RESALE FALL 2019

PLEASE READ CAREFULLY, RULES HAVE BEEN UPDATED

WHEN: Saturday, October 5, 2019 from 8:00 AM to 12:00 NOON

WHERE: Round Lake Beach Cultural and Civic Center

2007 Civic Center Way

Round Lake Beach, IL 60073

DIRECTIONS

Take Route 83 to Hook Drive, which is just North of Rollins Road. Go West on Hook Drive. Civic Center is on the North side of the road at Civic Center Way.

Join our Seller Facebook Group

We have a private Facebook group called [LCMOTC Resale Seller Support](https://www.facebook.com/groups/567213557058650/). Please join! We post hints, tips, and ideas for selling at the resale. It is also an awesome place to get your questions answered.

VOLUNTEERS NEEDED

We need people to help us truck load/unload and set up. Priority volunteers are able to shop after the LCMOTC board members and before the sellers group (Group 3, see page 4 and/or page 7). Priority volunteers that are not consignors may also invite a friend or family member to shop on Friday night. There are 12 priority volunteer spots, first come first serve. If you are interested in volunteering for any of the following tasks, please contact Melissa Watters @ melissawatters07@gmail.com

To qualify as a PRIORITY VOLUNTEER, you must:

• Help with set up on Friday from 12:00 Noon until 2:00 PM

OR

• Help with merchandise setup on Friday from 4:00 until 6:00 PM

OR

• Help with Truck Load on Thursday evening AND Truck Unload Saturday immediately following sale.

**RESALE STEP BY STEP**

**1. Register for the sale**

Register by: **September 27, 2019 (member sellers) & September 20, 2019 (non-member sellers)**

NEW SELLERS: Go to our website lcmotc.wildapricot.org, click on the “Resale” tab and follow the links to register as a seller. It will prompt you to choose a seller number, but leave it blank and it will automatically generate a seller number. We may change the one the computer provides, but the seller will be notified of any changes. You will receive an email with further instructions, your seller number, and your mentor’s contact information after you complete your online registration.

RETURNING SELLERS: Go to our website lcmotc.wildapricot.org click on the “Resale” tab and follow the links to register for the resale. The seller/consignment number and password will remain the same as previous sales. Log in and follow the prompts to register for the current sale. Sellers are not automatically re-registered for the current sale.

Note: Please verify your mailing address after register. Checks are cut electronically and mailed directly from the bank to the address listed while registering. Please be sure any address changes are completed during registration. We do not use Wild Apricot when issuing checks.

Note: Membership for 2019-2020 must be current and paid on Wild Apricot.

DROP-OFF SELLERS: Sellers with 100 items or less may tag, organize, and label items for “drop off” on Friday. Drop-off sellers are not required to work at the sale on Saturday.

Drop-off seller responsibilities include: delivery of labeled bins, tagged items, and copy of inventory list (printed from mysalemanager) to the resale site and verification of items by a resale committee member or designate. Drop off between 4:00 PM and 6:00 PM on the Friday evening before the sale. Drop off sellers will be assigned a ‘shift time’ to drop off their items. If you need a specific time, please email Melissa Watters @ melissawatters07@gmail.com. Unsold items must be picked up by 1:00 PM on Saturday or items and containers will be donated.

Please contact Melissa Watters @ melissawatters07@gmail.com if you would like to be a Drop-Off seller to ensure that a shift is not assigned for the sale.

Please note that consignor fee percentages for drop-off sellers are different. Refer to Section 6: After the Sale for more specific information.

NON-MEMBER SELLERS: Go to our website lcmotc.wildapricot.org, click on “Resale” tab and follow links to register as a seller. It will prompt you to choose a seller number, but please leave this blank. A $20 non-refundable fee applies for non-

member sellers. Fee must be received within 7 days of registration or registration will be cancelled. Contact Melissa Watters @ melissawatters07@gmail.com for payment address. Follow the links to begin and start tagging.

Please note the consignor fee percentages for non-members are different. Refer to Section 6: After the Sale for more specific information.

