



Seller Manual

Spring 2022 Important Dates

Seller & Volunteer Registration	January 14th-February 27th
Seller & Volunteer Informational Meeting (optional)	February 1st at 7pm
Deadline to enter items to sell	Saturday, March 5th 11:59pm
Seller Drop Off	Sunday, March 6th & Monday, March 7th (go to riverchase-tnt.com to schedule an appt)
Committee Presale	Wednesday, March 9th TIME TBD
Volunteer Presale	Wednesday, March 9th TIME TBD
Donate All Presale	Wednesday, March 9th TIME TBD
Seller Presale	Wednesday, March 9th TIME TBD
VIP Pass Shopping	March 10th at 8am
Shopping open to the Public	March 10th and 11th TIME TBD
Discount Shopping (select items 50% off)	Thursday, March 10th 5pm-9pm Friday, March 11th 9am-12pm
Seller Item/Check Pickup	March 11th TIME TBD

TNT Children's Consignment Sale

Thank you for choosing to be a seller at the Riverchase Day School TNT Children's Consignment Sale! The sale is located at Riverchase United Methodist Church and is a great source for gently worn children's clothing, toys, books, furniture, bedding, and MORE!

Here are some things to keep in mind as you prepare for our sale:

- Sellers receive 70% of their proceeds.
 - Riverchase Day School receives 30%.
 - You must have a minimum of 10 items to sell.
 - You have the option to discount your items. If "yes" is entered on the reduction option of your tags, the price will be reduced by 50%. Sellers will receive 70% of the reduced selling price.
 - You have the option to donate your items. If your item is rejected or doesn't sell, it will be donated to charity. Sellers who opt to donate all rejected and unsold items get to shop earlier!
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What's new this sale?

- Sellers who "donate all" get their own presale shopping time.
- Limit of 25 toys (not including riding toys/outdoor toys)
- Due to limited space, we will no longer be accepting the following items:
 - Bathtubs
 - Bedding
 - Blankets
 - Towels and Washcloths
 - Stuffed animals
- Due to the inability to check for pieces, we will no longer accept:
 - Jigsaw puzzles (we will accept peg & board puzzles)
 - Opened board games
 - Crafts
 - Specific Lego building sets (we will accept miscellaneous lots)

Seller Instructions:

Seller Registration: To register, visit our website at www.riverchase-tnt.com and click on “Seller Instructions”. From there, click on new or returning seller registration. A \$10 non-refundable seller fee must be sent via paypal upon registration. Once you have registered, select a Drop-Off Appointment.

Dropping off your items: Item drop off is by appointment only. After registering to sell, please make your appointment promptly via our website. When you arrive to drop off, please check in at the front desk. You will be asked to sign a seller agreement and designate a pickup person for your check. You MUST wait for your items to be checked unless you have marked all of your unsold/rejected items to be donated.

Picking up checks and unsold items: Checks and unsold items that are not to be donated can be picked up during designated pick-up hours (see the schedule for details). Anything not picked up by the end of the designated pick-up time will be donated to charity. If you choose to donate all unsold items, you do not have to come in person to pick up your check. Your check will be mailed to the address on file. You MUST know your seller number to pick up your check, and only the designated person will be permitted to pick-up. You can designate a pickup person at drop-off.

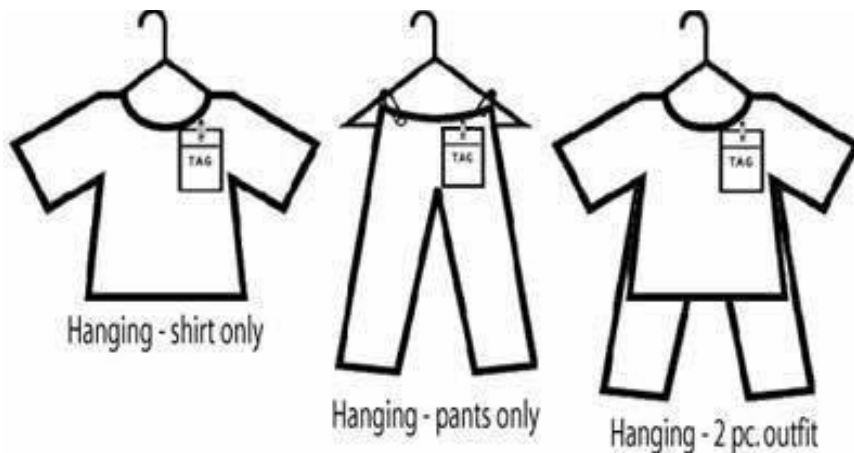
Donating All Items: If you choose to donate all of your rejected and unsold items, you must designate this in our system as you enter your items. You may NOT change this designation at drop off. Sellers who select “donate all” must notify the volunteer at check-in. At that time you’ll receive a pass to shop early and will be able to leave with no wait!

