

# LCMOTC RESALE SPRING 2023

## OVERVIEW

**WHEN:** Saturday, March 18, 2023 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:**

#### OPTION 1: Standard Sellers – Drop Off and/or Volunteer at the Sale

- Enter item descriptions, pricing, discount designation, and donation designation by Wednesday March 15 at 9pm
- Package and tag your own items prior to the sale
- On Friday, March 17, bring items to the Civic Center in one of two ways:
  - Register for a drop-off appointment (drop off items during a 30-minute window 4-6 PM, with no limit to item quantity)
  - Register for a volunteer shift 4-6 PM and/or 5:30-7:30 PM and set up your items during the shift (must stay for full shift set out your items and others, no limit to item quantity)
- On Saturday, March 18, pick-up unsold items from the Civic Center between 1:15-1:45 PM unless designated for donation; no big equipment (e.g., strollers, car seats, high chairs) may be donated
- Sellers may select one or more volunteer shifts the weekend of the sale, in order to shop earlier on Friday (see Step 10) and retain more of their earnings (see Step 14):
  - Truck load: Thursday 5-6 PM
  - Rack setup: Friday 12-3 PM
  - Drop off item setup: Friday 4-6 PM
  - Item setup + QC checks: Friday 5:30-7:30 PM
  - Friday shopping support: Friday 8-10:30 PM (allowing up to 1 hour for your own shopping)
  - Sale support: Saturday 7 AM – 12:15 PM
  - Tear down / donation prep: Saturday 11:45 AM - 2 PM
  - Donation driver: Saturday 1:30-2:30 PM
  - Truck unload: Saturday 2-3 PM

Volunteer shifts may overlap by up to 30 minutes. Family members may volunteer on your behalf.

#### OPTION 2: Concierge Sellers – Only 5 Concierge Spots Available!

- Drop-off items (not packaged or tagged) to concierge by February 12 at 9pm; concierge will package items and propose pricing
- Accept or reject pricing proposal within 5 days of report from your concierge; concierge will tag items and bring them to the Civic Center
- Pick-up unsold items from the Civic Center 1:15-1:45 PM on Saturday, March 18 (or arrange to donate all items)

### **WHAT'S NEW:**

- Clarified timeline for paying fees / updating LCMOTC member registration (see Step 1)
- Updated accepted items (see Step 2) to include items with expiration dates (e.g., hockey helmets)
- Updated Friday shopping group for LCMOTC President (see Step 10)
- Clarified that members, sellers, and their family members shop for free on Saturday and may cut

the line (see Step 11)

- Modified seller fees for some groups (see Step 14) to cover increased rental fees of Civic Center
- Updated penalty (see Step 15) for non-compliant items to include incorrect tags and packaging
- Updated penalty (see Step 15) for no-shows to be an incremental 10% on top of moving to the fee group for hours completed
- Updated penalty (see Step 15) to remove the requirement for sellers to attend the Friday seller meeting
- Updated penalty (see Step 15) for items not picked up to be donation of items plus \$20 fee

## RESALE STEP BY STEP

### **1. Register for the sale**

Register by: **February 5, 2023 (concierge sellers) March 3, 2023 (non-member sellers) & March 10, 2023 (member sellers)**

**NEW SELLERS:** Go to our website [lcmotc.wildapricot.org](http://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, including your seller number and your mentor’s contact information after you complete your online registration.

**RETURNING SELLERS:** Go to our website [lcmotc.wildapricot.org](http://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 2022-23 must be current and paid on Wild Apricot within 7 days of the registration confirmation email in order to be considered a member seller. After 7 days, lapsed members will be treated as non-member sellers required to pay a non-member seller fee per below.

**NON-MEMBER SELLERS:** Go to our website [lcmotc.wildapricot.org](http://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. Payment can be sent by check made payable to LCMOTC and mailed to 426 Pine Grove Ave, Gurnee, IL 60031 or by [PayPal](#); a small fee applies to PayPal transactions. Fee must be received within 7 days of the registration confirmation email or registration will be cancelled. Follow the links to begin entering inventory.