1. If you have questions concerning registration, contact Melissa Watters @

melissawatters07@gmail.com

**2. Gather items to sell**

Check recall status at http://www.cpsc.gov/cpscpub/prerel/prhtml07/07257.html. Recalled items cannot be sold. If there was a recall that has been fixed and/or installed, identify that information clearly on the tag.

WHAT TO SELL

• ALL clothes and other child related items that are in “LIKE NEW” condition (exceptions noted below).

• This includes dresses, pants, shirts, sweaters, fleece pull-overs, dress-up clothes/costumes, swimwear, boots, sporting goods, sleepwear, and maternity clothes. Spring and summer clothing is also permitted. Please no water accessories or sandals due to space limitations.

• Dress shoes, slippers, dance shoes, casual shoes, rain boots, and gym shoes are allowed if in clean, very good to excellent condition. Please no sandals for Fall resale, due to space limitations.

• Car seats manufactured after October 2013, with expiration date of October 5, 2020 or later. If the car seat has been involved in any accident, it cannot be sold. A waiver is required to sell a car seat, booster, base, or carrier. Attach waiver to item along with tag. Waiver can be found on Wild Apricot under the “Documents” tab or requested from the resale committee.

• Published DVDs and CDs for children that have the original labels. Please, do not tape item closed. They will be checked for scratches and sealed with a LCMOTC sticker before the sale.

• Toys and all equipment that are in complete working order and not missing any parts.

• Bedding, blankets, etc. Please fold these so they are easily seen or hang on a hanger. There will be a rack to hang blankets and bedding for easier browsing.

THINGS THAT CANNOT BE SOLD

• NO DROP SIDE CRIBS - it is illegal to sell/donate drop side cribs

• NO bottles, nipples, teethers, or pacifiers, unless they are in the original, unopened packages.

• NO stuffed animals. Other battery operated toys and plush are permitted, as well as plush dolls (Groovy Girl type dolls) if in good condition.

• NO underwear, unless they are in the original, unopened packages.

• NO free samples of any kind can be resold. This includes formula, diapers, hospital bags, etc.

• NO BABY FOOD OR FORMULA CAN BE SOLD.

• NO diapers, (disposable or cloth), unless they are in the original, unopened packages.

• NO medical grade equipment (i.e. nebulizers)

• NO crib bumpers (breathable/mesh ones are ok)

• NO VHS videos or cassette tapes

• NO stained clothing

• NO clothing with holes unless they are new with tags.

• NO patched/repaired clothing

• NO listing “free” items.

• NO edible items, even unopened packages (i.e. Easy Bake Ovens). Boxes can be opened and food removed, then noted on tag (in description section) before printing (no writing on tags!)

• NO McDonalds or other fast food, free toys

3. Tag/Package items

• Enter item descriptions, price, size and gender (as applicable) into the website for each item or group of items for sale. Please be as specific as possible. We use this information at setup.

• Select Discount if you agree to sell the item at 50% discount during the last hour of the sale. Please see FAQs Tagging/Packaging section and Resale Schedule (Saturday 11:00 AM-12:00PM) for more information about Discounts.

• Select Donation if you agree to donate the item if it is not sold by the end of the sale. These items are identified and segregated at the end of the sale for pickup by the organization and will not be returned to the seller.

• Print tags single-sided on standard white cardstock (65 lb recommended) and verify that each tag includes a complete description and a bar code.

• Hand written tags may not be used.

• Prices are in 50 cent increments, i.e., $0.50, $1.50, $2.00, $2.50, etc.

• Please use only plastic hangers that are appropriate for the garment type (e.g. shirt hanger to hang shirts, pant hangers for pants or skirts, etc.)

• All hanger hooks must face left when looking at the item (the hanger will look like a “2” or a “?”).

• Tags must be safety pinned on the top side of the tag, to the upper right side of the garment (when looking at it). For the safety of our members and shoppers’ straight pins are not allowed.

• Tagging guns are allowed with short fasteners (1” or smaller).

• When using a plastic bag for items, tape tags on the outside of the bag.

• Please do not tape over the barcode area of the tag.

