

LMBA Fall 2017 Clothing and Equipment Sale

The following document contains rules, information, and guidelines for the Fall 2017 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. Our sale is always evolving and changing so please read through them for each and every sale.

The following rules apply to all sellers in the LMBA sales-members or guest sellers.

\$20 will be deducted from members and guest sellers who do not comply with the rules of the sale and have already received a written warning from previous sales. This applies to all rules and will be enforced at the Fall 2017 one day sale.

Date: Friday Sept.29, 2017

LMBA Member Shopping: Friday 4:30pm – 9:00pm

LMBA members in good standing with the club may bring 2 guests with them, free of charge for the 4:30pm shopping. You do not need to be with your guests for them to come in. The first 2 people that say your name at the door will be allowed in as your guests. Guest sellers are also allowed 2 guests to come in at 4:30pm for early shopping free of charge.

Strollers and wagons will NOT be permitted in the building at any time.

Multiple Births Canada affiliate members are also welcome at 4:30pm upon showing their card.

Public Shopping: Friday 6:00pm to 9:00pm for a \$2 admission fee. **Strollers and wagons will NOT be permitted in the building at any time.**

Location: Western Fair AGRIPLEX ARENA

There are many changes to the sale as we are switching building so PLEASE read all of the rules.

PLEASE REVIEW CAREFULLY

Batteries MUST be included with anything that requires batteries to ensure the item works

FOOD WILL NO LONGER BE PROVIDED

Please note that due to the increase price of the new building, the LMBA will no longer be able to provide lunch or supper. The Agriplex has a food concession that will be open during our sale to

purchase food and you are welcome to bring your own. (we do not have access to a fridge or microwave, please plan accordingly) Water and coffee will still be provided.

Scratched out or whiteout PRICES on tags will not be allowed.

If you need to change a price, please replace the tag. Any items found with scratched out/whiteout prices will be pulled during quality checks or if they are brought up to the detag/adders for purchase during the sale, they will be pulled and cannot be sold. This is for your protection. We found tags from pervious sales with prices changed by someone other than the seller.

Also please do not forget that Cribs are NOT allowed to be sold at the sale. Playpens are fine and Crib Mattresses, bedding, bumpers, etc. are allowed.

Sale Mission Statement:

The LMBA sale has always been designed as a way to help fellow members. We are moms of multiples making room for more items for our own children and making a bit of money to help with the next stage in our children's lives. The sale is also a way for families to buy gently used equipment and clothes needed for their families without breaking the bank. We all know how expensive life can get with multiples. Please keep this in mind when pricing your items and bringing things to sell. We are not a new clothing store and overpriced items hurt us as a club.

We also ask you to please consider the condition your items are in. We are reflected as a club at this sale instead of individuals and hold our quality control as a huge asset to our sale and our name. If it is badly stained or ripped, please do not bring it. Ask yourself how you would feel to buy this item.

Also, please sell for yourself only. We always need people to help with our sale so if someone asks you to sell "a couple of things" for them, please tell them that it is against the rules but they are welcome to be a guest seller.

- **Who can sell:** members in good standing of the LMBA. There is no fee for LMBA members in good standing to sell in the sale. We no longer require a \$20 deposit cheque from you, however if you fail to report to the sale without informing us beforehand, \$20 may be added to your membership fees for the next year.
- Guests sponsored by a member (Member must be in good standing as an LMBA member). Guest sellers are required to pay a non-refundable \$20 to participate in the sale. (see more details below)

Shift sign up process

- **The only way to sign up for a shift is by sending in your completed waiver. You can mail it, drop it off to the address on the waiver or email to londonmultiplessales@gmail.com.**
- **All of the forms you need to sell in the sale are located on our website www.londonmultiples.com under the "Sale" tab. You will find all the templates, rules, You Tube videos to help you tag and price as well as forms to print off that you will need to sell.**

- **All waivers to sell in the sale MUST be received the Wednesday before the sale by 8pm. Waivers WILL NOT be accepted after 8pm on the Wednesday before the sale.**
- **To sign up for your shift, please print the appropriate form off the website (one is for LMBA members, one is for guests), complete the form and mail, scan, email or hand deliver it, (along with a \$20 nonrefundable payment for guest sellers only) to:**

Jen Mikolajczuk, 497 Admiral Drive, London, Ontario N5V 4H9

You will be contacted to confirm your shift assignment as soon as possible after your waiver/ cheque are received so please check your junk mail up to a week after mailing in your form to watch for your Shift Confirmation email from us.

