

Little Lambs Closet

of Heritage Christian School

Toy Sale Instructions

TOY SALE date & location :

Saturday, October 31, 2020 from 9:00 am to 3:00 pm
in the gymnasium @ Heritage Christian School in Bridgeport, WV

Registration

Registration for the consignment sale will be posted on Facebook and on <http://hcsww.org/Little-Lambs-Closet> website. Please register early to ensure a spot in the sale. Registration will close on October 18th or earlier if all all seller spots are taken.

1. To register for the sale, go to <http://hcsww.org/Little-Lambs-Closet>. Returning sellers should click on returning consignor registration. First time consignors click on new consignor registration. You will be given a seller ID number and you choose your own password. **There is a \$10.00 nonrefundable fee to consign in our sale.** (note: we are taking payment through Paypal; however, you do not have to have a Paypal account to pay. You may use a debit or credit card.) Sellers will be limited to a maximum of **100 items** per seller number. Please note that we will only accept **one seller ID number per person**. **Multiple accounts per person are not allowed. Each seller must submit a W-9.**
2. **Read** the seller agreement **and sign** it to complete the registration process.
3. Log into your account and choose a time to drop off items. If you are registered and do not choose a drop off time, you will not be able to sell your items.
4. Enter items into My Sale Manager by Tuesday, October 27th at midnight.

Items to sell

- Strollers, pack n plays, swings, bouncy seats, exersaucers, bumbo seats, high chairs, toddler beds, bassinets, bed rails, baby carriers, and changing tables. **Cribs will only be approved if the side rail is a non-drop side.**
- Car seats as long as the expiration is at least one year in the future. When checking your car seat, please provide the documentation to show when the seat expires. The seat will have a manufacturer sticker located on the bottom of the seat.
- Safety items: safety latches, baby monitors, car seats, and baby gates.
- Bedding and baby/children's room décor.
- Infant tubs, diaper genies, and towels.
- TOYS: **Toys must have batteries if required** by the toy and include all pieces. Toys must be clean and working properly. **We will only accept puzzles and games that have 10 pieces or less or are unopened.**
- Dress up and danceware costumes.
- Sports gear such as bicycles, helmets, safety equipment, etc.

REMEMBER: Customers are more likely to purchase your item if it is in excellent condition. If there are multiples of the same item, people will buy the cleanest one.

Items NOT to sell

- Clothing of any season.
- Any opened or used baby toiletries, diaper packs, underwear, nursing bras, pacifiers, bottle nipples, or sippy cups will **not** be accepted. *We will only accept the above referenced items if the item is **unopened** in the original packaging.*
- Baby formula or other food items will **not** be accepted.
- Expired car seats will **not** be accepted. Please check the manufacture date on the car seat before you consign it. The expiration date is labeled on the bottom or side of the seat.
- Do not sell items with missing or broken pieces.
- Do not sell items with a lot of wear and tear.
- Do not sell board games unless in original unopened packaging.

Preparing items

- Clean each item.
- Check over each item for excessive wear and tear. We do not accept items with broken or missing pieces.
- For dress up, costumes, or dancewear, place the item on a hanger and fasten all zippers, buttons, or snaps. Hangers will look like a question mark when hung correctly. Check that all items are hung properly. Please read the following examples:
 - ✓ If necessary, **secure shirts** by placing duct tape on both sides on the top of the hanger. Hang the shirt on the hanger and pin the shirt through the duct tape on both sides.
 - ✓ **Secure bottoms** by using duct tape at the top of the hanger and pinning the pants through the duct tape.
 - ✓ **Outfits** will need to be pinned together by pinning the pants directly to the hanger. If you pin the pants to the shirt, it will create a hole in your item. **Do not** place the pants under the outfit because the buyer will need to observe item.
 - ✓ You may hang the shirt on one hanger and the pants on another hanger and fasten the hangers with a **zip tie**.
- Make sure all items are secure and tagged properly. If an item is separated from the tag, we cannot sell the item.

Preparing large items

- Check that items have not been **recalled**. Use the following website to find information on recalled items: <https://www.cpsc.gov/> . You could also Google the item by entering the brand name, item, and manufacture information located on the item.
- All parts must be included and **batteries must be installed** in the item. All large items must be assembled at the sale. Small parts or accessories for the large item can be placed in a sealed bag labeled with the seller information. Attach the bag to the large item by using a zip tie.

