

LMBA Spring 2012 Clothing and Equipment Sale

The following document contains rules, information, and guidelines for the Spring 2012 Clothing & Equipment sale. If you're thinking about selling, or have sold in the past, there are some rules which you are asked to follow:

\$20 will be deducted from members and guest sellers who do not comply with the rules of the sale. This applies to all rules and will be enforced at the Spring 2012 sale.

Dates: Friday April 13 and Saturday April 14, 2012.

Exclusive Member Shopping: Friday 5:30pm – 7:00pm
LMBA members may bring **one** guest with them at this time.
Free admission to other Multiple Births Canada affiliate members.

Public Shopping: Friday 7:00pm to 10:00pm & Saturday 8:00am to 12:00pm

Cost: \$2.00 admission fee (excluding LMBA members and their 1 guest) on the Friday night, Free on Saturday

Location: The Western Fair, Special Events Building

****FRIDAY DROP OFF TIME HAS CHANGED****

PLEASE REVIEW CAREFULLY

Shift sign up process

- All members and guests planning to sell, including members of the executive and sale committee, must send in their waiver and deposit cheque in advance.
- The only way to sign up for a shift is by sending in your completed waiver and cheque. You cannot sign up for a shift by phone or e-mail.
- To sign up for your shift, please complete the attached waiver and mail or hand deliver it, along with a \$20 refundable deposit cheque, to:
Shannon Wong, LMBA Sale Coordinator, 59 Kinburn Cres., London, ON, N6E 1J3
- If you honour your commitment to sell in the sale and work your shift as assigned, your cheque will be returned to you (uncashed) with your sale proceeds cheque. If you have a guest vendor, the \$30 is a fee which must be paid in advance, and sent in with the guest vendor waiver. This fee non-refundable.
- You will be contacted to confirm your shift assignment as soon as possible after your waiver and cheque are received.
- We are always looking for volunteers to help at the sale. If you have a friend, family member, student, etc., who would like to help or will be coming with you to help, please included that on your waiver. The more the merrier!

Shifts

- As in the last several sales we are keeping the required time to 5 hour shifts to accommodate the ever-increasing complexity of the Vendor/Volunteer Schedule
- The LMBA will have red pinnies/bibs on hand for all volunteers to wear during your shift

Shift options to work at the sale:

Please remember that shifts are assigned on a first come, first serve basis.

- Friday setup 11:30 pm - 4:30 pm (shop 4:30 pm –5:30 pm).
- Friday sale shift 5:30 pm –10:30 pm (shop 4:30 pm- 5:30 pm)
- Saturday shift 9am to 2pm (shop Friday during member shopping)

About selling

****LMBA is not responsible for lost or stolen items. You will NOT be reimbursed for items that have gone missing from the sale.**

Who can sell: members in good standing, and guests sponsored by a member.

- There is no fee for LMBA members in good standing to sell in the sale.
- Guest sellers are required to pay \$30 to participate in the sale. (see more details below)

Vendors set their own prices for items offered for sale. Your proceeds are paid to you by cheque. Cheques will be ready for pick up at a designated location within 4 weeks of the sale and mailed out after for those who cannot make it that night. Please do not inquire about the status of your cheque until 5 weeks after the sale.

The LMBA keeps a percentage of vendors' sales:

If you...

**Then the club
receives...**

Complete a minimum of one 5-hour shift	20%
Do not complete a minimum of one 5-hour shift	40%
Complete 2 full shifts at the sale (10 hours). OR	15%
Bring an additional volunteer WITH you to help us at the sale	
LMBA executive and/or any active committee member who completes 16 hours of total work at the sale	10%

Guest sellers

Guest sellers can sell items at the sale under the following guidelines:

- Guest sellers must be “sponsored” by a member of LMBA in good standing. Each member may sponsor **two** guest sellers.
- The sponsoring member is responsible for conveying all rules to their guest(s), and responsible for sending in the guest’s waiver and payment in advance.
- Guest sellers will have 20% of their sales deducted if they work a shift, 40% of their sales deducted if they do not work a shift. There is a \$30.00 fee for guest sellers, which is due with their waiver. In the event that we are not able to accept a guest seller due to a lack of space, we will refund the \$30 fee. In all other cases the \$30 fee is non-refundable.
- Guests' vendor numbers are based on their sponsoring member’s vendor number, followed by the letter G (for example, 201G for the guest of vendor number 201). No other names or initials may appear on the tag.
- If a member has two guests selling, the second guest's vendor number would be the same as the first, followed by the number 2. (for example 201G2)
 - All other rules listed here apply to the guest seller equally as they apply to members.

