

LCMOTC RESALE SPRING 2022

OVERVIEW

WHEN: Saturday, March 12, 2022 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

TIME COMMITMENT:

- Drop-off sellers:
 - Drop off items 4-6 PM Friday
 - Pickup unsold items 1:15-1:45 PM Saturday
- Working sellers must attend:
 - Friday 4-8 PM (no later than 6-8 PM) for item setup, stain checks, and seller meetings
- Working sellers may select one or more of the following work shifts:
 - Truck load: Thursday 5-6 PM
 - Rack setup: Friday 12-3 PM
 - Drop-off item setup: Friday 4-6 PM
 - Friday shopping cashier: Friday 8-10:30 PM (less 1 hour for your own shopping)
 - Sale support: Saturday 7 AM – 12:15 PM
 - Tear down: Saturday 11:45 AM - 2 PM
 - Truck unload: Saturday 2-3 PM

Sellers who volunteer more hours shop earlier on Friday and retain more of their earnings. See Steps 10 and 14.

WHAT'S NEW:

- Volunteer hours determine the percentage of take-home for the seller as well as their shopping group (see Step 7 and Step 14)
- Working sellers may drop-off items starting at 4PM Friday
- Clarified seasonal item acceptability (see Step 2)
- Added pricing guide (see Step 4)
- Clarified shopping for sellers and volunteers (see Step 11)

WHAT'S UNCHANGED:

- Item quality requirements
- Fees/penalties
- Daily schedule, other than as noted above

RESALE STEP BY STEP

1. Register for the sale

Register by: **March 5, 2022 (member sellers) & February 25, 2022 (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.

MEMBER SELLERS: Membership for 2021-22 must be current and paid on Wild Apricot by the day by 5pm on Friday, March 11 in order to be considered a member seller.

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 \$25 non-refundable fee applies for non- member sellers. Fee must be received within 7 days of registration or registration will be cancelled. Contact resale@lcmotc.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.

ALL SELLERS: 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.

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

VOLUNTEER HOURS: We invite all sellers, LCMOTC members, and family members (age 12+), to volunteer for work shifts. Your retained earnings increase as your time commitment increases. See Steps 7 and 14 for more information.

If you have questions concerning registration, contact resale@lcmotc.com.

2. Gather items to sell

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.

WHAT TO SELL

- Season-appropriate clothes and other child-related items that are in Good, Excellent, or Like New condition. Keeping items seasonally appropriate makes good use of the available space and increases our percentage of items sold, thereby decreasing tear-down time on Saturday afternoon.

	Spring	Fall
Children’s long- and short-sleeve shirts, pants, dresses, dress-up clothes/costumes, swimwear, sporting goods, sleepwear, light jackets	Yes	Yes
Children’s winter coats, snow pants, snow boots, winter hats/mittens/gloves/scarves	No	Yes
Children’s shorts, capris, tank tops, flip flops	Yes	No
Children’s closed-toe shoes, including rain boots and water shoes	Yes	Yes
Maternity and nursing bras, shirts (including tanks/camis), pants, dresses	Yes	Yes
Maternity and nursing sweaters and coats	No	Yes
Maternity shorts and capris	Yes	No
Outdoor water toys (e.g. water tables)	Yes	No
Outdoor snow toys (e.g. sleds)	No	Yes

- Car seats with an expiration date of March 12, 2023 (1 year after the sale) or later, which have not been in an accident. 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 or the Facebook group LCMOTC Resale Seller Support 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 CAN BE SOLD, UNDER CERTAIN CONDITIONS

- Bottles, teethers, and pacifiers can only be sold in the original, unopened packages.
- Bottles in gently-used condition can be sold, without nipples.
- Stuffed animals cannot be sold, unless they are battery-operated or plush dolls
- Disposable diapers, cloth diapers, and underwear can only be sold in the original, unopened packages
- Distressed design clothing is acceptable; item description should mention “distressed” so that the item is not pulled during stain checks
- Crib bumpers can only be sold if they are breathable/mesh style, not padded.
- Breast pumps can only be sold if they are approved for multiple users (e.g. Spectra) or are sold in the original, unopened packages.
- Recalled items cannot be sold unless the recall has been fixed/installed. You can check recall status at <http://www.cpsc.gov/cpscpub/prereel/prhtml07/07257.html>.