Entering Items Into My Sale Manager

- Go to <http://hcs.wv.org/Little-Lambs-Closet> and click on “Item Entry and Tag Printing” and next “Work with Active Inventory”. NEW – mobile and voice entry!

- Choose a category that best fits your item. If you cannot find an accurate category, we might not be accepting that type of item. Feel free to send an email to littlelambscloset@hcsww.org if you have questions. Sometimes we take suggestions and create a new category.
- Enter the size. Choose 'Leave Blank' for non-sized items like high chairs or toys.
- When writing the description, be very specific. This is for your benefit and our benefit as well. If your tag is removed from the item, the accurate description will help us identify the item.
- Price your item accordingly and be realistic. If you paid full price for the item (say \$16.00) and see that the item eventually sold at the store for \$8.00, then a price of \$6.00 would be too much.
- The quantity category will be label 1 unless you are selling multiples of the exact same item. This section doesn't indicate the pieces to an outfit.
- Discount is not applicable at this sale.
- Check the **donate box** for unsold items to be donated at the end of the sale. All items marked donate will automatically be marked discount.
- Click **Submit item** to save the item and repeat the process to enter the next item.

Printing Tags

- Login to your account to print all tags or some tags.
 1. If you need **to print all tags**, click on the **Print All Tags button**.
 2. If you only need **to print some of the tags**, click on the **Print Selected Tags button**. From there, you can click the Print All Unprinted Tags button.
 3. If you only need to reprint a few tags you can select those tags and then click the **Print Selected Tags** button.
- **Printing your tags on card stock is recommended.** The thick paper makes the tags less likely to come loose as people look through them on the full clothing racks.
- **DO NOT** adjust the printer settings on your printer to fit more tags on a page or make them smaller. Tags will print 6 per page. Also, **print in "regular quality"** and not in "best" or "high quality" mode as the higher quality can distort the bar codes **and can cause the bar codes to not scan at checkout.**

-Please check Facebook for pictures to help. Hit “like” to follow our posts. Also, there is a private FB “group” for our consignors that you can join.

Facebook page: <https://www.facebook.com/Little-Lambs-Closet-of-HCS-187192565449439>

If you notice a tag is incorrect or you decide you want to change something on the tag after it has already been printed, DO NOT attempt to alter the tag. **You MUST print a new tag.**

Attaching Tags to Items

- Dress up, costumes, and danceware

1. Tags need to be attached with **safety pins**. NO straight pins are allowed.
2. Attach the tags with safety pins horizontally, not vertically.
3. Place tags on the left shoulder (right side if looking at the front of the item).
If pinning a tag to the material will make holes in the item, you may pin the tag to the sizing tag of the item.

- Small/miscellaneous items

1. Use clear packaging tape to tape a tag to the outside of the sealed bag. No duct tape.
2. Write the seller number on the bag in case the tag is removed.
3. Any items not in bags (such as a diaper bag or baby carrier) you can carefully pin the tag to the item.
4. For plastic items (like a bottle sterilizer) locate a flat spot where the tag is very visible and attach the tag with clear packaging tape.

- Large Items

1. Place the tag where the shopper will easily locate the tag. Attach the tag using clear packing tape.

Dropping off your items

-Your scheduled drop-off time is the time you are to be IN the building with all your items ready to be checked-in for the sale. When you arrive, please stop at the check-in table and you will receive additional instructions. If you come at a time other

than your scheduled drop-off time we will not be able to receive your items until all consignors in the designated drop-off time have been registered and received.

-You will may need to be present for the entire process in case we have any questions about your items.

-Please assist volunteers in placing items in designated areas for the sale.

Seller/ Volunteer Early Shopping

-If you participate in the sale by either selling and/or volunteering, you can shop early Saturday. Anyone can volunteer. You do not need to be a seller to volunteer.

-Each shift is three hours long. Please check our website <http://hcsww.org/Little-Lambs-Closet> for available times by clicking on the Worker Registration link under the Volunteers section.

Early Shopping Schedule

8:00 am	Sell AND Volunteer OR just volunteer for 2 three-hour shifts
8:30 am	Sell OR volunteer for only 1 three-hour shift.

You CANNOT bring your friend, mother, husband, etc to early shopping. If you want someone to shop with you for any reason they MUST participate in volunteering the same amount of time as you.

Volunteer Responsibilities

Thursday and Friday - Check that all items are clean and/or working properly. Place items in designated areas for the sale.

Saturday - Bag items at checkout, help pickup items on the floor and keep items organized. Help customers in the “big items” area and find items they are looking to purchase. Help with line control.

