

BARGAINS ON THE BLUFF



Welcome to Bluff Park United Methodist Church “Bargains on Bluff Consignment Sale”!

We are excited that you are going to be a part of our sale and can’t wait to share in this time of fun and fellowship.

Sellers will receive 70% of their proceeds and the remaining 30% will go to help support the Children’s ministries of BPUMC, including our Preschool and Elementary Departments & PDO program “Bluff Park Preschool”.

In order to run a successful sale we need sellers and **LOTS** of volunteers. There are a ton of different shifts Sunday – Sunday during this event. If you can work one or more shifts (3 hours each), please visit www.bargainsonthebluff.com

- A seller’s registration fee of \$15 is required to offset expenses of the sale. **This \$15.00 registration fee will be deducted out of your check at the end of the sale.**
- Each Consignor must have a **minimum of 15 items** to participate.
- **A preview sale open ONLY to those who are selling and/or volunteering with us** will be held Thursday, before the public sale opens. This sale is strictly for Consignors and Volunteers and we will have someone there to check you in prior to shopping.

SALE WEEK

Monday and Tuesday	Check-In Time <u>by appointment</u>	9:30 am – 12:30pm / 5:00 pm – 8:00pm
Wednesday	Check-In Time <u>by appointment</u>	9:30 am – 12:30pm
Thursday	2:00-7:00pm 3:00-7:00pm 4:00-7:00pm	Preview Sale for Volunteers working 2 or more shifts Preview Sale for Volunteers working 1 shift Preview Sale for Consignors not working a shift
Friday	9:00am – 6:00pm	Sale open to public
Saturday	9:00am – 2:00pm	Sale - 50% Off Day *if indicated on tag.
Sunday	2:00pm - 4:00pm	Consignor Pay Out & Pick Up

*****Please pick up all unsold items at payout time. We cannot hold items for late pick up. All items not picked up by Sunday 4:00pm will be donated. If sending someone else to pick up your things, please let us know in advance. Thanks for understanding.**

To receive a seller number, reserve check-in times, and/or volunteer to work during the sale, Please register at www.bargainsonthebluff.com or email us at bargainsonthebluff@gmail.com
The entrance for check-in will be on the back side of the church by the playground

Attached you will find all the information you will need to prepare your items for the sale.
Please read over and follow the instructions carefully, so check in will be as smooth as possible.

We welcome the following: Please submit only items in **GOOD CONDITION** (new or gently worn with no stains or tears), **HUNG ON WIRE HANGERS**, **CLEAN AND READY FOR USE**. We reserve the right to refuse any item.

1. **CORRECT SEASON CLOTHING ONLY:** We will be checking you in at drop off and pulling out any off season items.
 - New & gently worn Children's clothing and accessories. Sizes Preemie thru junior for girls and sizes Preemie thru 18 for boys.
 - New & gently worn Ladies (CORRECT SEASON) clothing and accessories. Please remember that we will only accept clothing that is up to date and in style. Due to lack of space we are forced to be a bit pickier about the ladies shop.
 - **WE CANNOT ACCEPT CLOTHING THAT HAS PET HAIR OR A STRONG ODOR (SMOKE, MILDEW ETC.)** We will be checking you in at drop off and will let you know of any unsaleable items at this time.
 - **REMEMBER!! Neatly pressed items have more buyer appeal and sell MUCH better.**
2. **SHOES (CORRECT SEASON) AND ACCESSORIES:**
 - Children's shoes **IN VERY GOOD OR EXCELLENT CONDITION**. Please secure shoes together if they have ties or loop straps and place them in zip lock bags. Place the tag inside the bag on the sole side so as not to cover the view of the shoes.
 - Socks and accessories. Please place in zip lock bags and place tag inside the bag.
 - Ladies shoes **IN VERY GOOD OR EXCELLENT CONDITION ONLY**. Please secure shoes together if they have ties or loop straps and place them in zip lock bags and/or shoe boxes. Place the tag inside the bag on the sole side so as not to cover the view of the shoes. (Shoes must somehow be secured together)
 - All shoes not in sufficient condition will be rejected. We will be checking you in at drop off this time and pulling out any items not suitable for the sale.
3. **MATERNITY CLOTHING AND NURSERY ACCESSORIES:**
 - New & Gently worn Maternity clothes (correct season)
 - Baby furniture such as changing tables and cribs. Use clear packing tape to attach tag. Have all hardware for assembly attached in a zip lock bag. Previous experience indicates that these items sell better fully assembled. (Cribs **MUST** have current safety features [no drop side, for example] & have ALL pieces!)
 - Nursery items such as high chairs, exersaucers, bedding, strollers, etc. Remember, all items must be **CLEAN, ODOR FREE** and in good condition. Use clear packing tape to attach tag. **PLEASE DO NOT COVER BARCODES WITH TAPE**
4. **TOYS:**
 - We discourage the sale of monster toys and toy weapons as well as any item that may be offensive or frightening to children. We will be checking at drop off and will notify you of any unsuitable items.
 - Toys that require batteries **MUST** have working batteries in them. Items **MUST WORK** before being accepted. We test all toys to make sure they are working order.
 - Toys must be **CLEAN** and ready to play with.
 - Toys, puzzles and games must have all pieces. Toys with pieces should be sealed in zip lock bags and taped shut and attached to the largest piece. Wrapping puzzles in plastic wrap (like saran wrap) works well.
 - Small toys may be combined in zip lock bags that are taped shut.
 - Any items that are in Ziploc bags should have the tags placed inside the bag or well taped on the bag.