Instructions on how to enter inventory & tag items: PLEASE READ THOROUGHLY AND CAREFULLY

1. Go to www.riverchase-tnt.com and click on Seller Information. Be sure you've registered as a seller & made a drop-off appointment per the links you'll find there.
2. Click "Item Entry & Tag Printing"
3. Login with your consignor number & password created during registration
4. Click on "Work with Consigned Inventory"
5. Click "Work with My Consigned Items (Active Inventory)"
6. Enter your inventory.
 - **Refer to the accepted categories list and unaccepted categories list below.**
 - Make sure size is listed & note **BOY** or **GIRL**. Number sizes only please; no S, M, L, etc. Just estimate if your item is sized in S, M, L, XL, or if there is no size listed. Include details in the description such as slim, long, etc.
 - Description should be fairly brief (color, brand, type, design, shirt, dress, etc.)
 - For toys, please determine the general age.
 - Items must be priced \$1.00 or higher & only in whole or half dollar increments.
 - Price at 1/3 of purchase price if in EXCELLENT condition, 1/4 for FAIR/GOOD condition.
 - Items of lesser value can be combined with like items (i.e. pj's, onesies, etc.).
 - Items designated reduce will be reduced by 50% on selected discount days.
 - Items designated donate will be donated to charity if not sold/not accepted. We **highly** encourage you to donate anything not sold. Donations benefit local charities, and it eliminates the need for you to wait on rejected items at drop off or come back and pick up unsold items at the conclusion of the sale. You may not change this designation at drop off.
 - Once you enter your items, things that do not sell will remain in your inventory and you can make them active for a future sale.
7. Once all inventory is entered, click "Print All Tags"
 - Printing tags or an inventory list can be performed at any time.
 - Please print ALL tags on **WHITE CARDSTOCK** so bar codes will scan properly (regular paper is too thin and will tear easily). Before printing make sure your ink/toner level is sufficient and printer cartridges are aligned properly. Please check to see that your print quality is set to "normal" rather than "best quality" (this will print too dark).
 - After printing tags, make sure the bar code is CLEAR with no smudges or smeared ink. Cut tags along the lines and attach properly (see below, and refer to our website for photos/videos).
 - Please do not reduce the size of your tags. They will not scan properly if you do so.
 - **PLEASE DO NOT PUT TAPE OVER BARCODES.**
8. Hang, tag, and package each item accordingly. Use wire hangers only!
9. Be sure you've signed up for a drop-off time! You can find sign up on the "Seller Information" page of our website. Bring all properly tagged items at your assigned time.

Tagging Tips & Tricks:

- *For specific details and images on tagging, packaging and hanging, please refer to the Hanging & Tagging tab on our website.*
- Launder all clothes and washable items before you get started. Treat stains as needed. Remember that clothes with an odor or with stains will not be accepted.
- All clothes must be hung on wire hangers & tags must be printed on **cardstock**.
- Hanger hook must open to the left, and the tag must be pinned on the right side of the garment with safety pins. No straight pins. See photo below.
- If your clothes are turned the wrong direction on the hanger you will need to correct this before check-in. We cannot do this for you.
- Use ziploc bags for packaging other items such as shoes or small toys, and secure tag on the outside using packing tape. Do not cover the barcode.
- You can attach the tag to larger miscellaneous items (i.e. furniture, strollers, bouncy seats, large toys, bikes, pack n plays, etc.) using packing tape or a safety pin. Do not put packing tape where it will damage the item and be sure not to cover barcodes. If needed, use ziplocs to hold smaller pieces that go with a larger item, and secure the ziploc to the item along with the tag.
- Please make sure all items are properly and securely tagged. We're not responsible for lost tags.
- Do not tie, wrap, or rubber band items together.
- Put clothing in order based on gender & size for drop off.



Accepted Categories

IF YOUR ITEM DOES NOT FIT INTO ONE OF THESE CATEGORIES, IT WILL NOT BE ACCEPTED

Baby Carriers*	Car Seats	Pajamas- Girls*
Baby Gates	Changing Table	Push & Ride On Toys
Baby Jumpers & Activity Centers	Clothing - Boys*	Puzzles (board & peg only)
Baby Monitors	Clothing - Girls*	Rockers/Gliders
Baby Safety	Cribs	Scooters & Wagons
Baby Seats & Positioners	Cribsheets	Shoes - Boys
Baby Swing	Dancewear	Shoes - Girls
Backpacks & Lunch boxes	Desks/Bookcases/Easels	Sleepsack*
Bassinets & Side Sleepers	Diaper Bags	Socks - Boys
Bikes & Bike Gear	DVDs	Socks - Girls
Bloomers*	Hats - Boys	Sportswear- Boys
Board Games	Hats - Girls	Sportswear- Girls
Books	High Chairs	Strollers
Bouncers & Rockers	Infant Shoes	Swaddles*
Bows & Headbands	Kids Furniture	Swimwear- Boys*
Boys Belts & Ties	Outdoor Activities	Swimwear- Girls*
Burp Cloths & Bibs	Pack N Play	Toys
	Pajamas- Boys*	