• Please do not use packing tape to affix tags to books. Use scotch tape or blue painters’ tape instead.

• Car seat tags must have expiration date listed on them. This may be entered or hand written.

**The club is NOT responsible for missing items, missing tags, or any item damaged during the sale. Please make sure all items are properly secured. If you have questions, please contact a committee member.**

4. Day Before Sale (Friday)

• Sellers arrive to setup merchandise. All items must be tagged and ready for sale.

• Drop-off (for pre-approved drop-off sellers): 4:00-6:00PM

• Seller check-in: 5:00-6:00PM

• Merchandise Setup: 5:00-6:45PM. All items must be set-up by 6:45 PM.

• Sellers attend Friday Sellers/Resale Committee meeting after set up is complete.

5. Day of Sale (Saturday)

• Tags may not be switched for any reason during the sale.

• Big equipment price changes are allowed before or during the sale. Any changes must be initialed by hand, in red ink, on the barcode tag. PRICE ADJUSTMENTS WILL BE AT THE DISCRETION OF THE BIG EQUIPMENT MANAGER.

• All sellers must work on Saturday during the sale and for takedown (until approximately 2:00 PM), unless pre-approved as a drop-off seller.

• Food and drink MUST be kept in the uncarpeted lobby area or the kitchen of the Civic Center with the exception of water.

6. After the sale

• Sellers may leave after takedown procedures have been completed in all areas and checked out with the resale committee chair.

• Checks are mailed to sellers directly from the bank, typically, between 1 and 2 weeks.

• Consignor fee amounts deducted from the seller totals are:

* 18% from the final member seller who works at the sale
* 20% from the final non-member seller who works at the sale
* 30% from the final member seller who drops off merchandise for sale (100 items or less)
* 35% from the final non-member seller who drops off merchandise for sale (100 items or less)

7. PENALTIES

• All penalties are automatically deducted from seller checks.

• If 10 or more items are inconsistent with the rules above, then each item must be fixed on Friday night and a $10.00 penalty will be deducted from the seller’s check.

* Items that are excessively worn, torn, missing buttons or zippers, stained, out of season, or broken will be pulled at the committee’s discretion, and a penalty would be assessed. If a seller has 10 OR MORE items pulled the penalty will be as follows:
	+ 1st sale offense: $10 will be deducted.
	+ 2nd consecutive sale offense: $20 will be deducted
	+ 3rd consecutive offense: 10% fee will be added to consignor fee (example: 18% + 10% = 28%)

• No-show or late drop-off sellers will have a fee of $10.00 deducted and will be moved to the non-seller shopping group, regardless of club status (e.g. board member, priority volunteer, etc.)

• No-shows or late attendees to the Friday night seller meeting will have a fee of $10.00 deducted and will be moved to the non-selling shopping group.

• No-show sellers on the day of the sale will be charged a 60% fee of their seller’s check instead of 18% (or applicable amount as outlined in Section 6 above) and will not be permitted to sell or shop on Friday evening at the next sale, unless pre- approved as a drop-off seller.

• Children are NOT permitted at any time during set-up and take down. Children are permitted to attend Friday night shopping and Saturday morning member shopping as long as they are supervised all times by a parent/adult shopper. If a seller brings their child/children at any time during set-up or takedown, they will be asked to leave and will be penalized 10% of their seller's check.

• If an item needs to be refunded to a customer due to an unusable item, seller forfeits their consignor fee amount on that item, per section 6 above.