When you arrive to unload on the Friday:

- When you arrive, please sign in at the check-in desk located **at the loading dock**.
- Drop off time is Friday April 13, 2012 from 12pm to 3pm-**NO EXCEPTIONS**. **Please note that during setup, no children under 10 years of age are permitted (for everyone’s safety)**
- You do not personally have to drop your stuff off if you are unable to make the drop off time, a family member, friend, another sellers, etc. can bring your stuff in for you and put it out. However, please remember that it will be their responsibility to ensure that all of your stuff is put out onto the floor and that only 3 boxes are left behind for tear down.
- You will unload and put out all of your stuff in the appropriate area. We have several different toy tables (Little People, stuffed animals, trucks, crafts, etc.) and clothing is separated by size. There will be maps posted on the walls as to where everything is or feel free to ask anyone wearing a piny.
- Be sure to bundle your items by size for quick set up. **Your clothing items should already be hung up on hangers when you arrive at setup. The following items are hung separately from the clothing. Please separate them from your clothing pile and look for the signs where to hang:** Swimwear, outerwear (including light jackets), costumes, uniforms and Snowsuits.
- All members selling in the sale will put away their items and leave 3 boxes/totes with **their vendor number on them** behind at the sale for tear down the next day. **Please note, only 3 boxes are to be left, please remove all remaining boxes from the building.**
- Please note that while there will be help in putting your items out it is your ultimate responsibility to ensure that all your items are put out on the sales floor prior to your departure, your cooperation with this is appreciated.
- We will have two unloading areas available for members to bring in their items and a few dollies and flatbeds will be available.
- There will be volunteers available to help, especially with the large items. Please request help when you sign in.

- There will be several members doing quality check as we unload. If you see a section of clothing wrapped in masking tape, **DO NOT RIP OFF THE TAPE OR ATTEMPT TO PUT YOUR CLOTHING INTO THAT SECTION THAT IS TAPED UP.** Anyone caught doing this will be asked to leave immediately with all of your stuff, will not be allowed to sell in the sale and will lose their deposit cheque.
- At 3:15pm, there will be a final quality check done by all members working the 11:30-4:30pm shift with items being pulled, inspected and either placed back on the racks or put away for members to take home on Saturday.
- Once an item has been pulled for quality issues, it will not be returned to the floor for any reason. There will be stickers on your item on the spot of question, plus a tag stapled to your price tag to make you aware of the issue and why it was pulled.
- **NO SHOPPING** is allowed during setup

Member shopping

- Member Shopping starts at 5:30pm on Friday evening.
- Only LMBA members of good standing with a valid membership card will be allowed to shop at this time (along with their friend). If you plan on renewing your membership at the sale, you will be asked to wait until all valid LMBA members have entered for shopping before your membership will be processed.
- Please do not bring your children; babies in on-body carriers are welcome.
- Members of other multiple birth clubs or MBC with valid membership cards are welcome at 5:30pm as well.
- One guest per member. Members do not need to accompany their guest. We will not be issuing guest passes, but we will be asking guests the name of their member friend so that we can ensure only one guest per member is admitted. Please ask your guest to give your name at the door; we will be checking members' names off the master membership list once their guest identifies themselves. Only the first guest to identify themselves as your guest will be allowed to shop during member shopping. Guests will receive free admission to the sale.
- Guest sellers may shop during member shopping and may also invite one guest to shop early at the 5:30pm shopping.
- Members or guests who are currently pregnant may bring one additional person to assist them with shopping.
- For those volunteers working during member shopping (see schedule at the end of this document), you may shop before we open to the membership. (4:15pm – 5pm) Any items selected during this time must be removed from the Special Events Building before 5:15pm on Friday night.
- We will admit members of the public starting on Friday night from 7:00pm until 10:00pm for shopping.
- **The use of strollers, wagons, or car seats will NOT be allowed on the Friday night**

Saturday:

- Doors will be open for shopping from 8am to 12pm, no admission fee for Saturday and strollers will be allowed.
- Those working the sale will be asked to start grouping vendor numbers together to help with the tear down at 12pm.

Tear-down procedure:

- At tear-down, we will line up all of the bins in numerical order that you left behind with your vendor number on it and will empty the racks and tables into the appropriate boxes and bins.
- The sales end at 12pm and pick up will be at 1pm for those NOT working the Saturday shift.
- Those working the Saturday shift are to start grabbing any and all items and dropping them into the matching vendor number bins. Please make sure you double check the vendor number before you drop it in.
- **Please note that during tear down, no children under 10 years of age are permitted (for everyone's safety) as this is a very busy, crowded time and the racks are coming down.**
- You are welcome to grab your bins and go at 1pm HOWEVER...please make sure that all your items have been put in your bins and all the tables and racks are empty before you leave. There may still be volunteers putting items into bins when you get there and if you grab your bins and go, you may miss some of your items that are still en route to the proper bins. All items left behind will be donated to the donation truck that arrives at 2pm on the Saturday

Joining LMBA for the first time or renewing your membership:

Please remember that all LMBA memberships are required to renew each and every Sept. Please consider sending in your renewal forms at the beginning of Sept. to make sure you are in good standing for the sale.