**CONCIERGE SELLERS:** Concierge sellers may register per the instructions above, then email Sam Planas, Resale Chair, at [sam.lcmotc@gmail.com](mailto:sam.lcmotc@gmail.com) indicating your desire to be a concierge seller, and you will be partnered with a concierge from the Resale Committee (located in Wauconda or Volo, subject to change / additional locations); you will drop off your items to the concierge, who will package, enter, and tag your items. You will be consulted before pricing is finalized for your items; see Step 4. Only 5 concierge sellers are permitted for this sale, so claim your spot ASAP!

Please note the consignor fee percentages for are different between LCMOTC members and non-members. See Step 14.

**ALL SELLERS:** Please verify your mailing address after registration. 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. “Volunteers” is used throughout this agreement to indicate sellers who will work volunteer hours as well as non-selling LCMOTC members and family members of sellers.

Volunteer hours are only credited if the volunteer signs up in Step 7, even if the seller may be present at other times. (For example, a seller who signs up for only a 7AM-12:15PM shift on Saturday but stays to take-down items until 2PM will only be credited if they have signed up for a volunteer shift until 2PM.)

**COMMITTEE MEMBERS:** LCMOTC Resale Committee members receive certain privileges for shopping groups and seller fees (see Steps 7 and 14). Resale Committee members will receive a job description at the kickoff meeting for the sale; any Resale Committee member not fulfilling their duties will be treated as a Standard Seller, at the discretion of the Resale Chair.

If you have questions concerning registration, contact Sam Planas, Resale Chair, at [sam.lcmotc@gmail.com](mailto:sam.lcmotc@gmail.com).

## 2. Gather items to sell

We pride ourselves on selling gently-used items. Please do not sell items that are excessively worn, torn, missing buttons or other functional pieces, stained, patched, mended, or broken. **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 clothing featuring St. Patrick’s Day or Easter themes	Yes	No
Children’s clothing featuring Halloween, Christmas, or winter themes	No	Yes
Children’s swimwear and flotation devices	Yes	Yes
Children’s winter coats, snow pants, snow boots, winter hats/mittens/gloves/scarves	No	Yes
Children’s shorts, capris, tank tops, sandals, flip flops	Yes	No
Children’s sporting goods, including athletic shorts	Yes	Yes
Children’s closed-toe shoes, including rain boots, fashion boots, and water shoes	Yes	Yes
Maternity and nursing bras, shirts (including tanks/camis), pants, dresses, sweaters, jackets	Yes	Yes
Maternity winter 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

- Clothing from preemie to size 16 kids, as well as juniors clothing (odd-number sizes or XS-XL sizes) and maternity. Please, no adult clothing (e.g., even-number sizes) other than maternity and nursing.
- Cloth diaper covers and reusable swim diapers in good condition
- Shoes up to size 6 big kids. Please no adult-sized shoes due to space constraints.
- Car seats with an expiration date of March 18, 2024 (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 under “Documents”, in the Facebook group [LCMOTC Resale Seller Support](#) under “Files”, or requested from the resale committee.
- Hockey helmets and any other sporting goods with expiration dates must have an expiration date of March 18, 2024 (1 year after the sale) or later. No waiver is required.
- 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 before the sale.
- Toys and all equipment that are in complete working order and not missing any functionally-required 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, teething, 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 diaper pre-folds and inserts, 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 QC checks
- Items with missing pieces can be sold if they do not prevent the intended function and are clearly marked on the tag (e.g., coat with zip-off hood removed, set of wooden blocks that includes 38 of 40 original pieces). It is preferred that any toy sets with missing pieces are not re-packed into the original packaging but sold in a Ziploc bag or similar, to ensure that shoppers know they are not buying the full original set.
- 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/repared/alterd clothing
- NO items with missing pieces that prevent the item from fulfilling its intended function (e.g., puzzles with missing pieces, coat without a zipper pull)
- 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
- NO books with loose or missing pages

### CONCIERGE ITEMS

If you are a concierge seller, you may sell up to 150 items. An item may be a single item or a set to be sold together under a single price tag. No big equipment (e.g., high chairs, cribs, car seats) are permitted for concierge sellers due to space limitations.