Shifts are on a first come, first serve basis so if you can only work a certain shift, please sign up early. We are always looking for volunteers to help at the sale and always need as many people as possible for the 2 evening shifts. If you have a friend, family member, student, (we can sign off on high school volunteer hours) etc., who would like to help or will be coming with you to help, please include that on your waiver. Also, please indicate if you can work more than one shift by simply putting a #1 beside all the shifts you want to work. If you are bringing a friend, please write their name beside the shift they are coming to.

Your vendor number is located on your LMBA membership card, however if you cannot find it or are not sure, please email us at londonmultiplessales@gmail.com and we will give you your vendor number. This number is extremely important and how you are paid for your items that sell so please make sure you know your number correctly.

Guest sellers

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

- Guest sellers must be “sponsored” by a member of the LMBA in good standing. If you have more than 5 people interested in being your guest sellers, please double check with us to make sure there is room.
- The sponsoring member is responsible for conveying all rules to their guest(s)
- Guest sellers will have 20% of their sales deducted if they work a 5 hour shift, 15% if they work 2 or more shifts or bring a friend to help during their shift. 40% of their sales deducted if they do not work a shift.
- There is a \$20.00 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 \$20 fee. In all other cases the \$20 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. If vendor number 201 has another guest seller, their number would be 201G2 and if another, it would be 201G3 and so forth. No other names or initials may appear on the tag. Please make sure you know which guest is using your vendor number. If you are not sure if your G, G2, G3, etc are available, please ask us. This is how your guests get paid for their items so we do not want two or three guests using the same vendor number.
- All other rules listed here apply to the guest seller equally as they apply to members.
- Guest sellers may have 2 guests come in for early shopping at 4:30pm as well.

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.**

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

Bring an additional volunteer WITH you to help us at the sale who is not already selling

15%

(Please note, you are welcome to bring more than one friend or work the entire sale, however 15% is the lowest percentage allowed.)

LMBA executive and/or any **active LMBA committee member** who completes 15 hours total work at the sale.

10%

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 for a fee of \$3.50. Please do not inquire about the status of your cheque until 5 weeks after the sale.

Vendors set their own prices for items offered for sale. Please watch the You Tube videos that are available on our Facebook page, the LMBA website under the Sales tab and the links will be included in your Shift Confirmation email you receive after we receive your waiver. You must have the links to find them as they are unlisted on YouTube. These videos can help you get your items ready and how to tag, hang, group and keep items together, along with other tips and tricks.

Please also ask to join our Facebook page just for sellers. Search for "LMBA Sale site for Sellers". Feel free to ask questions, the YouTube links will be here, along with tips for us to hopefully make getting ready easier for you.

Shifts Available to work at the Sale and shopping times

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

Friday Sept.29/17 shifts include:

- 6am till we are done setting up the racks (usually by 9am). This will count as a 5 hour shift even if we are done early. PLEASE NOTE: This is a physical shift as we are unloading the trailer and setting up racks and you can get dirty. This crew will be allowed to set up their items once the building is ready. Please make sure anyone working this shift understands they will be putting their items out, there will not be helpers to help them do it. Please plan accordingly. If you work this shift, your shopping time will be at 4:30pm that day.
- 10am to 3pm-This 5 hour shift will **only have from 10am to 11am to get all of their stuff out to sell** in the sale and then they will be focusing on doing quality control as the members and guest sellers arrive to unload their items. If you work this shift, your shopping time will be from 3pm to whenever you are done.
- 2:30pm to 7:30pm-This 5 hour shift will also get to shop early at 3pm (they will quality check clothes as they arrive at 2:30pm) but will only have one hour to early shop before they must check out, get their items into their cars and be in their stations for 4:30pm, when the LMBA will be allowed in to shop. This shift will shop for one hour only from 3pm to 4pm
- 6:30pm to 11:30pm-This 5 hour shift can shop with the LMBA at 4:30pm but they will be allowed to have 4 guests come in with them for LMBA shopping IF it is the only shift you have signed up for. (every other LMBA member is allowed 2 guests. If you have signed up to work more than one shift, you will only be allowed 2). This shift will tear down at 9pm and help load the trailer back up and tag sort till 11:30pm.
- As in the last several sales, we are keeping the required time to 5 hour shifts to accommodate the ever-increasing complexity of the Volunteer Schedule.
- The LMBA will have LMBA lanyards on hand for all volunteers to wear during your shift. We please ask that you wear these while you are working and hand them back in as you leave.
- Water and coffee will be provided for you during any shift at the sale courtesy of the LMBA. **FOOD WILL NOT LONGER BE PROVIDED.** There is a food concession stand in the building that will be open during our sale.
- **PLEASE BRING A REFILLABLE WATER BOTTLE WITH YOU.**