THINGS THAT CANNOT BE SOLD

- NO excessively worn “play condition”, stained, torn, or damaged items
- NO patched/repaired/altered clothing
- NO items with missing pieces
- NO car seats that are within 1 year of their expiration date or that have been in an accident
- NO DROP SIDE CRIBS - it is illegal to sell/donate drop side cribs
- NO free samples of any kind can be resold. This includes formula, diapers, hospital bags, etc.
- NO McDonalds or other fast food, free toys
- NO listing “free” items.
- NO BABY FOOD, FORMULA, or 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 VHS videos or cassette tapes

STAIN REMOVAL TIPS

If your items are stained, you may either choose not to sell them or try a stain removal formula below, at your discretion.

Option 1: 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.

Option 2: 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 bleaching effect if left on clothes for a couple of hours.

3. Package Items for Sale

- Most clothing should be hung on a hanger. Onesies, especially when sold in a multipack, 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.
- Please use only plastic (or partially plastic) hangers that are appropriate for the garment type (e.g. shirt hanger to hang shirts, pant hangers for pants or skirts, etc.) If you need hangers, you may try asking for hangers at children’s clothing stores (or posting “ISO hangers” messages on the club or seller 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.
- All hanger hooks must face left when looking at the item (the hanger will look like a “2” or a “?”).
- When selling two-piece sets, use hangers for outfits or use two hangers, if you need to, and rubber band together.
- Please do not pin items to hangers or to each other. This may damage the items and make the checkout process difficult. (Hangers are removed at the time of checkout for redistribution to sellers.)
- 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.
- 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.

4. Enter Items into the System (MySaleManager.Net)

- 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. If you do not wish to sell the item at a 50% discount during the last our, do not select Discount.
- 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.
- Prices are in 50 cent increments, i.e., \$0.50, \$1.50, \$2.00, \$2.50, etc.
- Pricing is generally 1/3 of the retail price. Guidelines are below.

Clothing, Shoes, and Accessories		Equipment	
Onesies	\$1.00 - \$2.50	Cribs	\$50.00 - \$150.00
Tops	\$1.00 - \$6.00	Play Yards	\$10.00-\$30.00
Bottoms	\$1.00 - \$7.00	High Chairs / Boosters	\$5.00 - \$25.00
Dresses	\$1.00 - \$3.00	Boppy/Nursing Pillows	\$5.00 - \$20.00
Outfits	\$3.00 - \$8.00	Bouncy Seats/ Jumperoos / Exersaucers / Activity Tables	\$5.00 - \$20.00
Pajamas	\$1.00 - \$5.00	Car Seats	\$25.00 - \$60.00
Jackets/Coats	\$3.00 - \$20.00	Strollers	\$10.00-\$100.00+
Swimsuits	\$2.00 - \$6.00	Diaper Bags	\$5.00 - \$25.00
Costumes	\$4.00 - \$12.00	Bedding	\$2.00 - \$15.00
Holiday/Special Occasion	\$3.00 - \$15.00	Books	\$0.50 - \$3.00
Hats/Mittens	\$1.00 - \$3.00	DVDs	\$1.00 - \$3.00
Shoes	\$2.00 - \$8.00	Toys	\$1.00 - \$10.00

- 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

5. Print, Cut, and Apply Tags

- Print tags single-sided on standard WHITE cardstock (65 lb recommended) and verify that each tag includes a complete description and a bar code. Cardstock is available at office supply stores or online.
- Hand written tags may not be used.
- 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). We recommend tagging along a seam to prevent damage to clothing.
- If you have a delicate item or raincoat that may be damaged by pins, you may pin/attach the tag to a

zipper or back label.