### 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); these will be placed in baskets. If you purchased a onesie on a hanger, it will probably sell best if hung on a hanger.
- Socks should be packaged together or individually in a bag; these will also be placed in baskets.
- 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 to the seller support Facebook group. At the end of the sale each seller gets a bag of hangers to use for the next sale.
- 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
- It is recommended, but not required, to install working batteries in electronic toys.
- 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)

- Visit [lcmotc.com](http://lcmotc.com) and select the Resale tab, then scroll down to “Click here” to access the MySaleManager.Net (MSM) portal for LCMOTC Resale. Visiting [mysalemanager.net](http://mysalemanager.net) will not direct you to the correct location.
- 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. (Tags will indicate “Discount: Yes” or “Discount: No”, accordingly, when printed.)

- 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 drop-off at the selected 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

- There will be no markdowns allowed during the sale on any items except for big equipment.

**CONCIERGE SELLERS:** Your concierge will propose pricing per the guidelines above and their own experience. They will then provide a proposed price report for your items. You have 5 days to approve or reject the pricing; after 5 days, silence will be considered acceptance of the proposed pricing.

### 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. Hand written tags may not be used.
- Please use high-quality printing to ensure that barcodes can be read by the scanners at checkout. Blurry barcodes need to be manually entered, slowing the checkout process.
- 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 gender, then size
    - Halloween/dress-up/costumes separated by size only
    - Swimwear by gender, then size
  - Hats and accessories
  - Maternity/Nursing: by size
  - Shoes: by gender, then 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 on Saturday, February 25 at 7 AM. Sellers will be notified by email and through the seller Facebook group when registration is open.
- 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
  - Item setup + QC: Friday 5:30-7:30 PM
  - Friday shopping support: Friday 8-10:30 PM
  - Sale support: Saturday 7 AM – 12:15 PM
  - Tear down / donation prep: Saturday 11:45 AM - 2 PM
  - Donation driver: Saturday 1:30-2:30 PM
  - Truck unload: Saturday 2-3 PM
- Volunteers sign-up for roles on a first-come, first-served basis. There are approximately 10-12 hours available per seller. We will guarantee that all sellers are able to have at least 9 hours, including Friday 5:30-7:30, Saturday 7-12:15, and Saturday 11:45-2; however, we cannot otherwise guarantee the availability of specific shifts or roles.
- A seller may volunteer for work shifts that overlap by up to 30 minutes (e.g., working 7-12:15,



11:45-2, and 1:30-2:30)

- Many roles will require lifting. Some roles will require LCMOTC membership.
- 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 Saturday 7 AM – 12:15 AM only. We are a 501(c)(3) organization and may count toward volunteer hour requirements. If you need documentation of volunteer hours, please contact Tracy Lynch at [tototoo@comcast.net](mailto:tototoo@comcast.net) prior to the sale.

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.

### **9. Sale Setup (Friday)**

SCHEDULE: Friday setup includes the following available work shifts:

- 12-3 PM SHIFT is for unloading the truck and for setting up racks, tables, and signs
- 3-4 PM BREAK is when the committee and volunteers in the 12-3 or 4-6 PM shifts may order a meal (approximately \$8/person if joining the group order) and/or put out items early if desired
- 4-6 PM SHIFT is drop-off item setup; volunteers put out items dropped off by sellers not working on Friday (as well as their own items, if applicable)
- 5:30-7:30 PM SHIFT is item setup and QC checks (checking compliance of items with Step 2)

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.

Please do not shop during Friday setup; 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 cash / \$2.50 credit admission fee.

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

- Group 1: Resale Committee + LCMOTC President (20 minutes)
- Group 2: 12-Hour Volunteers + LCMOTC Board Members (15 minutes)
- Group 3: 8-Hour Volunteers (15 minutes)
- Group 4: 2-Hour Volunteers (5 minutes)
- Group 5: Remaining sellers, 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)

The times above are approximate; actual times will be noted on the Facebook pages for [Lake County Mothers of Twins Club](#) and [LCMOTC Resale Seller Support](#) and be posted on the front door no later than 8:00 PM.