All items refused will be given back to the consignor at drop off time. If you do not wait for your items to be checked in and we in fact have items to return to you they will be donated.

Saturday is 50% off day!

If you *want* your item reduced, click in the box marked **YES. (Online tagging)**. If you *do not want* your item reduced, leave this check box unmarked. Once the tag is printed, you *cannot* handwrite in a change. (See instructions for tagging your items and hanging items below).

TAGGING YOUR ITEMS

1. ****WE WILL COMPLY WITH THE LAW FOR ALL RECALLED ITEMS!*** To get a complete list of these items you may go to www.cpsc.gov. PLEASE DO NOT BRING THESE ITEMS TO OUR SALE! ALL RECALLED ITEMS WILL BE DISPOSED OF.
2. ***PLEASE USE CHILDREN'S OR ADULT SIZE WIRE HANGERS TO HANG ALL ITEMS!!!!***
3. Go to our website www.bargainsonthebluff.com and register as a BOTB Consignor.
4. If you have never sold with BOTB AND/OR you do not have a User ID and password, then click on "New Consignor Registration" and follow the prompts. If you ever need to log on and can not remember your ID, click on "Forgot Password Or Consignor Number ?" or contact us at bargainsonthebluff@gmail.com.
5. Sort all of your items by clothing, toys, equipment, etc. Regarding clothing, sort by gender and then size. Do this ahead of time and the process will go much faster.
6. Enter your sale items into our online system. Once at your "Consignor Homepage" click on "Work with Consigned Inventory" at the bottom of the list to the left. This should take you to a new menu named "**Consignor Item Entry**". Here you will choose what you want to do with your inventory. You may transfer any unsold items from previous sales to the current sale, if you have items that did not sell last year. Once you enter in your items, the pieces that DO NOT SELL this time will remain in your inventory and you can make them active for the next sale.
7. To begin entering in items. Click on the first option "Work with my consigned items (Active Inventory)" and then follow the prompts for each item. Check the checkbox for "Reduce" or "Donate" if you want the item reduced in price on Saturday, and if you want the item donated if unsold. If you don't check the boxes, the items will remain full price and will be returned if unsold.
8. Printing your tags or inventory list can be performed at anytime, at intervals or all at once when you finish entering your items. You can do this from the "**Consignor Item Entry**" menu. Please use **WHITE cardstock paper** when printing tags so that the bar codes will scan properly.
9. Once your tags are printed, make sure the bar-code is **clear and is not excessively dark** (if this is the case the ink will look to be blurry or smudged on the paper) (use "fast normal or fast draft" setting when printing – **NOT BEST quality**), then cut on the lines and attach to your items properly **PLEASE do not put tape on the bar-code**.
10. Pin tags with **Small to Medium SAFETY PINS ONLY** to the front right shoulder of the garment as shown below. (as if you are holding the garment facing you). Large Safety Pins make too large a hole, especially in knits. We cannot sell items without a tag, so be sure the tag is secure. **DO NOT STAPLE OR USE STRAIGHT PINS!**
11. **All clothes must be hung on WIRE hangers as shown.** (Make sure the hook is turned away from the tag). All shorts, pants and skirts will need to be hung as shown below with pins. If the shoulders of a garment look like they may slip off of the hanger, use safety pins to secure.
12. **Any sets of clothing (2 or more pieces) that need to be hung on more than one hanger, please rubber band the hangers together and safety pin tag to the main piece (top or jacket). USE THE WORDS "2 PIECE OR 3 PIECE SET" in the description and price as one unit. If at all possible try to keep both pieces on the**