RESALE SCHEDULE

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| --- | --- | --- | --- |
| **Day** | **Time** | **Activity** | **Who** |
| Friday(September 20, 2019) | 5:00 PM | Deadline for registering for the sale as a non-member seller. | All Non-member sellers |
| Friday(September 27, 2019) | 5:00 PM | Deadline for registering for the sale as a member Seller.  | All Member Sellers |
| Tuesday(October 1, 2019) | 8:00 PM | Deadline for contacting the committee for Friday evening shopping special assistance | Any member requiring special assistance |
| Wednesday(October 2, 2019) | 9:00 PM | The website for sellers will be locked.  Tags may be printed after this time, but no additional changes or additions can be made. | Sellers |
| Thursday(October 3, 2019) | TBD-Evening (approx. 6:00 PM) | TRUCK LOADMeet at the shed to load all equipment. | Resale committee membersPriority truck load volunteers |
| Place signs in community per local code | All Sellers |
| Friday(October 4, 2019) | 12:00 PM-4:00 PM | RACK AND TABLE SET UPUnload truck, assemble racks, place tables, and put up signage. | Priority set up volunteers (12:00-2:00)Resale Committee members |
| 4:00 PM-6:00 PM | Drop Off Sellers can drop off tagged items (100 items or less). Verification by committee or designate is required. | Drop Off SellersResale Committee Member (or designate)Priority Volunteers |
| 5:00 PM-6:00 PM | Seller Check-in | Sellers |
| 5:00 PM-6:45 PM | MERCHANDISE SET UPAt this time, check for & pull stained items and check for correct tags. | Sellers |
| 6:45 PM-7:00 PM | Stain check assignments | Sellers |
| TBD (approx. 7:15-7:30) | Mandatory Sellers Group Meeting | SellersResale Committee members |
| 8:00 PM | Check in with the Board President or designee to get a name tag.  Shopping will start when all the above tasks are complete, usually sometime after 8:00 PM. Shopping order will be managed in groups by color coded name tags (see shopping order above). Shoppers are not allowed into the selling area until it is their time to shop. Members/spouses may leave after obtaining a name tag and wait elsewhere (such as the car). Keep in mind that once shopping starts we cannot wait for everyone to return. The co-chairs can give an estimate of shopping times when name tags are picked up. | Non-selling LCMOTC MembersChildren of sellers/members accompanied by a shopperSpouses/partnersIOMOTC Members |
| TBD until 10:30 PM | Shopping begins (check or credit card only, cash not accepted):* + Group 1: The Resale Committee will shop for 25 minutes
* Group 2: LCMOTC Board Members will shop for 5 minutes
* Group 3: Priority Volunteers and LCMOTC Associate Board will shop for 10 minutes
* Group 4: Sellers and Non-Selling Volunteers-30 minutes
* Group 5: Non-selling LCMOTC members, spouses of LCMOTC members, and Friends & Family with vouchers-until 10:30 PM
 | -LCMOTC Members, spouses/partners -Children of sellers/members accompanied by a shopper-invited family or friends (1 per seller or priority volunteer)-IOMOTC Members |
| Saturday(October 5, 2019) | 7:00-7:15 AM | Seller/volunteer check-in | Sellers |
| 7:15 AM-8:00 AM | Early shopping for LCMOTC members/spouses/partners/IOMOTC members only | -LCMOTC Members, spouses/partners and children-invited family or friends (1 per seller or priority volunteer)-IOMOTC Members |
| 8:00 AM-10:30 AM | Resale Open to the Public |  |
| 10:30 AM-11:00 AM | Sale closes to clear the floor of shoppers and update computer system | Resale committee and sellers |
| 11:00 AM-12:00 PM | Resale reopens to the public with 50% off selected merchandise |  |
| 12:00 PM-2:00 PM | TAKEDOWNAll sellers assist as directed by the team leaders in their assigned areas.Beginning no later than 11:45 AM: organize items in your area by seller number, segregate items marked for donation12:00 PM: Seller bins are removed from stage and set out along the outside walls. Items marked for donation are brought to the donation table.As racks and table are emptied they are taken down and put on the stage to be loaded into the truck.Takedown is complete when all seller merchandise, bins, tables and racks are removed from the resale site. | Sellers |
| 12:00 PM-1:00 PM | Drop Off sellers pick up unsold items. Items not picked up will be donated. | Drop Off Sellers |
| 2:00 PM-3:00 PM | TRUCK UNLOADResale Committee Members and Priority Volunteers load the truck and bring racks and signs to the shed for unloading. | Priority set up volunteersResale Committee members |
| 4:00 PM-6:00 PM | DEBRIEFING MEETINGCommittee meets to debrief on the event and discuss dates for the recap meeting. | Resale Committee members |
| Tuesday after the sale | N/A | Seller reports available | Sellers |
| 1-2 weeks after Resale | N/A | Checks mailed to sellers directly from the bank. | Sellers |

**FAQs/Tips/Best Practices**

The following tips and best practices are provided to help make the resale run more smoothly and meet the expectations of both our shopping members and the public shoppers. As always, please contact your mentor or a resale committee member if you have any questions.