Saturday afternoon – Help sort unsold items for the seller to pick up later that day. Tear down and put away racks. Organize supplies for the next sale.

* If you volunteer for a shift, we expect you to be present for the full three hours. Please arrive 5 minutes before your scheduled shift for a brief meeting to discuss volunteer responsibilities and discuss any questions you may have. You will be required to sign in when you arrive and to sign out before leaving.

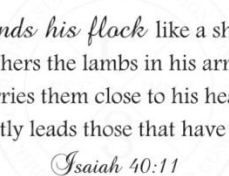
Picking up unsold items

- Please register for a pickup time on My Sale Manager.
- If you do not donate all your unsold items, you will need to pick them up on Saturday, October 31st **between 4 & 5 p.m.** Do NOT come earlier than 4:00 pm. Sellers coming in early will only delay the process. Thank you in advance for being diligent and arriving on time.
- If you cannot pick up your items, you must plan for someone to pick up the items for you. We cannot hold any items for pick up at a different time. **All items not picked up by 5:00 p.m on Saturday, October 31st will be donated.**
- Also please check the lost and found area for items that lost a tag or items that may have been separated. Sellers will not be compensated for any lost or stolen items. We will be diligent to watch your items very carefully during the sale.
- Please bring totes, boxes, or bags to collect any unsold items. These items will not be provided.

Checks

- Checks will be mailed to the address on file by Friday, November 13th.

Thank you for being a part of this wonderful ministry!



He tends his flock like a shepherd:
He gathers the lambs in his arms and
carries them close to his heart;
He gently leads those that have young.
Isaiah 40:11

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

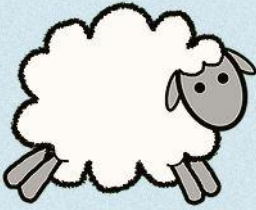
▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.			
	2 Business name/disregarded entity name, if different from above			
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	Exempt payee code (if any) <input style="width: 100px;" type="text"/> Exemption from FATCA reporting code (if any) <input style="width: 100px;" type="text"/> <i>(Applies to accounts maintained outside the U.S.)</i>	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <input style="width: 50px;" type="text"/> Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ <input style="width: 100px;" type="text"/>	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)		
	6 City, state, and ZIP code			
	7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)					
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.					
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">Social security number</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"> <input style="width: 40px; height: 20px;" type="text"/> - <input style="width: 40px; height: 20px;" type="text"/> - <input style="width: 100px; height: 20px;" type="text"/> </td> </tr> <tr> <td style="text-align: center; padding: 2px;">OR</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Employer identification number</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"> <input style="width: 40px; height: 20px;" type="text"/> - <input style="width: 100px; height: 20px;" type="text"/> </td> </tr> </table>	Social security number	<input style="width: 40px; height: 20px;" type="text"/> - <input style="width: 40px; height: 20px;" type="text"/> - <input style="width: 100px; height: 20px;" type="text"/>	OR	Employer identification number	<input style="width: 40px; height: 20px;" type="text"/> - <input style="width: 100px; height: 20px;" type="text"/>
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Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <input style="width: 200px;" type="text"/>	Date ▶ <input style="width: 100px;" type="text"/>
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Little Lambs Closet

of Heritage Christian School

Seller Agreement

I understand that typing YES in the box below constitutes a legal signature confirming that I acknowledge and agree to the following :

I have read all the instructions for the Little Lambs Closet Sale of Heritage Christian School. (PDF available @ <http://hcsww.org/Little-Lambs-Closet>)

Please note that we will only accept one seller ID number per person. Multiple accounts per person are not allowed. A W-9 is required for each account.

Heritage Christian School is not responsible for any items that are lost or damaged during the sale. Label everything.

Heritage Christian School will donate items not picked up by 5:00 p.m. on Saturday, October 31st.

Checks will be mailed to the address on file.

I am required to submit a W-9 to participate in the sale. This form is for miscellaneous income. It is considered an information return for the IRS.

I have checked that large items (bouncers, strollers, car seats, Pack n Plays, etc.) have not been recalled. [<https://www.cpsc.gov/>]

I have costumes/ dancewear on hangers facing the correct direction and tags are on the left side of the item (the right side if looking at the front of the item).

I have printed the tags on white cardstock.

Toys have batteries and all the pieces for the item are present.

I acknowledge that I must have my items entered into My Sale Manager by October 27th at midnight.