*These items must be on a hanger

Accepted Items	Unaccepted Items
<ul style="list-style-type: none"> ● Items that are clean, free of odor, & in good condition ● Clothing sizes preemie up to size 18 ● Spring & Summer Clothing ● Swimwear ● Spring & Summer Shoes; maximum of 8 pair per seller ● Sports cleats/dance shoes; not included in 8 pair shoe maximum ● Leotards, dance costumes, and sports gear ● 1-Letter monogrammed items ● Hairbows & hats ● DVDs, consoles, console games & video games meant for children/youth; rated G, PG, E or E10+ (must have label on spine) ● Peg and board puzzles ● Toys with all pieces included and intact; interactive toys need to be in working condition with new batteries ● New in box games ● Miscellaneous/loose classic legos (for random building; no sets) ● Outdoor toys/riding toys ● Car seats that are less than 5 years old and unexpired ● Baby equipment such as highchairs, strollers, breastfeeding pillows & covers, etc. ● Swaddles & Sleepsacks ● Crib sheets ● Napmats ● Diaper bags ● Children/youth books in good condition (picture or chapter books) ● Backpacks/lunchboxes ● Children's furniture 	<ul style="list-style-type: none"> ● Any item that is broken, dirty, stained, outdated, ripped, shows signs of excessive wear, or is unrelated to babies/children ● Fall & Winter Clothing ● Fall & Winter Shoes ● 3-letter or full name monogrammed items ● Adult/Maternity clothing ● Used underwear & cloth diapers ● Computer games, CDs and VHS Tapes ● DVDs & Video Games rated for teens/adults only ● DVDs & Video Games without a label on the spine ● Car seats that are 5 years or older or are expired ● Recalled toys; go to www.cpsc.gov for more info ● Toys or games with broken or missing pieces ● Toys without batteries or that no longer work ● Stuffed animals ● Crafts ● Towels and washcloths ● Bathtubs and Squeezable bath toys ● Blankets and bedding ● Lego building sets (miscellaneous lots only) ● Home décor such as picture frames, throw pillows, lamps, wall hangings or art ● Jewelry ● Used dishes, utensils, baby bottles or sippy cups ● Oral/rectal thermometers ● Potties/toilets/training seats/diaper pails ● Encyclopedias/dictionaries ● Parenting/self-help books ● RDS merchandise

We have established a great reputation for our consignment sale and RESERVE THE RIGHT TO REFUSE ANY ITEMS.

ALL Sellers understand that RDS is NOT RESPONSIBLE for any items that may be lost, stolen, missing or damaged at the sale. Should any ticket be ripped from an item & we are unable to find its match by the end of the sale (after every effort is made to find the item), sellers will NOT be compensated for that item.

Pricing Guide:

- \$1-4 for Bargain Brands – Circo, Garanimals, Carters, Retails <\$10
- \$3-6 for Basic Brands – Old Navy, OshKosh, Retails \$5-15
- \$4-10 for Better Brands – Gymboree, Gap, Polo, Retails \$10-20
- 25-35% of retail price for Boutique Brands – anything that retails \$20+
- 30% of retail price for toys, books, games, and everything else

Round up a little if:

- Excellent condition or new with tags
- “Dressy” items
- Clothing sets (i.e. 3 pairs of pajamas in the same size, a set of 3-4 onesies, etc.)
- With manuals/box or new in box
- Hot brands and toys
- Large items
- Rare items

Round down a little if:

- Good condition
- Infant items
- Casual clothing
- Older toys
- Outdoor toys

Here are some examples of typical prices for popular brands/items:

Matilda Jane Dress	\$12-18
Under Armor Shirt	\$5-10
Name Brand Smocked Dress or Bubble	\$10-20
Carter’s Brand Outfits or PJs	\$2-5 (combine 2-3 pcs to raise price a bit)
Convertible Carseat or Basic Stroller	\$30-60
Keds Shoes	\$5-12
Toddler Riding Toy	\$10-12
Girls Boutique Swimsuit	\$8-12
New Balance Tennis Shoes	\$8-10
DVDs or Books	\$2-6
Exersaucer	\$12-20
Wooden Peg Puzzle	\$3-5