**I want to sell, but can’t be there on Saturday. Can I still sell?** Yes. You now have 2 options. Either find someone to work for you (it can be a friend, family member or another non-selling club member) or you may bring 100 items or less to sell and “drop off” on Friday between 4-6 PM and pick up on Saturday by 1 PM. In order to “drop off” you need to contact a Melissa Watters @ melissawatters07@gmail.com and be preapproved as a DROP OFF SELLER.

**Can my friend/sister/family member sell?** Yes. We now call them NON-MEMBER SELLERS. They pay a $20 non-refundable fee per sale and an additional fee of between 20-35% of sales to the club, depending on whether they work at the sale or not. You will be their mentor, unless you prefer to have a resale committee member assigned. Please contact Melissa Watters @ melissawatters07@gmail.com if you know someone who would like to sell.

**Registration:**

**Why does the website close at 9:00 PM on Wednesday?** All information from the online system will be downloaded into our computers used for the resale and remain there until after the sale is compete. This information is used for sales and reporting. Once the sale is over, the information will be uploaded to the online site where sellers will be able to view their seller report within 3 days.

**Merchandise For Sale:**

Our shopping members and public shoppers have come to expect and rely on the high quality of our merchandise. In order to maintain that, please do not sell items that are excessively worn, torn, missing buttons/pieces, zippers, stained, patched, or broken. We are a step above a garage sale and advertise gently used clothes.

PLEASE, REALLY THINK ABOUT IT! IF YOU WOULD NOT BUY IT, DO NOT SELL IT.

**Tips:**

• Include all manuals for unassembled furniture and toys. If the manual is unavailable, please put your name and phone number on the item in case the buyer has questions during assembly.

• If an item is brand new or has only been worn once, note it on the tag. It will sell more quickly.

• Clothes sell better when they look neat. Button the buttons, zip the zippers, snap the snaps, etc.

• Shoes should be securely fastened together

• Things that require batteries will sell faster with working batteries installed.

• Bag small items together in a clear baggie. They will sell better when grouped together; i.e. socks, infant toys, puzzles, games, onesies, bibs, etc.

• Please do not put tags on the seats of bicycles or ride-on toys. They will get lost.

**The clothes I want to sell have stains. What should I do?** You may either choose not to sell them or try a stain removal formula below, at your discretion.

STAIN REMOVAL FORMULA: Mix 1 gallon of hot water, 1⁄2 cup of Clorox 2 powder, and 1⁄2 cup of Cascade powder in a bucket. Allow clothes to sit in formula overnight. Repeat if necessary. Wash as usual afterwards.

STAIN REMOVAL FORMULA PART TWO: Mix one-part Dawn dish soap with two parts hydrogen peroxide. Apply to the stain, let sit for 10 minutes (or longer), and rinse. You can also sprinkle a bit of baking soda on top and scrub it into tough stains. (Always perform a spot check first to a discreet area of fabric if you are worried about color fastness.) Only make up what you will need. The hydrogen peroxide loses its kick when exposed to light for a bit. Also, this can have a beaching effect if left on clothes for a couple of hours.

**Tagging/Packaging:**

**For how much should I sell my items?** If you are unsure on how to price your items, check local resale shops for similar items and price appropriately. Price items to sell; there will be no markdowns allowed on any items except for big equipment. Items marked with “Discount:Yes” will be sold for 50% off the listed price during the last hour of the resale.

**What if I don’t want to sell my items at 50% off?** Each seller has the choice to discount each item they sell. If you do not choose to discount your item, mark the Discount field as No when tagging. If you mark Yes in the Discount field, the item will sell for half the price entered during the last hour (11:00 AM-12:00 PM) of the resale only.