Preparing Items to Sell

The sooner you start tagging, the better you will be as the sale gets closer and you find more items!

The tagging template that we ask everyone to use is located on the LMBA website under the Sales tab. Print your tags off on **Cardstock paper ONLY**, cut along the dotted lines and start pricing! (more information regarding this located below). Only one tag per item. Please do not put two or more tags on one item as the person may be charged twice for the item. (Example-a tag on each side of a bedding bag. One tag per item please)

Check our website (www.londonmultiples.com) for YouTube links to see a video of our sale being set up and what it looks like inside the sale building and to see demonstrations on how to tag your clothes, fill out a tag, and 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, except those illegal in Canada such as walkers and bath tub rings. Go to www.hc-sc.gc.ca/cps-spc/pubs/cons/info_secondhand-produits-eng.php#a3 to see a list of recalled items from Health Canada or look up "Canadian Consumer Product Safety Act"

~Adult clothing over size 16 (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 and returned to you. 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 www.hc-sc.gc.ca/cps-spc/pubs/cons/info_secondhand-produits-eng.php#a3 to see a list of recalled items from Health Canada or look up “Canadian Consumer Product Safety Act”
 - Any Cribs. Mattresses are allowed but not the crib itself.
 - Car seats that have a manufacturing date of 2012 and up will be allowed. Any car seats from 2011 and under will NOT be allowed to be sold at our sale.
 - Strollers and carriages made before 1985
 - Clothing with stains or rips that are larger than the size of a dime.
 - Toys or equipment missing an important piece, such as dice, puzzle pieces, or something that would greatly affect the working condition of the toy, like the remote control. (If the item is missing an unimportant piece-such as one animal missing from a farm toy set, you can sell it but the missing piece must be noted on the tag.)
 - Items missing to batteries that need batteries to operate (such as a toy, monitor, sleep aid, etc.)
- 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 can include: winter coats & snow pants, winter boots, winter hats, mitts, scarves, sleds, kids’ snow shovels, ice skates, skis, soccer shoes and velvet dresses. We will be allowing tank tops as long as they are paired with a sweater or long sleeved shirt. No tank tops on their own please.

Item NOT allowed in the Fall Sale: Sandals (including Crocs unless the fur liner is included), shorts, capris, bonnets, summer print shirts, spaghetti strapped dresses or tank tops on their own (must be paired with a sweater or long sleeved shirt to be eligible for the Fall sale).

Spring sale can include: shorts, capris, tank tops, sandals, sun hats, roller blades, summer dresses, soccer, baseball, lacrosse equipment, pants that are not fleece lined and long sleeved shirts that do not have winter themes or fleece in them.

Items NOT allowed in the Spring Sale: Turtle neck shirts or turtle neck sweaters, velvet dresses, winter coats, skates, winter boots, hats, scarves, gloves or winter themed clothing (Santa, snowmen, reindeer, etc.)

Items you can sell in either sale: Bathing suits, costumes, life jackets, water shoes, rain boots, soccer shoes, splash pants, baseball caps, costumes and school 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 except sleds.

- It is recommended to put items together in outfits as often as possible. This will help your items sell better. They do not need to be the same brand name, just the same size. If you have a size 3 that fits more like a size 4, please put it in the size 3 section. Whatever is on the manufacturing tag is what the items should be placed with.