- When using a plastic bag for items, tape tags on the outside of the bag. You may use Scotch tape, masking tape, or blue painter's tape. Packaging tape should only be used on metal or plastic items (e.g. toys, big equipment, zip close bags)
- Please do not use packing tape to affix tags to books. Use scotch tape or blue painters tape instead.
- Please do not tape over the barcode area of the tag, even with clear tape; tape can make the barcode more difficult to scan.
- Car seat tags must have an expiration date listed on them. This may be entered on the tag or hand-written on the waiver.
- Please do not put tags on the seats of bicycles or ride-on toys. They will get lost.

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.

6. Sort Items into Bins

- Items are packaged up for transport to the sale
- We recommend reusable storage bins for durability, but cardboard boxes are also acceptable.
- Items should be organized per below:
 - Clothing categories (please presort before arrival)
 - By gender, then size (range sizes round down, e.g. 3-6 months goes with 3 month)
 - Sleepwear by gender (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 and accessories
 - Maternity: by size
 - Shoes: by size
 - Toys
 - Books
 - Electronics
 - Big Equipment (e.g. strollers, play yards, car seats, high chairs, furniture, large toys), not in bins
 - Infant care
 - Bedding
- Multiple categories may be included in a bin; the intent is to make setting out items as efficient as possible
- When including multiple sizes in one bin, please use a divider or point the hangers in different directions

7. Select Your Volunteer Commitment

- The resale committee will open volunteer registration, first to member sellers and LCMOTC members and then to non-member sellers.
- Working sellers may select one or more of the following work shifts, pending availability:
 - Truck load: Thursday 5-6 PM
 - Rack setup: Friday 12-3 PM
 - Drop-off item setup: Friday 4-6 PM
 - Friday shopping cashier: Friday 8-10:30 PM
 - Sale support: Saturday 7 AM – 12:15 PM
 - Tear down: Saturday 11:45 AM - 2 PM

- Truck unload: Saturday 2-3 PM

- Details on each work shift can be found in that step's details below. The impact to your shopping group is outlined in Step 10 and the impact to your take-home percentage is outlined in Step 14.
- Adult family members of sellers and members may volunteer and count toward your seller percentage and shopping group. Please provide the name of the volunteer when signing up; all volunteers will have a name tag.
- Children ages 12+ may also volunteer for select roles during Friday 4-6PM and Saturday 7 AM – 12:15 AM only. We are a 501(c)(3) organization and may count toward volunteer hour requirements.
- Please contact Sam Planas, resale chair, at resale@lemote.com, if you have any medical restrictions. Note that the truck load, rack setup, and truck unload volunteer shifts require lifting; additionally, there are limited number of roles in tear-down that can accommodate lifting restrictions.

Volunteers must sign in and out for each shift to be credited for the hours worked.

8. Truck Load (Thursday)

- Sellers who have volunteered to load the truck meet at Shur-Lock Self Storage at 35865 US-45 in Lake Villa at 5pm (or as designated by the Truck Load Coordinator on the resale committee).
- 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 1 hour.

9. Sale Setup (Friday)

SCHEDULE: Friday setup includes the following phases:

- 12-3 PM is rack and sign setup for those who have volunteered for the work shift
- 3-4 PM is when the committee and volunteers in the 12-3 or 4-6 PM shifts may put out their items and order a meal (\$8/person if joining the group order); this is not a volunteer shift in itself
- 4-6 PM is seller setup, when sellers arrive and set out their items; this is an available volunteer shift for those who wish to help drop-off sellers put out their items
- 6-8 PM is final arrangements, including general organization of the sale, stain checks, a seller meeting, and a department meeting. All working sellers are expected to attend at this time; it is not counted toward volunteer hours.

FRIDAY PARKING: Please park in the Civic Center parking lot for all Friday activities. There is no parking or drop offs allowed in the circular drive. You may bring a dolly or hand truck for unloading. If you have big equipment to unload, please discuss with the big equipment manager about using the loading dock.

RACK SETUP: If you volunteer for rack and sign setup, you will unload the truck and set up racks and tables per a pre-determined floor plan. Clothing racks will be unloaded from the truck and assembled, 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.

SELLER SETUP: Volunteers working 4-6PM will assist checking in drop off sellers and taking their items to the sale floor. If you are selling and have volunteered for this shift, you will be able to enter earlier (3PM) to set up your items prior to your volunteer time.