**Where can I buy cardstock?** You may purchase this at any office supply store.

**Where can I get hangers for selling clothes?** Try asking for hangers at children’s clothing stores (or posting “ISO hangers” messages on the club Facebook page or in Wild Apricot). Also, at the end of the sale each seller gets a bag of hangers. If a seller doesn’t want them, they may give away or leave on the stage for someone else.

**May I pin clothing to hangers to keep them together or from falling off?** No. Hangers are removed at the time of sale/check out. Due to time constraints, the cashiers cannot undo pins.

**May I use a tagging gun?** Yes, but it is not recommended. Tags have fallen off. Buyers have complained of holes in garments. If you choose to use one, please use the shortest fasteners you can find (1” or smaller are recommended) and tag along a seam.

**What kind of tape can I use on items I can’t pin?** Use the best tape for that item. Suggestions below...

Books: please use Scotch tape, masking tape, or blue painters’ tape. Packing tape rips pages and book covers.

On metal or plastic items (i.e. toys, big equipment, zip close bags): packing tape

**How do I hang multi piece outfits?** When selling two-piece sets, DO NOT attach the pants/bottom to the top with safety pins. The pins will rip the clothing. Use hangers for outfits or use two hangers, if you need to, and rubber band together.

**Should I sell my onesies hung on hangers or in a package?** **How should I package socks for sale?** The best way to sell onesies is the way they were purchased. If you purchased a pack of onesies, those should be sold packaged together in a ziplock bag (or similar). We have baskets set up for onesies sold like this, by size. If you purchased a onesie on a hanger, it will probably sell best if hung on a hanger. Socks can also be packaged together or individually in a bag OR pinned together. There are also baskets for socks, by size.

**How can I package puzzles without a box?** The best way to package puzzles, without damaging the paint/picture, is to use plastic wrap (e.g. Saran wrap) to keep the pieces in place (wrap it around tightly, both ways). Then tape the plastic wrap to itself and tape the tag to the plastic wrap. This way the puzzle pieces stay in place (without the use of tape, which can damage the puzzle when removed) and customers can still see the puzzle.

**I have a delicate item or raincoat that may be damaged by pins. What should I do?** Pinning through some types of material will damage the item (i.e. raincoats, umbrellas). In this case, you may pin/attach the tag to a zipper or back label.

**Can I donate items that don’t sell?** Yes. While tagging, select “Yes” in the Donate field for items you wish to donate. It will automatically print a hand on the tag with will alert sellers that item should be donated after the sale.

**Resale Setup and Priority Volunteers (Thursday and Friday)**

**Where do I go to help out on Thursday evening with truck load?** **What will I be doing?** The storage shed is at Extra Space Storage (1544 N Illinois 83, Round Lake Beach, IL 60073). Volunteers will be carrying racks, bags, poles, etc. from the shed and packing into a rental truck that will be driven to the resale site. This typically takes between 1-2 hours. Please note that if you volunteer for truck load, you are also volunteering for truck unload on Saturday after the sale.

**What will I do if I help setup on Friday afternoon? Where do I go?** Friday afternoon setup starts at noon at the resale site and begins with unloading the truck and setup of racks and tables per a pre-determined floor plan. Racks will be built, which takes the most time. Some will set up the toy room, some setup the cashier room. After racks and tables are set, signs will be placed throughout the rooms to identify merchandise, exits, cashiers, etc. After signs are up, sellers can begin to put out their items. Setup is scheduled from 12 PM-2PM, but varies depending on the number of people helping. If your items are set out, you may leave until it is time to come back no later than 6PM. Volunteers working merchandise set up will report to the drop off seller table. You will assist checking in drop off sellers and taking their items to the sale floor. If you are selling, you will be able to enter earlier to set up your items prior to your volunteer time.

**Merchandise set up**

**Where do I park to unload my merchandise on Friday evening?** Please park in the parking lot. There is no parking or drop offs allowed in the circular drive. You may bring a dolly or hand truck for unloading.