- Memberships will be processed at the sale on Friday evening, inside the front doors of the Special Events Building. However, memberships will only be done AFTER all LMBA members in good standing are allowed into the building to shop.
- Please take care of your membership before the sale if you would like to shop at 5:30pm. Please come with your membership form filled in and your payment ready. You can contact Sheri Carew at sheriandfamily@rogers.com or Erika Kafka at erika5kafka@gmail.com to get a new member package sent to you before the sale.

Preparing Items to Sell

Watch our website (www.londonmultiples.com) for a YouTube link to see demonstrations on how to tag your clothes, fill out a tag, hang clothes and blankets and a Q&A to our most popular questions and issues.

Any infant or children's item is eligible to be sold, so prepare for the sale as early as you can. Adult clothing (with the exception of maternity clothes) will not be accepted for sale.

Rules regarding the condition of items offered for sale will be strictly enforced. Review the following list carefully to avoid having items removed from the racks.

- Items offered for sale must be safe, clean and in gently used or better condition. Items offered for sale that are NOT in gently used or better condition will be removed from the sale floor. The following are examples of items that are not acceptable:
 - Any toy or piece of equipment that has been recalled by the manufacturer and not retrofitted appropriately.
 - Illegal or unsafe items such as walkers and bath rings. Go to <http://www.hc-sc.gc.ca/cps-spc/child-enfant/index-eng.php> to see a list of recalled items from Health Canada
 - Car seats must be less than 5 years old and must not have been in a car accident. Two copies of the car seat waiver form must be filled out at the sale setup or brought with you to the sale. Attach one to the car seat, and hand in the other copy with your sale waiver.

- Clothing with minor stains in an inconspicuous location (e.g., a small spot of paint on a shirt cuff) is acceptable, but the stain or imperfection must be noted on the tag. If minor stains are not noted on the tag, members of the sale committee can make note of stains on the tags for you.
- Toys or equipment missing an unimportant piece (e.g., one animal missing from a farm toy set) are acceptable, but the missing piece must be noted on the tag.
- Items offered for sale must be seasonally appropriate. If you are unsure about an item's seasonal appropriateness, please contact a member of the sale committee.
 - *Fall sale:* winter coats & snow pants, winter boots, winter hats, mitts, scarves, sleds, kids' snow shovels, ice skates, etc.
 - *Spring sale:* shorts, tank tops, sandals, sun hats.
 - Bathing suits, costumes (for dress up), and uniforms are allowed at both sales. Separate racks are provided for these items, so please separate them from your other items when packing up for the sale.
 - Bicycles and outdoor equipment are also allowed at both sales.
- Clothing items must be hung on hangers. **Hang your item so that when you are looking at the front of the garment, the hook on the hanger resembles a question mark.** This way, everything will be facing the same direction on the racks and shopping will be a breeze.
- It is recommended to put items together in outfits as often as possible. This will help your items sell better.
- Another good idea is to put winter items together with a snowsuit that matches; for example a winter jacket, snow pants, hat, and mittens that all go together will sell well than the items individually.
- Do not use hangers with smaller than standard hooks as they do not move freely on the racks, which create a hazard because the racks can tip or fall if someone pulls on them. Any items on this type of hangers will be removed from the sale.
- Hangers remain with the clothing when it is sold, you will not get your hangers back.
- Place items not suitable for hanging in clear Ziploc type bags for placement on a table. **Please do not put items that could be hung into bags; your items will sell better on hangers.**
- Pairs of shoes, boots and slippers must be either placed in a Ziploc bag or securely attached together with tie wraps, string or tagging gun barbs.
- If you group clothing items together on hangers, use masking tape to attach a maximum of 3 hangers together.

Selling Blankets:

- Due to the large volume of blankets at the sale, the sale committee strongly recommends hanging all blankets on pant hangers (fold blanket as needed so that it is a suitable length). This is only for bedding blankets. Please DO NOT hang receiving blankets (they can be placed in bags, containers or tied together and placed on the table specifically for receiving blankets.)
- We have found in the past few sales that blankets sell best when displayed on hangers and this will help to keep the blankets neat throughout the sale as well.

Tagging Rules

- There were many problems with tags at the last two sales, which slows the tag sorting and makes it harder for the tallying to be accurate after the sale. We will have to charge a \$20 additional deduction to anyone who does not comply with these rules and has been warned previously about it.