FINAL ARRANGEMENTS: Sellers who are bringing their own items to the sale should put them

out on the designated racks and tables. After you have set out your own items, you can place your bins on the stage, stacked together; these will be used to return unsold items to you on Saturday. After your items are set out and bins are on stage, please 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. Please do not shop during this time; see Friday Shopping below.

10. Friday Shopping

All LCMOTC members and all sellers (members or non-members) are allowed to shop on Friday evening in their assigned Group, for free. Each member and seller is allowed one Friends & Family pass, to be used by a non-member / non-seller by mentioning the member/seller's name at the door; Friends & Family pay a \$2 admission fee (cash).

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.

There are five groups for Friday shopping, starting at approximately 8:00 PM:

- Group 1: 12-Hour Volunteers + Resale Committee + LCMOTC President (20 minutes)
- Group 2: 8-Hour Volunteers + LCMOTC Board Members (15 minutes)
- Group 3: 6-Hour Volunteers (15 minutes)
- Group 4: 2-Hour Volunteers (5 minutes)
- Group 5: Drop-off sellers (0-Hour Volunteers), non-selling LCMOTC members, spouses/partners of LCMOTC members, spouses/partners of sellers, MOI members, Friends & Family (1 per member/seller, \$2 cash / \$2.50 credit admission)

Children of eligible shoppers may shop on Friday, as long as they are accompanied by an adult. Spouses/partners may shop *with* the seller/volunteer in their shopping group; they only need to wait for Group 5 if they are shopping independently of the seller/volunteer.

There is a volunteer shift to work as a cashier during Friday shopping. If you volunteer for this shift, you will be able to shop with your shopping group but are expected to work the remainder of the 8:00-10:30 PM timeline in exchange for 1 volunteer hour.

You may shop until 10:30 PM on Friday night, regardless of shopping group.

WHAT TO BRING:

- A laundry basket or bag to carry items while shopping, or LCMOTC provides large bags. No strollers or wagons are allowed.
- 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. No cash boxes are available on Friday night. Note that we do not accept checks from shoppers on Saturday.

ACCOMODATIONS:

If a member has a medical condition and requires spouse/partner/other assistance during their designated shopping time, please contact resale@lcmotc.com at least by 5pm on Tuesday, March 8 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.

11. Pre-Sale and Sale (Saturday)

SCHEDULE

- Volunteers during this shift should arrive at 7:00 AM; arriving after 7:15 AM is considered late. There is a short seller meeting at 7:15 AM.
- Volunteer roles include, but are not limited to: cashier, hanger puller, clothing department, gathering lobby department, front door, and big equipment
- The sale opens at 7:15 AM for members and sellers, 7:30 AM for our raffle winner (from the previous sale), 7:45 AM for VIP ticket holders, 8:00-10:30 AM for the general sale, and 11:00 AM - 12:00 PM where select items are discounted. The 10:30-11:00 closure provides 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

TAGS/SHOPPING

- 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.**
- 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.
- Volunteers are asked not to “shop” on Saturday during their work shift. 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 or to the Big Equipment area 8:00 AM to 10:30 AM. Paid items will be held in the Treasurer’s Room with Seller # and receipt attached. At the end of sale, purchases will be placed in your seller number bins during takedown
- Volunteers are not permitted to shop after 11:00 AM if that is during your work shift, due to the logistical difficulty of allowing all working volunteers to shop during this time.
- Non-selling LCMOTC members as well as the family members of sellers are welcome to shop on Saturday, including during the discount hour. Spouses/partners will not be charged admission. Children shop for free.

WHAT TO WEAR

Member Sellers must wear red LCMOTC shirt during the sale. Contact Tracy Lynch at tototoo@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 TO PARK

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.

FOOD/BREAKS

- Food and drink **MUST** be kept in the uncarpeted lobby area or the kitchen of the Civic Center with the exception of water.
- Department managers (cashier room, clothing, gathering lobby, big equipment, front door) will

arrange with their volunteers to have a short break for a snack (in the kitchen area) and to move cars from the Metra parking lot to the Civic Center lot.

