaper bags, slings and carriers, grocery cart seat covers, feeding items, breastfeeding and pumping supplies, baby-proofing items, gates, infant bath tubs, boppys etc.

- Children's décor- bedding, picture frames, mobiles, lamps, rugs, laundry hampers etc.

- Children's furniture- Book shelves, toy boxes, toddler beds, Rockers/Gliders, etc.
- **Cribs (manufactured after June 28, 2011). Please complete the Crib Questionnaire available on our website, or request one from the MM Coordinator. Cribs will not remain on the sales floor if they have a manufacture date earlier than June 28, 2011 . Likewise, cribs will not be accepted or placed on the floor for sale without a completed Crib Questionnaire.**
- Outdoor play Equipment- Ride-On Toys, sand box, water tables, play houses, bikes, bike helmets etc.
- **Toys should be in working order, batteries included and listing of missing parts.**
 - If the toy is not working, the tag must include in description: DOES NOT WORK and a note describing what does not work or is missing, i.e.: No sound, missing 2 pieces or missing figures, etc.
- **If you wish to sell a car seat, please complete the Car Seat Questionnaire available on our website, or request one from the MM Coordinator. Car seats will not remain on the sales floor if they have a manufacture date earlier than 3 ½ years from the sale date. Likewise, car seats will not be accepted or placed on the floor for sale without a completed Car Seat Questionnaire.**
- When selecting your items to sell please keep in mind the higher the quality the better it sells. Please choose quality over quantity.

- ITEMS NOT ALLOWED:

- Clothing with stains, holes, pillage, missing buttons, broken zippers, over-worn condition, or unpleasant odors, including cigarette smoke.
- Poor condition or dirty items
- **Adult clothing or shoes**
- **Any crib manufactured prior to June 28, 2011, can no longer be sold or donated per the regulations from Consumer Product Safety Commission(www.cpsc.gov).**
- Items that have been recalled or which contain high levels of lead toxins.
 - Please check the Consumer Product Safety Commission(www.cpsc.gov) for recalled toys and items.
 - MOPS does not accept liability for items sold or detrimental incidents that may be caused as the result of Consignors not adhering to this policy.
- **Items that DO NOT qualify to be sold at Munchkin Market will be pulled from the sales floor. If a consignor has multiple items that do not follow the guidelines, a fine of 10% of proceeds may be assessed.**
- **Movies rated PG-13 or higher - There will be a fine of \$10 if any PG-13 or R rated movies are found.**
- **Mature rated games - There will be a fine of \$10 if any mature rated games are found.**
- If a refund is made to a shopper due to a product not working, missing parts or a defect the consignor will not be paid for this item. It is recognized that "all sales are final", however, good customer service is also a priority with Munchkin Market.

WAIVER:

By registering as a consignor and/or volunteer you indicate your understanding of and agree to all the terms stated herein and below.

- All items consigned by you are in good & working condition, have no missing parts and have not been recalled according to the Consumer Products Safety Commission. Any repair made is by the original manufacturer or made in accordance with the original manufacturer's warranty program.
- Munchkin Market is not responsible for fire, loss, theft or damage to your items.
- You will earn 50% of your gross sales, less a \$5.50 Consignor Fee for participation in the Munchkin Market Sale. You understand that Consignors who volunteer for a minimum of 3 hours during the sale will earn an extra 20% of his/her gross sales.
- You understand that if your items do not meet Munchkin Market standards and/or you fail to show up for the sorting process you may incur additional fees.
- You understand that Consignor Pickup follows the half-price sale and sorting of items, and all items NOT picked up by 3:00PM will be donated to the charity partner(s) designated by Munchkin Market. No exceptions will be made.

- You understand that volunteering at the Munchkin Market sale entitles you to shop early at a predetermined time during the pre-sale shopping, depending on the amount of time you are scheduled to volunteer.
- You understand you are not an employee, agent or independent contractor of the Woodland MomCo Munchkin Market.
- You understand Munchkin Market will not provide you with compensation, insurance, worker's/volunteer's compensation or any other benefits of an employee.
- You understand that in consideration of you being allowed to work as a volunteer, you agree to forever discharge and agree to hold harmless Munchkin Market or the Woodland MomCo.
- You agree that you are volunteering for the sole purpose of assisting with operations of the event and may receive in exchange early shopping rights.
- You agree to volunteer in an ethical manner.
- You understand that by appearing in a public venue as a shopper, consignor or volunteer, Munchkin Market has my permission to use my image in any publicity avenue they choose.

Munchkin Market Coordinator: Maggie Schmidt at 719-422-6804 or by email at munchkinmarket@gmail.com