- 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 better than the items sold individually.
- Pairs of shoes, boots and slippers must be securely attached together with tie wraps, string or tagging gun bars to avoid losing a shoe or placed in a Ziploc bag if needed.
- Be sure to bundle your clothing by size for quick set up. Clothing racks are separated into these sizes:

Preemie	Newborn	3 months	6 months	9 months
12 months	18 months	24 months	2 years	3 years
4 years	5 years	6 years	7 years	8 years
9 years	10 years	12 years	14 years	16 years

- 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. Please remember when placing your items on the rack at the sale that the hanger should look like a question mark when your back is to the detag/adding stations.
- 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 hanger will be removed from the sale.
- Hangers remain with the clothing when it is sold, you will not get your hangers back. Old Navy, Osh Gosh and the Superstore will give you hangers. It is best to call ahead.
- If you group clothing items together on hangers, use masking tape to attach a maximum of 4 hangers together.
- Please note, we do not separate boys clothes from girl clothes. Everything is together but separated by size.
- **DVD/Video Games** MUST be inspected before they go on the shelf to ensure the item is in the case. Please do not seal these shut. LMBA volunteers will ensure the game/DVD is located in the case, make sure there are not huge scratches on the DVDs that would affect the playing ability of it and they will tape it shut after inspection. Any that are already sealed will be cut open, inspected and sealed shut again.
- **Books will now be separated by categories.** The book categories will be:

Touch and feel	Infant to 2 years	Ages 3 to 5	Ages 6 to 9	Ages 10 to 12
Ages 12 and up	Maternity	Parental Help		

- The Toy Tables are laid out into different sections. Those sections are:

Stuffed Animals	Board Games	Electronic Games	Puzzles	Dolls
Outdoor toys (skipping ropes, bubbles, etc)		Music & Arts	Craft Supplies & Modelling Clay	
Pretend Play (Little People, Playmobil, etc)		Infant Toys	Toddler Toys	
Cars, trucks & other Vehicles		Action Figures		

Selling Blankets:

- Due to the large volume of blankets at the sale, the sale committee strongly recommends hanging all blankets (not receiving blankets) on pant hangers or drycleaning hangers hung over the bar (fold blanket as needed so that it is a suitable length). 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. 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. Please watch the YouTube video on blankets to see how you can group them together)

- For items such as bumper pads with a comforter or a bedding set you want to sell together, large bags are the best option for this to keep everything together.
- **DO NOT TAPE YOUR TAG ON ANY BAGS IF POSSIBLE.** Due to the increase of catching people switching tags on bedding, we **DO NOT RECOMMEND** taping your tags on anything anymore. Poke a hole in your tag and attach it with string, ribbon, a tie strap, etc. through the bag near the zipper. See examples of this on the Bedding YouTube video
- **DO NOT PUT YOUR TAG IN THE BAG.**

Tagging Items to sell:

There were many problems with tags at the last few sales, which slows the tag sorting and makes it harder for the tallying to be accurate after the sale so please make sure you read the following rules and/or watch the YouTube videos regarding tags. 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.

- You set your own price for your items. Not sure what to price it at? Check out Kijiji or Ebay for similar items. Please remember that we are not a store, the purpose of this sale is to help our members and to get rid of stuff. Do not “emotionally price”. Price stuff to sell it.
- All items must be tagged with completed tags on **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. You will also find the rules, car seat waivers, and sign up waivers and links to the YouTube videos located here. If you find you cannot open a document, please e-mail londonmultiplessales@gmail.com.
- Please make your tags the same size as the template provided.
- All tags must be attached with a tagging gun only. Please email londonmultiplessales@gmail.com to buy one for \$12 and/or a bag of 1000 barbs for \$2.

Please remember:

- **Use only cardstock (67 pound or higher weight card stock).** We recommend using one colour only for those of us counting your tags but this is not a rule, just a suggestion.
- Use the vendor number issued to you.
- All tags must be the same size as the tags on the attached template
- Your tags will be returned to you when you receive your final sale cheque
- Please do not bring in any items that you want to give away for free. There are many organizations that would love these items. If you would like to sell your items and donate the money to the LMBA, please use vendor #500 and all money made from items with #500 on them will be donated to the club.

Filling out tags

Please fill out your tags in neat, legible writing! If we cannot read your price or vendor number, you cannot get paid for those items!