12. Tear Down

VOLUNTEERS

- Volunteers for this shift should arrive at 11:45 AM to ensure a smooth transition to the end of the sale.
- Volunteers will be assigned a primary take-down area (e.g., cashier room, gathering lobby, clothing). After your assigned area is taken down, help other areas; clothing and truck load tend to be the last areas completed.
- Volunteers will also be assigned a pack-up assignment, either to load the truck, package up donations, or to organize seller bins and take them to the front door.
- Volunteers may leave after take-down and pack-up procedures have been completed in all areas. This is typically around 2:00 PM.

PICKING UP ITEMS

- Sellers who are picking up their items but not volunteering at this time should plan to pick up their unsold items at 1:15-1:45 PM. Items not picked up at 1:45 PM will be donated.
- Please do not park in the circle drive to load your car with unsold items. This is a fire lane.

13. Truck Unload

- Volunteers for this shift arrive at 2:00 PM at the storage shed at Shur-Lock Self Storage at 35865 US-45 in Lake Villa.
- Volunteers will be carrying racks, bags, poles, etc. from the rental truck and packing into a storage shed. This typically takes 45-60 minutes.

14. After the sale

EARNINGS:

- Consignor fee amounts deducted from the seller totals are:

Volunteer Hours Completed	Member Seller	Non-Member Seller
12+	10%	18%
8-11.99	18%	25%
6-7.99	25%	32%
2-5.99	30%	40%
<2	40%	50%

- Sold item reports are available in the MySaleManager.Net system on the Tuesday after the sale
- Checks are mailed to sellers directly from the bank, typically, between 1 and 2 weeks. 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.
- Volunteers who are present for Tear Down can see a preview of their earnings on Saturday around 1:45 PM

UNSOLD ITEMS: Please check your unsold to see 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.

DONATIONS: If you would like a receipt from the organization who collected our donations, you

may contact them directly. Information about the organization(s) will be available at the resale.

PREPARING FOR NEXT SALE:

- By default, sold and donated items remain in the MySaleManager.Net system.
- Immediately after the sale (after reports are issued), we recommend to go into your account and deleting 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.
- Next, start collecting those items for the next resale!

15. 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. This includes tags. Please check that tags are on the correct paper. The descriptions of items need to be accurate as well.
- If there is a bounced check during Friday shopping, there will be a \$25 returned check fee. If a Friday shopper bounces 2 checks to LCMOTC, checks will no longer be accepted from the shopper.

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%)
- Late arrival to a volunteer shift, or late drop-off sellers will have a fee of \$10.00 deducted per shift and will be moved to Shopping Group 5, regardless of club status (e.g. board member, priority volunteer, etc.). If the volunteer shift is after Friday shopping, the penalty will be applied to the next sale.
- No-shows for a volunteer shift will be charged a 60% fee of their seller's check and will not be permitted to sell or shop on Friday evening at the next sale, unless pre- approved as a drop-off seller.
- No-shows or late attendees to the Friday night seller meeting will have a fee of \$10.00 deducted and will be moved to Shopping Group 5.
- Children ages 11 and under 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 at all times by a parent/adult shopper. If a seller brings their child/children ages 11 and under 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 the price of the item.