**How should I organize my items?** Items are placed in the following categories for the sale. With the exception of clothing, they do not need to be formally categorized when brought for setup: • Clothing categories (please presort before arrival)

· By gender, then size. Items are grouped with the lowest number in a range (3-6

months goes with 3 month items)

· Sleepwear is separated by boys and girls. *Size 12 months and smaller goes in with*

*the regular clothes.*

· Coats/jackets separated by size only

· Halloween/dress-up/costumes separated by size only

· Swimwear by size only

• Hats

• Maternity - by size

• Shoes – by size

• Toys

• Books

• Electronics

• Big Equipment (e.g. strollers, play yards, car seats, high chairs, furniture, large sit-on/sit-

in or ride-on toys)

• Infant care

• Bedding

**May I shop after I set out my items? May I set items aside for myself to purchase during Friday evening shopping?** No, this is considered pre-shopping and is prohibited. After merchandise is set up all sellers will help check clothing for stains. No pre-shopping or rearranging of items may be done at this time to make shopping times fair for all shopping groups. Sellers, volunteers, or members found pre-shopping prior to their designated group time will be asked to leave and may not shop on Friday at the next sale.

**I’m done putting my items out and I’m not shopping on Friday evening, can I leave?** Once sellers have set out their items, we ask that they assist other sellers. This helps complete setup faster. Sellers have a stain check assignment and a mandatory sellers meeting after setup to discuss anything new and to provide information about the next day. You may leave after the meeting.

**What do I do with my bins? Do I have to take them back to my car?** No. Please write the seller number on all bins and stack them together on the stage.

**Friday Shopping**

**What is Friday shopping?** Friday shopping is a chance for the LCMOTC members, spouses, and sellers to shop at the resale prior to it opening to the public. Friday shopping takes place only after all the merchandise is set out for sale by the sellers. Shopping is coordinated by priority groups. See below for group information.

**Who is allowed to shop on Friday?** LCMOTC members (and other twin club members with a SAGA), including sellers and volunteers, spouses, and non-member sellers. Members may also invite 1 person to shop on Friday night (admission fee of $2 CASH applies to non-selling non- members). Children of LCMOTC members, non-member consignors, and any guest shoppers are also invited to shop on Friday, as long as they are accompanied by an adult.

**What should I bring to Friday shopping?** A laundry basket or bag to carry items while shopping, or LCMOTC provides large bags.

**Payment**: At least 2 personal checks or a CREDIT CARD (small fee applies for credit card purchases) Separate checks are needed for the main cashier and large equipment areas. No business checks will be accepted. Any non-members paying by check will need to show a drivers license.

THERE WILL BE A $25 RETURNED CHECK FEE FOR ANY BOUNCED CHECK. IF A SHOPPER BOUNCES 2 CHECKS TO LCMOTC, EXACT CASH OR CREDIT CARD MUST BE USED FOR FUTURE RESALES.

**What group am I in for Friday shopping?**

• Group 1: The Resale Committee

• Group 2: LCMOTC Board Members

• Group 3: Priority Volunteers and LCMOTC Associate Board

• Group 4: Sellers

• Group 5: All remaining Friday night shoppers

**How long do I have to shop on Friday?** Until 10:30 PM on Friday night

**Can my spouse/partner shop FOR me?** Yes, Spouses/partners shop in Group 5.

**Can my spouse/partner shop WITH me?** Yes, in your designated group

**Can I bring my kids to shop with me on Friday evening?** YES! But children must be supervised at all times. Strollers are prohibited.

**I plan to shop but need assistance during my designated shopping time. Can someone help me shop?** Yes. If a member has a medical condition and requires spouse (or other) assistance during their designated shopping time, please contact Melissa Watters @ melissawatters07@gmail.com, or email resale@lcmotc.com at least 72 hours before Friday to get your name on the list. Those with prior arrangements are permitted to shop with assistance at your designated Group time (Group 1-5). Alternatively, shopping can be completed with the last shopping group (Group 5), or a committee member will assist you if you need help carrying items during your designated shopping time.