- All items must be tagged with completed tags on one color of cardstock (67 pound or higher weight card stock), using the tag template that is located on website: www.londonmultiples.com . Look for the LMBA sales tab and click on it to find the tag template. (Or e-mail tgloin@yahoo.ca for the template). You will also find the rules, car seat waivers, sign up waivers and links to the You Tube videos located here.

Please remember:

- Use only one colour of cardstock (67 pound or higher weight card stock) if possible
- Use the vendor number issued to you, no initials or numbers.
- All tags must be the same size as the tags on the attached template
- Any items at the sale with tags missing prices will be assigned a price by two members of the sale committee.
- Your tags will be returned to you when you receive your final sale cheque

Marking down prices:

- If during the set up, you would like to change the price of the item, please remove the tag and make a new one with the new price on it. Any items found with prices crossed off will be removed from the sale and will not be sold. This is for everyone's security.

Filling out tags

The following details are required on all items:

- **Size:** please use standard sizes of: Premie, Newborn, 3, 6, 12, 18, 24 months, and 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 ,14 for children's clothing and shoes. Maternity clothing may be sized as per the garment tag. The size you write down on your tag is the smallest size on the clothing (Eg. If the tag on the shirt says "fits sizes 3 to 5", please tag it and hang it in the size 3)
- **Item:** Description of your item. Please be as descriptive as possible. If a tag gets ripped off, this will help us find the item and get it back on the floor. Use the second line to note any minor stains or wear.
- **Vendor Number:** Use the vendor number that has been issued to you. (3 digits only, no initials or name). When you sign up to sell in the sale, your vendor number will be given to you if you do not already know it. You will keep this same number for as long as you are an LMBA member.
- **Price:** Prices must not be under \$1.00 in price (no \$0.25, \$0.50 or \$0.75 items) and must be either on the dollar (\$1.00) or half dollar (\$1.50) Please do not price items at \$1.25 or \$1.75. Items priced under \$1.00 (Eg.-\$0.50) will be pulled from the floor. If you have items to sell for less than \$1.00, group them together for a price of \$1.00 or more. Everyone selling is strongly encouraged to price your items to sell.
- If the item you are selling is new and the original price is still on the box, please price lower. If it was a steal and you are pricing higher, please TAKE OFF the original price sticker. Items will be pulled if the original sticker price is lower than your price and the sticker is visible.

Affixing tags:

The only method allowed for tagging clothes is with a tagging gun. These can be bought from the LMBA or at Lovers' Warehouse, Staples, Michaels' Craft Store or any other craft stores. LMBA sells them MUCH cheaper so if you would like to purchase one from us, please contact us at lbasaes@hotmail.com.

Cable ties /Tie Straps, string or ribbon are handy for shoes and toys. The tag can be applied through shoe laces or a handle of a toy. This is highly recommended for outside toys as they have a film on the plastic that tape does not stick well to.

Plastic containers and bags are handy for toys, socks, undies, tights, etc. (please make sure the container is clean!)

If you are using tape to secure your tags, Masking tape is the only tape allowed. If you want to use other tape to keep a container closed, feel free but masking tape ONLY for attached tags.

Place the tag in a noticeable location as follows:

- Clothing: Affix tag to the front of the garment. Using a tagging gun, attach the tag to the neck tag or through a seam in an inconspicuous part of the garment to prevent damage to the garment. (Example-under the arm seam or waist seam). Think of where you find tags in a clothing store and place yours in the same area.
- Toys, Books, Videos & Equipment: Affix tags securely with string or with masking tape (no other type of tape is allowed) on **two sides of the tag only**.
- Items in Ziploc Bags: Affix tags with tagging gun, or with masking tape (no other type of tape is allowed) **on two sides of the tag only**. **Never put tags inside of Ziploc bags**. It is very time consuming to open bags to remove tags at checkout.

Club items for sale/Vendor 500:

Members wishing to get rid of items but not participate in the sale may donate items to the club to be sold. If you have any items suitable for our sale to donate to the club to be sold, please contact the Sale Committee Coordinators at lbasesales@hotmail.com

We are looking for volunteers!!

It takes many people to pull off a sale of this size so we are always looking for volunteers to help out. If you know anyone that would like to volunteer, please let us know! (They will be able to shop with us as well). Our club is able to sign off on high school volunteer hours so students are welcome too!!

Want to Advertise?

Our sale is VERY popular and we have 3 options to advertise during it. Over 500 people come through on the Friday night alone. If you run a small business or have a friend who does and would like information about advertising in our sales, please contact the Sale Coordinators at lbasesales@hotmail.com.

Watch our website (www.londonmultiples.com) for a YouTube link to see demonstrations on how to tag your clothes, fill out a tag, hang clothes and blankets and a Q&A to our most popular questions and issues.

Have a question before the sale? Email lbasesales@hotmail.com to contact one of the Sale Coordinators