All tags must have:

- **Size:** please use standard sizes of:
 - Preemie, Newborn, 3months, 6months, 12months, 18months, 24 months, and sizing 2, 3, 4, 5, 6, 7, 8, 10, 12, 14 and 16 for children's clothing. The shoe tables are sorted by the standard shoe size located in or on the bottom of the shoe.
 - The size you write down on your tag is the smallest size of the clothing (Eg. If the tag on the shirt says "fits sizes 3 to 5", please tag it and hang it on the size 3 rack)
 - Maternity clothing is sized as XS, S, M, L, XL, and XXL and larger section. If your maternity clothing is sized with a number (eg-size 12), please Google what a size 12 is in terms of Med. or Large.
- **Item:** Description of your item. Please be descriptive about the item. If a tag falls off, this will help us find the item and get it back on the floor. Use the back of the tag if needed.
- **Vendor Number:** Use the vendor number that has been issued to you which is 3 digits only. (except for guest sellers). When you become an LMBA member, your vendor number will be on your card. This will be your vendor number for as long as you are an LMBA member, even if you do not sell in every sale. If you are not sure of your number, please contact us at londonmultiplessales@gmail.com BEFORE filling out all your tags.
- **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)** Prices can be \$1.00, \$1.50, \$2.00, \$2.50, \$3.00, \$3.50, \$4.00, \$4.50 and so on.
 - 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 their 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.
 - If you are selling an item over \$10, please write out the amount and also have it numerically in the price section (Eg. You tag would say "Fifty dollars \$50). This is to protect your price as people have put a decimal point between \$100 and got an item for \$1.00. If you choose not to do this, please understand that the LMBA is not liable for any loss as a result of this.

Affixing tags:

The only method allowed for tagging clothes is with a tagging gun. These can be bought from the LMBA or at Staples, Michaels' Craft Store, Fabricland or any other craft stores. LMBA sells them MUCH cheaper so if you would like to purchase one from us and/or barbs for the guns, please contact us at londonmultiplessales@gmail.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 from fruit and bags are handy for toys, socks, undies, tights, etc. (please make sure the container is clean and **DO NOT** put your tag inside the containers!)

We do not recommend taping any tags on items anymore as we have caught people switching tags on items. This is not a rule, just a recommendation from the Sale Committee. However, if you are using tape to secure your tags, **Masking tape is the only tape allowed and **you can only tape down 3 corners maximum.****

If you want to use other tape to keep a container closed, feel free but masking tape ONLY for attaching tags and please only tape down 2 or 3 corners maximum. (Painter tape is masking tape and is acceptable. This is the green and blue tape used for edges while painting)

Place the tag in a noticeable location as follows:

- Clothing: 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.
- For items such as high chairs, swings, exersaucers, bikes, strollers, etc., the best way to attach the tag is with ribbon, string or zip ties. Tape does not stick well to items like this and fall off. Poke a small hole in the tag, feed a piece of ribbon or string through it and tie it to the item.
- For any other items, the front of the item is the best place to put the tag (example-near a book or DVD title).

Vendor # 500:

Members wishing to get rid of any of their items and have that purchase donated back to the club may use vendor item 500 on their tags. Any items sold under this number will go directly back to the LMBA. If you have any items suitable for our sale that you wish to donate to be sold but are not participating in the sale, please contact the Sale Committee Coordinators at londonmultiplessales@gmail.com.

When you arrive to unload on the Friday:

- When you arrive, please sign in at the check-in desk located **at the loading dock FIRST**. We need to know you and your stuff is there.
- Drop off time is the day of the Sale from 11am to 2pm-**NO EXCEPTIONS**.
- **Please note that during setup and tear down, children under 10 years of age are not 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 seller, 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. There are loading dock helpers but please remember that they are not there to put your items out for you, they are there to help get your items into the building so you can put them out. It is your ultimate responsibility to ensure that all your items are put out on the sales floor prior to your departure. Those that leave their items on the docks and leave will not have their items put out on the floor by anyone else. The bins will be pulled off the floor.
- After signing in, you will unload and put out all of your stuff in the appropriate area.
- All members selling in the sale will put away their items and leave a maximum 5 boxes/totes with **their vendor number on them** behind at the sale for tear down. **Please note, only 5 boxes maximum are to be left. Please remove all remaining boxes from the building.** You do not have to leave 5 bins if you do not want to, you can leave 1 or 2 if you like but everything of yours not sold from the sale will be going in those bins so if you do not leave enough, you are going to have a huge mess to deal with.
- Once you have unloaded, please find your vendor number on railing/wall of the stadium seating area and place your 5 bins in front of your number. We recommend labelling your totes and lids before even coming to the sale.
- We will have dollies and flatbeds available to help unload.