**Day of Sale**

**Do I need to wear anything specific to the sale?** Yes. Member Sellers must wear red LCMOTC shirt during the sale and bring a red pen for big equipment markdown (if applicable). Contact Laura Rash- lrash1999@comcast.net if you need a red shirt. Non-Member Sellers must wear any red shirt-you do not need to purchase a club shirt since you are not a member.

**Where do I park on the day of the resale?** All sellers and volunteers should park at the Metra Station adjacent to the Civic Center and walk around the back of the Civic Center to enter through the main entrance. This way sellers and volunteers can avoid the line of public shoppers waiting to enter.

**Can I change the price of my items during the sale if they aren’t selling well?** Yes, and No. There will be no price adjustments or switching of tags, except for big equipment. Big equipment price adjustments are permitted pending seller’s approval. Sellers must make changes in red pen and initial them.

**Why is the sale closing between 10:30-11:00 AM?** This will provide the club time to check out any customers on the floor and change the computer system so it scans discounted items at half price. This will also be a time we can straighten and reorganize merchandise.

**Can I shop during the sale?** Sellers are asked not to “shop” on Saturday. However, if you come across merchandise you would like to buy on Saturday, go to the Cashier Room between 7:00 AM and 8:00 AM to check out. After 8:00 AM, all purchases should be brought to the Big Equipment area. Paid items will be held in the Treasurer’s Room with Seller # and receipt attached. Sellers are not permitted to shop after 11:00 AM. At the end of sale, purchases will be placed in your seller number bins during takedown.

H**ow long do I need to stay to help the day of the sale?** Sellers are required to stay until 2:00 PM to complete the takedown process. Once takedown is complete, sellers will sign out with the LCMOTC President or designee. Please remember if you are a Priority Truck load/unload volunteer, you will need to be at truck unload after the sale.

**How can I help expedite the takedown process?** Once your designated area is clear, go to other areas and ask how you may assist. The following needs to be completed: items returned to seller bins or to donation table, all tables folded and clothing racks (wooden and metal) disassembled, all signs down and placed in designated bins. All tables, racks, and bins loaded into truck. All seller bins and merchandise removed from Civic Center.

Please note the following procedures:

• If an item is found without a tag, and no tag has been turned in, committee chairs will determine a price and that amount will be donated to the club (excluding large equipment).

• Any merchandise found and not paid for will be put back on the floor immediately.

• Any purchased items left behind will be donated at the end of the day.

**After the Sale**

**When will I know how much I sold?** Committee will provide estimate of sales prior to check out on Saturday.

**What happens to the items that don’t sell?** All unsold items are returned to bins by seller number, unless items are marked for donation. Please be sure to write your seller number on all bins and lids so they are returned.

**Can I park in the circular drive to load my bins of unsold items?** No. The circular drive must be kept clear of vehicles. It is a fire lane.

**When can I check to see what I sold?** Sellers total profit reports are available within 3 days after the resale at lcmotc.wildapricot.org in the Resale tab.

**I am missing items that did not sell and were not donated.** Check returned items and verify against your seller report. Also note if any other seller’s items were inadvertently placed in your bins for return. A quick message on Wild Apricot or Facebook might resolve these issues.

**Can I get a receipt from the organization who collected our donations?** Yes, you may contact them directly. Information about the organization(s) will be available at the resale.

**When will I get my check?** Checks are typically sent out 1-2 weeks after the sale. During this time, the club must ensure that all checks written during Friday night shopping have cleared. The resale treasurer will announce when the checks have been sent.

**Tip**: Immediately after the sale (after reports are issued) go into your account and delete all sold and donated items. This helps clear out inventory no longer needed in the system. Also delete any items that you no longer plan to sell at future sales.

**Start collecting those items for the next resale!**

**Truck Unload and Priority Volunteers (Saturday afternoon):**

Where do I go to help out on Saturday afternoon with truck unload? What will I be doing? Volunteers will meet at the storage shed at approximately 2PM. The storage shed is at Extra Space Storage (1544 N Illinois 83, Round Lake Beach, IL 60073). Volunteers will be carrying racks, bags, poles, etc. from the rental truck and packing into a storage shed. This typically takes between 45 minutes to 1 hour, depending on how many people are helping.