Spouses/partners/children (under age 18) 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. Children under age 12 must be accompanied by an adult while shopping.

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 2 volunteer hours.

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, other than for admission or the bake sale. 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 Sam Planas, Resale Chair, at [sam.lcmotc@gmail.com](mailto:sam.lcmotc@gmail.com) by 5pm on Tuesday, March 14 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. You will meet with your department lead for a short training 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. Sellers not working on Saturday provide rules or contact information to Big Equipment Manager at the time of drop-off (Friday 4-6 PM). 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, the committee will first attempt to look up the item. If the item cannot be found by description, the committee 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. 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 working during the 11am-12pm discount hour are not permitted to shop during their work shift, due to the logistical difficulty of allowing all working volunteers to shop during this time.
- Sellers and LCMOTC members who are not working during the sale, as well as the family members of sellers and members are welcome to shop on Saturday, including during the discount hour. If there is a line at the time that a member, seller, or family member wishes to shop, they should enter the building in the opposite direction of the line and announce themselves to the front door staff. (We recommend wearing a red shirt to indicate that you are part of the sale/club.) Sellers, members, and their 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](mailto: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

- Unless otherwise specified for the volunteer role, volunteers for this shift should arrive at 11:45 AM to ensure a smooth transition to the end of the sale.
- Volunteers for 11:45-2 will be assigned a primary take-down area, including clothing or non-clothing (cashier room, gathering lobby, front entrance). After your assigned area is taken down, each role has an assigned follow-up area: clothing volunteers are asked to help with truck load and non-clothing volunteers are asked to help organize seller bins. Volunteers may leave after take-down and pack-up procedures have been completed in all areas. This is typically around 2:00 PM.
- Volunteers are also assigned for donation preparation (11:45AM-2PM) and/or donation driving

(1:30-2:30PM). If you are assigned to drive donations, please be sure to sign-out with the Resale Chair.

**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 and a fee of \$20 will be applied for the arrangement of an unanticipated donation.
- 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.

**14. After the sale**

**EARNINGS:**

- Consignor fee amounts deducted from the seller totals are:

Seller Type	Volunteer Hours Completed	Member	Non-Member
Resale Chair	17+	5%	N/A
Resale Committee Member	17+	10%	N/A
Standard Seller	14+	15%	20%
Standard Seller	12-13.99	20%	25%
Standard Seller	8-11.99	25%	32%
Standard Seller	6-7.99	30%	40%
Standard Seller	2-5.99	35%	45%
Standard Seller	0-1.99	40%	50%
Concierge	0	60%	70%

See Step 1 for details of each seller type and Step 7 for information about volunteer hours.

- 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 items 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 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 do not meet the guidelines in Steps 2, 3, and/or 5 (e.g., stained clothing, non-functional toys, tags not on cardstock, hangers in incorrect direction) will be pulled at the committee's discretion, and a penalty will be assessed. If a seller has 10 items or 3.0% of their items pulled (whichever is greater) the penalty will be as follows:
  - 1st sale offense: \$10 will be deducted.
  - 2<sup>nd</sup> consecutive sale offense: \$20 will be deducted
  - 3<sup>rd</sup> consecutive offense: 10% fee will be added to consignor fee (example: 18% + 10% = 28%)
- Late arrival to a volunteer shift or drop-off appointment will have a fee of \$10.00 deducted per shift and will be moved to Shopping Group 5 for Friday shopping. 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 the seller fee for the actual hours worked plus an additional 10% fee of their seller's check, and will not be permitted to sell or shop on Friday evening. If the volunteer shift is after Friday shopping, the penalty will be applied to the next sale. Repeated no-shows for volunteer shifts may be barred from volunteering at future sales, at the discretion of the Resale Chair.
- 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. The item will not be returned to the seller.

