

MOPS of the Ute Pass Region

Munchkin Market Policies & Procedures

IMPORTANT CHANGES:

- Each consignor may volunteer an extra 1 hour shift for 25 additional items added to the consignors limit.
- Snacks are not provided for children. Please pack snacks and lunch/dinner if needed.
- All consigners are required to return to the church at **2:30 p.m.** for the sort.
 - We will have a quick speech in the foyer and sort will start promptly at 2:35pm.
- Childcare will be provided during the sort for a fee
 - \$3/child
 - Please contact the MM Coordinator to arrange for childcare
- Items NOT Allowed
 - Movies rated PG-13 or Higher
 - Mature rated games
 - There will be a fine of \$10 if any mature/ PG-13/R rated movies/games are found

I. Registration/Tagging:

- Sellers must sign up online to register as a consignor.
 - A **\$4.50** registration fee will be deducted from each Consignors gross sales.
 - Only one seller is allowed per number. In the event that multiple persons are sharing a number, they will each be expected to work the required number of shifts. An \$8.00 fee may be assessed if persons are found to be sharing a number.
- The maximum number of items you may register in our online system is 425 items.
 - **Each consignor may volunteer an extra 1 hour shift for 25 additional items added to the consignors limit.**
- Consignors must have a minimum of \$25.00 worth of merchandise for consignment.
 - Prices must be in increments of 50 cents, with 50 cents as the lowest price.
- All items must be tagged with tags from the online software.
 - When printing tags, please insure print quality is normal. Do not alter the tag size.
 - **Do NOT use:**
 - **Sticky labels**
 - **Colored paper**
 - Use a safety pin or tagging gun to secure the tag to the garment, in the manufacture tag or seam.
 - **Do NOT use:**
 - **Straight pins**
 - **Staples**
 - **Paper Clips**
 - **Items without a tag cannot be sold.** Volunteers will do their best to reunite lost tags with tag-less items if there is enough information on the tag to do so; using the Category & Size drop-down menus when tagging will help in this process.
 - Consignors that wish to donate their items at the end of the sale should mark the "Check to Donate" box when tagging their items.
- **All items on Saturday are sold for half of the tagged price.**
 - Consignors who do not wish to sell their items during the Half-Price sale on Saturday must pick up their items between 7:30 p.m. and 8:00 p.m. on Friday. Doors lock at 8:00 p.m. Please contact the MM Coordinator regarding early pick up.
- Failure to comply with the Policies and Procedures may result in a fine of 10% of your proceeds.

II. Volunteer Shifts/Pre-Sale

- **Consignors are required to volunteer at least 3 hours to receive 70% of their proceeds.** If consignors choose not to volunteer they will receive 50% of their proceeds.

- Shifts may be worked in succession if available, or may be spread over the 3-day sale period
- All volunteers MUST CHECK-IN with the MM Coordinator upon arriving to work their scheduled shift(s).
 - If a volunteer fails to check in for their shift(s), they will not be credited for the work shift and may only receive 50% of their proceeds.
- Childcare for participants is ONLY available during their scheduled shift(s). It is the participant's responsibility to inform the MM Coordinator of their childcare needs. Childcare is limited and is provided on a first come first serve basis.
 - Do not bring sick kids into the childcare rooms.
 - Snacks are not provided, so please pack for your kids appropriately.
- **Consignors/Volunteers are allowed to shop a pre-sale before Munchkin Market opens to the public.**
 - All Consignors are allowed to shop at 4:00 p.m. on Thursday
 - Consignors, who volunteer 3 or more shifts, may shop at 3:00 p.m. on Thursday
 - No family members or children under the age of 12 or friends are allowed in during the pre-sale; only the person entitled to early shopping privilege may shop at the designated time.

III. Drop Off/ Tear Down

- Consignors must set out their own, already tagged, merchandise in the appropriate locations on the sale floor during drop off hours.
 - Consignors MUST CHECK-IN with the MM Coordinator upon arriving for set-up.
 - Please sign up for a drop off shift
 - Note: You are not required to stay the whole time. This just helps us know when people are coming so we can staff volunteers appropriately.
- **All consignors must return on Saturday at 2:30 p.m.** to sort all remaining items and pick up their unsold items. Even if you wish to donate all of your unsold items after the sale, you must return to assist during clean up.
 - **Please bring bins or boxes to sort your unsold items into. Please label all bins or boxes with your seller number.** You may put these under the sign with your seller number on it.
 - Childcare will be provided for the sort
 - Please contact the MM Coordinator if you need childcare
 - Childcare will be \$3/child
 - Consignors are responsible for going through the bin of items without tags and bin of items with stains after the sale to claim their items
 - You may add any of your unsold items to the charity donation pile at the end of the sale, but we ask that you do not take items from that pile. We invite various charities to join us after every sale and take what they need.
 - **If a consignor does not show up by 3:00 p.m. on Saturday to help sort and pickup, there will be a \$15 fee deducted from the consignor's proceeds.**
 - Items left after 3:30 p.m. on Saturday will be considered donations to MOPS and may be given to charity.
- "Shrinkage" occurs (items are lost/stolen/missing). Every effort is made to minimize the incidence of shrinkage; however, **MOPS is NOT RESPONSIBLE FOR RECOVERY OR REIMBURSEMENT to Consignors for lost, stolen, missing or damaged items.** We cannot reimburse Consignors for items removed from the sale floor due to appearance, safety, etc. or items that get separated from their tags.