same hanger.

13. Attach tags to the outside of non-clothing items with clear packing tape. **BUT DO NOT COVER THE BARCODE!**
14. Please make sure all items are properly and securely tagged.

We cannot be held responsible for items not tagged properly or tags that are not secured as stated above. Please double check all of your items before check in.



BELOW IS A SAMPLE OF WHAT YOUR PRINTED TAGS WILL LOOK LIKE AFTER YOUR INFORMATION IS ENTERED INTO OUR NEW ONLINE TAGGING SYSTEM. YOU MAY NO LONGER MAKE PHOTOCOPIES OF OUR TAG SHEETS AS THEY HAVE CHANGED. NOW, EACH INDIVIDUAL ITEM IS ASSIGNED A BAR CODED NUMBER. GO ONLINE TO REGISTER AND CREATE A SELLER ACCOUNT AND START ENTERING IN YOUR SALE ITEMS TODAY WWW.BARGAINSONTHEBLUFF.COM

00 PIN HERE 00		
1010	My Test Consignment Sale	18-24 Months Clothing - Girls
Old Navy Yellow Dress		
	Item: 1	REDUCE \$10.00
		A
1010 \$10.00		

WE HOPE THAT YOU WILL LOVE THE ONLINE SYSTEM AS MUCH AS WE DO!

BARGAINS ON THE BLUFF REMINDERS AND CHANGES:

BELOW IS A LIST OF REMINDERS AND CHANGES FOR OUR SALE

*****DISCOUNT DAY IS NOW 50% ON SATURDAY.**

***** WE DO NOT ACCEPT:**

DIAPER PAILS, PORTABLE POTTIES, OR POTTY TRAINING SEATS, DROP SIDE CRIBS, CAR SEATS/BOOSTERS OVER 5 YRS OLD, BUMBOS W/O SEATBELT.

PORTABLE CRIBS OR PACK AND PLAYS ARE STILL OK.

*****WIRE HANGERS ONLY**

*****PLEASE PRINT TAGS ON WHITE CARDSTOCK PAPER.**

****WHEN PRINTING YOUR TAGS WITH OUR ONLINE SYSTEM, DO NOT USE THE BEST QUALITY SETTING ON YOUR PRINTER.**

THIS CAUSES THE INK TO SMEAR ON THE CARDSTOCK AND BARCODES ARE NOT DETECTED BY OUR SCANNERS. PLEASE MAKE SURE THAT YOUR TAGS ARE LEGIBLE.

****NOTE TO ANYONE SELLING A CAR SEAT, BOOSTER SEAT OR INFANT CARRIER:**

ALL CAR SEATS HAVE A MANUFACTURER DATE/EXPIRATION DATE ON THEM SOMEWHERE.

WE WILL NOT ACCEPT ANY CAR SEATS, BOOSTERS, OR INFANT CARRIERS OVER 5 YEARS OLD

****WE ARE NOW ACCEPTING VIDEO GAME SYSTEMS AND GAMES!**

PLEASE MAKE SURE THAT ALL SYSTEMS ARE IN WORKING CONDITION, GAMES HAVE NO SCRATCHES ON DISCS ETC...

GAMES MUST BE RATED! WE WILL ONLY ACCEPT GAMES WITH THE FOLLOWING RATINGS:

EC: EARLY CHILDHOOD

E: EVERYONE

E 10+: EVERYONE 10+

AND SOME T: TEEN

We reserve the right to refuse any item.