RESALE SCHEDULE

Day	Time	Activity	Who
~November 2021	N/A	Seller registration opens	Resale Committee All Sellers
Friday (Feb 25)	9:00 AM	Volunteer hour registration opens for members	Member Sellers Non-Selling LCMOTC Members
Saturday (Feb 26)	9:00 AM	Volunteer hour registration opens for non-members	Non-Member Sellers
Friday (Feb 25)	5:00 PM	Deadline for registering for the sale as a non-member seller.	Non-member sellers
Friday (Mar 4)	5:00 PM	Deadline for registering for the sale as a member seller.	Member Sellers
Sunday (Mar 6)	N/A	Place signs in community per local code	Sellers located near the sale site
Tuesday (Mar 8)	5:00 PM	Deadline to select volunteer hours	All sellers
Tuesday (Mar 8)	8:00 PM	Deadline for contacting the committee for Friday evening shopping special assistance	Friday shoppers requiring special assistance
Wednesday (Mar 9)	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. This allows us to plan the layout of the sale and download the information to the checkout line computers.	Sellers
Thursday (March 10)	5:00 PM (approx.)	TRUCK LOAD Meet at the shed to load all equipment.	Resale Committee Volunteers
Friday (March 11)	12:00 PM- 3:00 PM	RACK AND TABLE SET UP Unload truck, assemble racks, place tables, and put up signage.	Resale Committee Volunteers
	3:00 PM – 4:00 PM	EARLY WORKER INVENTORY OUT / BREAK Volunteers from 12-3PM and 4-6PM groups may set out inventory Meal ordered (\$8/person)	Resale Committee Volunteers

Day	Time	Activity	Who
Friday (March 11) (continued)	4:00 PM-6:00 PM	Drop Off Sellers can drop off tagged items; verification by committee or designate is required. Working sellers drop off and set out their items Big equipment is stain checked upon entry for all sellers	Drop Off Sellers Working Sellers Resale Committee Volunteers
	4:00 PM-6:45 PM	MERCHANDISE SET UP	Working Sellers
	6:45 PM-7:00 PM	Stain check assignments	Working Sellers
	7:15-7:30 (approx.)	Mandatory Sellers Group Meeting Department Meeting	Working Sellers Resale Committee
	~7:30-8:00 PM	Shopping times for Group 1-5 assigned, announced through Seller/Member/MOI Facebook pages, posted at the door	Resale Committee
		Check in opens for Friday shoppers. Shoppers may leave after obtaining a name tag and wait elsewhere (such as the car).	Friday Shoppers
	~8:00 PM-10:30 PM	Friday Shopping (check or credit card only, cash not accepted): • Group 1: 12-Hour Volunteers + Resale Committee + LCMOTC President (20 minutes) • Group 2: 8-Hour Volunteers + LCMOTC Board Members (15 minutes) • Group 3: 6-Hour Volunteers (15 minutes) • Group 4: 2-Hour Volunteers (5 minutes) • Group 5: Drop-off sellers (0-Hour Volunteers), non-selling LCMOTC members, spouses/partners of LCMOTC members, spouses/partners of sellers, MOI members, Friends & Family (1 per member/seller, \$2 cash / \$2.50 credit admission)	Friday Shoppers
	Saturday (Mar 12)	7:00-7:15 AM	Seller/volunteer check-in
7:15 AM-8:00 AM		Early shopping for LCMOTC members, spouses/partners of LCMOTC members, sellers, spouses/partners of sellers, and MOI members	Early Shoppers
7:30 AM		Early shopping for raffle winners from previous sale	Early Shoppers

Day	Time	Activity	Who
Saturday (Mar 12) (continued)	7:45 AM	Early shopping for ticket holders (additional prepaid admission fee)	Early Shoppers
	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 Begin to organize items in your area by seller number, segregate items marked for donation	Resale Committee Volunteers
	11:00 AM-12:00 PM	Resale reopens to the public with 50% off selected merchandise	Resale Committee Volunteers Shoppers
	12:00 PM-2:00 PM	TAKEDOWN / PACK UP Volunteers as directed by the team leaders in their assigned areas. 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. Seller bins are organized and moved to the front lobby.	Resale Committee Volunteers
	1:15 PM-1:45 PM	UNSOLD ITEM PICKUP Sellers pick up unsold items. Items not picked up will be donated.	All Sellers
	2:00 PM-3:00 PM	TRUCK UNLOAD Volunteers unload racks and signs into the shed.	Resale Committee Volunteers
	4:00 PM-6:00 PM or TBD	DEBRIEFING MEETING Committee meets to debrief on the event and discuss dates for the recap meeting.	Resale Committee
Tuesday after sale (Mar 15)	N/A	Sold item reports available	All Sellers
1-2 weeks after sale (by Mar 26)	N/A	Checks mailed to sellers directly from the bank.	All Sellers