- 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 THE SECTION THAT IS TAPED UP.** Anyone caught doing this will be **asked to leave immediately with all of your items, you will not be allowed to sell in the sale.**
- When placing items on the racks, please do not let the clothes drag or hang on the floor. If the pants or dress is too long and is touching the ground, please move it up to the higher pole.
- **Your clothing items should already be hung up on hangers when you arrive at setup.** When hanging items, please have the front of the item facing you. The hanger should then be inserted so it is in the shape of a question mark.
- At 2:15-2:30pm, there will be a final quality check done by all members working the 10am-3pm shift and the next shift coming in at 2:30pm with items being pulled, inspected and either placed back on the racks or put away for members to take home in the evening of the Sale.
- Once an item has been pulled for quality issues, it will not be returned to the floor for any reason unless the quality room decides it passes. 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. Any items that are not allowed to return to the floor will be placed in your bin for you to take home.
- Please stay out of the Quality room. If you have a question about an item or why something may have been pulled, please speak to the sale coordinators.
- **NO SHOPPING** is allowed during setup or quality check.
- Any items at the sale with a tag missing the price will be assigned a price by a member of the executive committee if you are not at the sale at that time.
- Any items that are missing a tag will be taken to our lost tag area. If you find an item missing a tag or find a tag on the ground, please take it to the lost tag table and we will attempt to match the tag with an item to get it back on the floor.
- Any items with a scratched out or whited out price will be pulled and cannot be sold. This is due to the changing of prices we are finding by people shopping.

Shopping on Friday Night for LMBA members and Guests

*The late shift in this reference means the 6:30pm to 11:30pm shift

- Member Shopping starts at 4:30pm on Friday evening.
- Your LMBA membership **MUST** be in good standing.
- Only LMBA members of good standing with a valid membership card will be allowed to shop at this time (along with their 2 guests). Those working the late shift only will be allowed 4 guests with them.
- Members of other multiple birth clubs or MBC with valid membership cards are welcome at 4:30pm as well.
- Two guests per member (except the late shift). 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 LMBA member friend so that we can ensure only two guests per member are admitted. (with the exception of the late shift) 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 2 guests to identify themselves (with the exception of the late shift) 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 two guests to shop early at the 4:30pm shopping (or 4 guests if you are working the late shift)
- Members or guests who are currently pregnant may bring one additional person to assist them with shopping.

- We will admit members of the public starting on Friday night from 6:00pm until 9:00pm for shopping.
- **The use of strollers, wagons, or car seats will NOT be allowed at the sale at any time**

Tear-Down procedure:

*The late shift in this reference means the 6:30pm to 11:30pm shift

- Those working the sale shift of 6:30pm to 11:30pm will be asked to start grouping vendor numbers together on both racks and tables near the end of the night as it slows down to help with the tear down at 9pm.
- At tear-down, we will line up all of the bins that you left behind in numerical order by vendor number and will empty the racks and tables into the appropriate boxes and bins. Racks will be done first so the trailer can be loaded up as we sort.
- The sale ends at 9pm and pick up will be from 10:30pm to 11:30pm.
- Those working the late shift are to start grabbing any and all items off the racks first, then other areas once the racks are empty at 9pm and drop them into the matching vendor number bins. Please make sure you double check the vendor number before you drop it in. If all of the items are put away before 11:30pm, we will be asking those working the late shift to start sorting tags after they load up their vehicles with their stuff so please do not take off until your shift is complete.
- For those not working the late shift, you are welcome to grab your bins and go starting at 10:30pm HOWEVER, please make sure that everything is torn down and racks and tables 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. Please help tear down if we are not done and then grab your bins. If you would like to come at 9pm to help with tear down so you can leave earlier, we would love to have you, please come help.
- There will no longer be a donation truck for items you would like to donate. The Goodwill is about 10 minutes down the street; please feel free to drop your items off there if you do not want them. All items left behind will be disposed of.

