

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



Register



Gather &
Sort



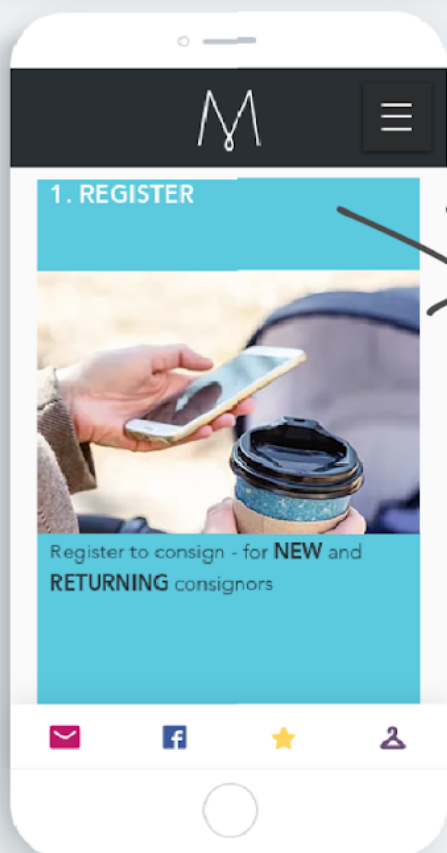
Enter, Print
& Tag



Volunteer to
Shop Earlier &
Earn More \$



Help at "End
of Sale Sort"



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

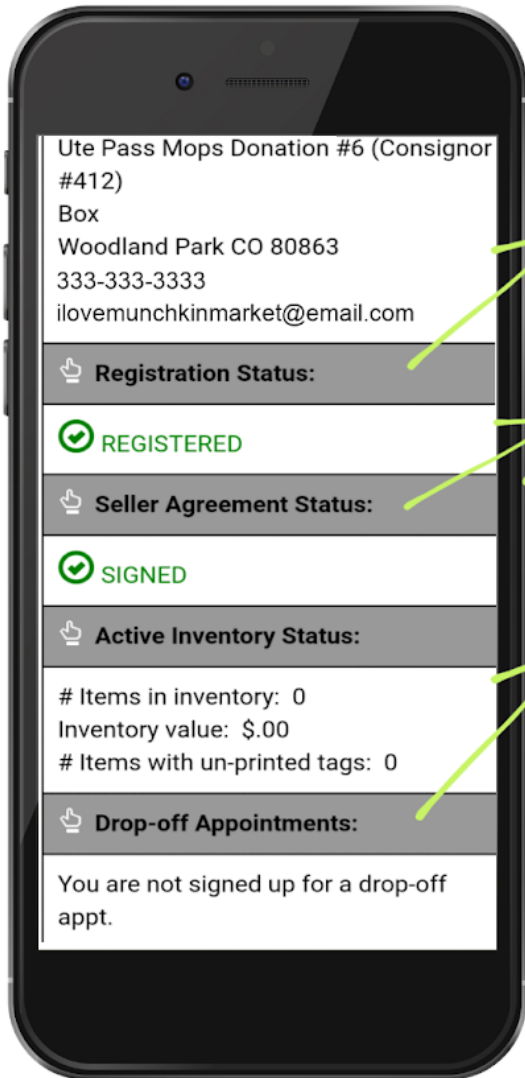
Questions? Please email munchkinmarket@gmail.com

Selling with MUNCHKIN MARKET



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.



Click on **REGISTRATION STATUS** to register for the upcoming sale and confirm/update your contact information



Click here to **SIGN** the **SELLER AGREEMENT**. Please familiarize yourself with MM Policies & Procedures



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!



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Selling with MUNCHKIN MARKET



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 4/12
3 PM - 8 PM

2

FRI 4/14
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



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



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



GATHER & SORT

It's important 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 included.
- 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



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 recommend 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 additional items you'd like to add to your inventory.

The screenshot shows a mobile browser interface for 'mysalemanager.net/itm'. The form is titled 'Add Inventory Item' and contains the following fields and options:

- Category***: A dropdown menu with 'Accessories' selected.
- Size***: A dropdown menu with '0' selected.
- Description Line 1***: A text input field.
- Description Line 2**: A text input field.
- Price***: A text input field.
- Quantity***: A text input field with '1' entered.
- Item can be discounted
- Item can be donated
- Submit** button

Questions? Please email munchkinmarket@gmail.com

Selling with MUNCHKIN MARKET



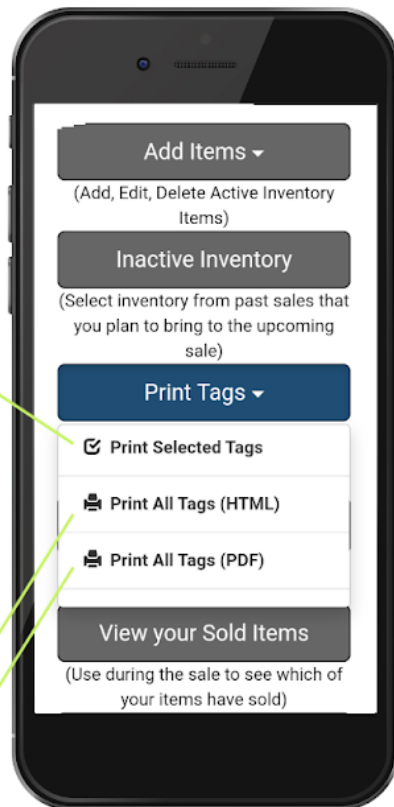
HOW TO PRINT, PLUS TIPS & TRICKS

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 inventory to tag it is helpful to **TAG & PRINT IN BATCHES**.



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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

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 about prices, consider **CREATING SETS OR BUNDLES.** Bundle similar things together (socks, onesies, books, toys) or put an outfit together!

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! ”

Selling with MUNCHKIN MARKET



3



HERE ARE SOME SUPPLIES YOU MIGHT NEED:

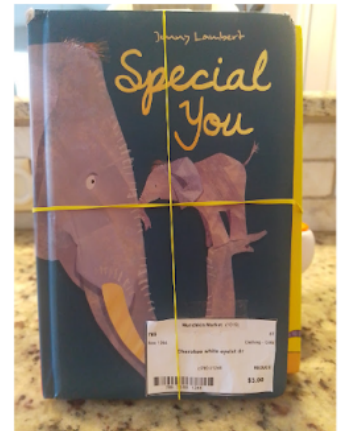
Zip-Ties, Hole Punch, Rubber Bands, Clear Zip-Lock Bags of Different Sizes, Painter's Tape/Clear Tape, Safety Pins of Different Sizes, Clear Saran Wrap, Scissors, & String

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



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.



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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



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



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

THURS, APRIL 13TH from 1:00 PM - 3:00 PM

SAT, APRIL 15TH 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, APRIL 13TH from 3:00 PM - 7:00 PM

FRI, APRIL 14TH from 12:00 PM - 7:00 PM

SAT, APRIL 15TH from 9:00 AM - 1:00 PM - **1/2 Price Day, ALL ITEMS 50% OFF**

IMPORTANT DATES (THAT APPLY TO THE FALL SALE):

JANUARY 1ST - Registration & Work Registration Opens

APRIL 9TH @ 5 PM - Registration & Work Registration Closes

APRIL 13TH - **ALL ITEMS MUST BE ENTERED IN THE SYSTEM BY 8:00 AM**

APRIL 15TH - All consignors attend SORT @ 1:30 PM (See step #5 for details)