## RESALE SCHEDULE

<b>Day</b>	<b>Time</b>	<b>Activity</b>	<b>Who</b>
~Dec 2022	N/A	Seller registration opens	Resale Committee All Sellers
Sunday (Feb 5)	9:00 PM	Deadline for registering for the sale as a concierge seller	Concierge Sellers
Sunday (Feb 12)	9:00 PM	Deadline for concierge sellers to drop-off inventory to their concierge	Concierge Sellers
Saturday (Feb 25)	7:00 AM	Volunteer hour registration opens	Sellers LCMOTC Members
Friday (Mar 3)	5:00 PM	Deadline for registering for the sale as a non-member standard seller.	Non-member sellers
Friday (Mar 10)	5:00 PM	Deadline for registering for the sale as a member standard seller.	Member Sellers
Friday (Mar 10)	5:00 PM	Deadline to select volunteer hours	All sellers
Sunday (Mar 12)	N/A	Place signs in community per local code	Sellers located near the sale site
Tuesday (Mar 14)	8:00 PM	Deadline for contacting the committee for Friday evening shopping special assistance	Friday shoppers requiring special assistance
Wednesday (Mar 15)	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 (Mar 16)	5:00 PM (approx.)	TRUCK LOAD Meet at the shed to load all equipment.	Resale Committee Volunteers

<b>Day</b>	<b>Time</b>	<b>Activity</b>	<b>Who</b>
Friday (Mar 17)	12:00 PM- 3:00 PM	<b>RACK AND TABLE SET UP</b> Unload truck, assemble racks, place tables, and put up signage.	Resale Committee Volunteers
	3:00 PM – 4:00 PM	<b>BREAK</b> Volunteers from 12-3PM and 4-6PM groups may set out inventory Meal ordered (\$8/person)	Resale Committee Volunteers
	4:00 PM- 6:00 PM	<b>DROP OFF APPOINTMENTS / DROP OFF ITEM SETUP</b> Standard Sellers not working Friday 4-6PM or 5:30-7:30PM shifts drop off tagged items  Volunteers for shift set out dropped-off items (and their own items)  Big equipment is stain checked upon entry for all sellers; sellers not working on Saturday provide rules or contact information to Big Equipment Manager	Standard Sellers Resale Committee Volunteers
	5:30 PM- 6:45 PM	<b>ITEM SETUP</b> Volunteers for shift set out their own items and items from other sellers	Standard Sellers
	6:45 PM- 7:30 PM	<b>QC CHECKS + SELLER MEETING</b> Volunteers are assigned a QC check region and pull ineligible items	Standard Sellers
	~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): <ul style="list-style-type: none"> <li>• Group 1: Resale Committee (20 minutes)</li> <li>• Group 2: 12-Hour Volunteers + LCMOTC Board Members (15 minutes)</li> <li>• Group 3: 8-Hour Volunteers (15 minutes)</li> <li>• Group 4: 2-Hour Volunteers (5 minutes)</li> <li>• Group 5: Remaining sellers, LCMOTC members, spouses/partners of LCMOTC members, spouses/partners of sellers, MOI members, Friends &amp; Family (1 per member/seller, \$2 cash / \$2.50 credit admission)</li> </ul>	Friday Shoppers

<b>Day</b>	<b>Time</b>	<b>Activity</b>	<b>Who</b>
Saturday (Mar 18)	7:00-7:15 AM	Seller/volunteer check-in	Resale Committee Volunteers
	7:15 AM – 7:30 AM	Volunteer meeting / training with your department (if working this shifts)	Resale Committee Volunteers
	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
	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	<b>TAKEDOWN / PACK UP</b> 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	<b>UNSOLD ITEM PICKUP</b> Sellers pick up unsold items. Items not picked up will be donated.	All Sellers
	2:00 PM-3:00 PM	<b>TRUCK UNLOAD</b> Volunteers unload racks and signs into the shed.	Resale Committee Volunteers



<b>Day</b>	<b>Time</b>	<b>Activity</b>	<b>Who</b>
	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 21)	N/A	Sold item reports available	All Sellers
1-2 weeks after sale (by Mar 31)	N/A	Checks mailed to sellers directly from the bank.	All Sellers