Please note that during tear down, children under 10 years of age are not permitted (for everyone's safety) as this is a very busy, crowded and potentially dangerous time as the racks are coming down and the trailer is being loaded.

What to do if you get your bins home and have someone else's items in them?

To err is human and members will get their items home and find someone else's items in their stuff. If this happens, we ask that you post it on our Facebook group JUST for sellers of the sale. Look on Facebook for: "LMBA sale site for the sellers" and ask to join. If you do not have Facebook, email us the vendor number. We will contact them, ask if they want it back and if so, ask that you bring it to sale cheque hand out night or make arrangements with the seller to get them their item.

When will I get my Sale cheque?

Cheques will be ready for pick up at the Westmount Mall Community Room within 4 weeks of the sale and mailed out a couple days after that date for those who cannot make it that night for a fee of \$3.50. Please do not inquire about the

status of your cheque until 5 weeks after the sale. You do not need to pick it up, you can have a friend grab it if they are grabbing theirs but please let us know so we can keep tabs on where your money is going.

We ask that you give yourself a few minutes to count your tags to make sure we added everything up correctly before we write out your cheque. Again, to err is human and we'd rather have you find a mistake before we write the cheque.

Should I keep track of my tags?

That is completely up to you. Some people do just to have a rough estimate of how much they should be expecting in sales. Some members have numbers on the back of their tags so when they receive the tags back, they can cross-reference with a list they made as they tagged at home. This is completely up to you.

But please remember that the LMBA is not responsible for lost or stolen items.

You will NOT be reimbursed for items that have gone missing from the sale.

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! We have many different positions suitable for any age or disability. Plus volunteers get to shop with us as well!

Our club is also able to sign off on high school volunteer hours so students are more than welcome too!!

Only children that are in high school or older are allowed to work the sale unsupervised by a parent. Children 10 and older may help their parent/relative or friend work the sale.

Fall Sale Timeline

Friday Sept.29/17:

1st shift- 6am to whenever, probably around 9am.

This shift will set up racks, tables and signs. This shift can put their items out when we are done and leave after that. Counts as a 5 hour shift.

9:30am-Sale Committee and Executive arrives

2nd shift-10am to 3pm.

10am shift, sale committee and executive unload their items. One hour to get this done and be ready for LMBA unload starting at 11am.

~Seller Drop off time-11am to 2pm

~12:30pm to 1pm-Lunch break for those working (Food will no longer be provided for by the LMBA)

3rd shift-2:30pm to 7:30pm.

Early shopping-3pm to 4pm. Those working this shift HAVE to be in line to pay by 4pm to be able to report to their work stations by 4:25pm.

LMBA shopping-4:30pm to 6pm

~4:40pm to 5:10pm-supper break for half of the staff working.

~5:15pm to 5:45pm-supper break for the other half of the staff working.

Public Shopping-6pm to 9pm

4th shift-6:30pm to 11:30pm

Meet in quality room for meeting about what is happening at 6:30pm sharp. Suppertime if needed will be from 7:50pm to 8:20pm and 8:25pm to 8:55pm

~Tear down-9pm to 11:30pm

~Pick up 10:30pm to 11:30pm

Not sure how to get started or hang something?

Check our website (www.londonmultiples.com) for a YouTube link to see demonstrations on how to tag your clothes, fill out a tag, hang clothes, blankets, keep items together and more tips and tricks to selling successfully in our sale. Plus you'll find a Q&A to our most popular questions and issues and a behind the scene look at our sale.

The best advice we can give you about our sale is to start tagging early, do not leave it till the last minute or you will be very overwhelmed, especially first time sellers. And remember, you are in this sale to SELL items so price to sell. Ask a friend how much they would pay for an item or look up a similar item on Kijiji or Ebay to see what they are selling it for.

Have a question or concern before the sale? **Email londonmultiplessales@gmail.com** to contact our Sale Coordinators. We are always happy to help!

We do ask that you please remember that this sale takes a lot to run and is very time sensitive. Please arrive on time, be prepared to work and go where needed. We do our best to put people with their friends or on jobs they want but sometimes it doesn't work out. Please be flexible and kind and

remember that we are representing the LMBA at the sale and want to show people the awesome club that it is!

Happy Tagging!

LMBA Sale Coordinators