IV. Merchandise:

- **ITEMS ALLOWED:**
 - Children's clothes, shoes, and accessories, sizes 0-juniors 15-17. All clothing must be gently-used, freshly laundered and wrinkle free.
 - Maternity clothes, nursing bras and tops.
 - Children's equipment- strollers, pack n plays, high chairs, booster seats, exersaucers, play mats, swings, bouncers, monitors etc.
 - Children's toys, stuffed animals, books, wooden puzzles, videos, cd's and dvd's (G or PG only)
 - Children's accessories- diaper bags, slings and carriers, grocery cart seat covers, feeding items, breast feeding and pumping supplies, baby-proofing items, gates, infant bath tubs, boppys etc.
 - Children's décor- bedding, picture frames, mobiles, lamps, rugs, laundry hampers etc.
 - Children's furniture- Cribs (manufactured after January 2011), Book shelves, toy boxes, toddler beds, Rockers/Gliders, etc.

- Out Door play Equipment- Ride-On Toys, sand box, water tables, play houses, bikes, bike helmets etc.
- **Toys should be in working order, batteries included and listing of missing parts.**
 - If toy is not working, tag must include in description: DOES NOT WORK and a note describing what does not work or is missing, i.e.: No sound, missing 2 pieces or missing figures, etc.
- If you wish to sell a car seat, please complete the Car Seat Questionnaire available on our website, or request one from the MM Coordinator. Car seats will not remain on the sale floor if they have a manufacture date earlier than 3 ½ years from the sale date. Likewise, car seats will not be accepted or placed on the floor for sale without a completed Car Seat Questionnaire.
- When selecting your items to sell please keep in mind the higher the quality the better it sells. Please choose quality over quantity.
- **ITEMS NOT ALLOWED:**
 - Clothing with stains, holes, pilled, missing buttons, broken zippers, over-worn condition, or unpleasant odors, including cigarette smoke.
 - Poor condition or dirty items
 - Adult clothing or shoes
 - Any crib manufactured prior to July 23, 2010, can no longer be sold or donated per the regulations from CPSC; refer to “General questions for new crib standards” document.
 - Items that have been recalled or which contains high levels of lead toxins. Please check the Consumer Product Safety Commission(www.cpsc.gov.) for recalled toys and items.
 - MOPS does not accept liability for items sold or detrimental incidents that may be caused as the result Consignors not adhering to this policy.
- Items that DO NOT qualify to be sold at Munchkin Market will be pulled from the sale floor. If a consignor has multiple items that do not follow the guidelines, a fine of 10% of proceeds may be assessed.
- Movies rated PG-13 or higher
 - There will be a fine of \$10 if any PG-13 or R rated movies are found
- Mature rated games
 - There will be a fine of \$10 if any matured rated games are found
- If a refund is made to a shopper due to a product not working, missing parts or a defect the consignor will not be paid for this item. It is recognized that “all sales are final”, however, good customer service is also a priority with Munchkin Market.

V. Waiver:

- By registering as a consignor and/or volunteer you indicate your understanding of and agree to all terms stated herein and below.
 - All items consigned by you are in good & working condition, have no missing parts and have not been recalled according to the Consumer Products Safety Commission. Any repair made is by the original manufacturer or made in accordance with the original manufacture warranty program.
 - Munchkin Market is not responsible for fire, loss, theft or damage to your items.
 - You will earn 50% of your gross sales, less a \$4.50 Consignor Fee for participation in the Munchkin Market Sale. You understand that Consignors who volunteer for a minimum of 3 hours during the sale will earn an extra 20% of his/her gross sales.
 - You understand that if your items do not meet Munchkin Market standards and/or you fail to show up for the sorting process you may incur additional fees.
 - You understand that Consignor Pickup follows the half-price sale and sorting of items, and all items NOT picked up by 3:30 P.M. will be donated to the charity partner(s) designated by Munchkin Market. No exceptions will be made.
 - You understand that volunteering at the Munchkin Market sale entitles you to shop early at a pre-determined time during the pre-sale shopping, depending on the amount of time you are scheduled to volunteer.
 - You understand you are not an employee, agent or independent contractor of the Ute Pass MOPS Munchkin Market.
 - You understand Munchkin Market will not provide you with compensation, insurance, worker's/volunteer's compensation or any other benefits of an employee
 - You understand that in consideration of you being allowed to work as a volunteer, you agree to forever discharge and agree to hold harmless Munchkin Market or the Ute Pass MOPS.

- You agree that you are volunteering for the sole purpose of assisting with operations of the event and may receive in exchange early shopping rights.
- You agree to volunteer in an ethical manner.
- You understand that by appearing in a public venue as a shopper, consignor or volunteer, Munchkin Market has my permission to use my image in any publicity avenue they choose.

Munchkin Market Coordinators: Katelyn Beevers or Amy Gunther at 719-422-6804 or by e-mail at munchkinmarket@gmail.com.