



Welcome to the **Fall/Winter 2022 *Children's Attic Consignment Sale!*** The Children's Attic Sale will be held on September 10th and 11th, 2022 under the Big Top Tent at Community Health Programs, 442-444 Stockbridge Rd, Great Barrington, MA.

Everything you need to participate in this season's sale is available through this link:

https://www.mysalemanager.net/reg_start.aspx?partnercode=CATT&type=new

However, if you have any questions, please don't hesitate to call 413.528.0457 or email childrensattic@chpberkshires.org. If you are having trouble opening the link, try copy and paste.

You will need this link to re-log in:

https://www.mysalemanager.net/reg_start.aspx?partnercode=CATT

We also welcome you to volunteer for our sale! Those who volunteer for 2 hours enjoy an exclusive 5:30pm-7pm Friday Presale to get the best selection. Volunteers working during the Presale are not able to shop during the sale but may give their pass to someone else. Call or email and we will be happy to sign you up or you can sign up through the above link.

We are looking for volunteers on Thursday September 8th, Friday September 9th, Saturday September 10th, and Sunday September 11th 2022

Please read through the packet before you start.

Thank you so much for participating in our sale to benefit CHP Family Services!

CHP - Community Health Programs
442 Stockbridge Road PO Box 30
Great Barrington, MA 01230
413.528.0457



CHP CHILDREN'S ATTIC POLICIES

CHP CORE VALUES

Mutual Respect: "We treat others as we expect to be treated."

Accountability: "We accept responsibility for our actions and attitudes."

Trust: "We can count on each other to do what is right and to do it well".

Excellence: "We do our best at all times and constantly strive for improvement."



STANDARDS OF CONDUCT

CHP and Children's Attic is committed to the highest standards of conduct in volunteers and sellers. CHP and Children's Attic will not tolerate any behavior or action that undermines the mission of the Children's Attic Sale.

1. There will be no selling of tagged items privately on CHP property before or during the CHP Children's Attic Sale.
2. Sellers and volunteers must be respectful to CHP staff, volunteers, sellers, and buyers.
3. Sellers must be respectful of volunteer times, check in times, and pick up times.
4. The hold table must only be used for items buyers have committed to buy.

Failure to follow these rules will result in a warning for the first offense and termination from volunteering or selling at the Children's Attic sale on the second offense



VENUE SHARED.

Sellers receive 70% and CHP Family Services receive 30%.

The Children's Attic Consignment Sale
September 10th and 11th 2022
Location: Under the Big Top Tent-CHP GB

CHP 444 Stockbridge Rd, Rt 7, Great Barrington, MA 01230

Sale Schedule

Thursday, Sept 8 th	2:00pm-6:00pm	Drop off clothing and merchandise
Friday, Sept 9 th	9:00am-noon	Drop off clothing and merchandise
Friday Sept 9 th	5:00pm-7:00pm	<u>VOLUNTEER PRESALE:</u> Shopping time for <u>volunteers</u>
Saturday, Sept 10 th	9:00am-1:00pm	CHILDREN'S ATTIC SALE
Sunday, Sept 11 th	9:00 am - noon	CHILDREN'S ATTIC SALE (optional 50% reduction)
	1:30 pm – 2:00 pm	Pick up unsold items @ CHP

***ITEMS MAY NOT BE PICKED UP BEFORE 1:30PM AND
ALL ITEMS WILL BE DONATED AFTER 2:00PM***

Important Information for the 2022 sale: Please read them carefully.

- Please keep in mind there is a \$10.00 seller fee per seller number– this fee is must be paid when you drop off your items for sale.
- **NEW** Any battery operated items must have working batteries installed or will not be accepted for sale.
- All items must be picked up between 1:30pm and 2:00pm on Sunday, if you are unable to attend please make arrangements for someone else to attend the Sunday pick up. Any items left after 2:00pm will be donated.
- For safety reasons, we cannot accept car seats, drop-side cribs, helmets, crib bumpers, or life preservers.
- Entrance to the volunteer Presale requires a ticket. You will receive one ticket for each two hour volunteer shift you work. Only one shopper may enter per ticket (young children do not need tickets). Feel free to volunteer for more shifts to earn extra tickets for your spouse, parent(s), friends, etc.
- If you are unable to use your seller number for any reason, please call and let us know as soon as possible.

* Community Health Programs is not responsible for losses or damage. Ensure items are well packaged; tagged with secure yet removable tags and that the seller number is legible*

We work very hard to continuously improve this event and are always looking for suggestions, please share your thoughts and ideas with us. Any questions? Please call 413-528-0457 or email: childrensattic@chpberkshires.org

THANKS SO MUCH FOR YOUR PARTICIPATION!

SELLING and TAG INSTRUCTIONS

We know it may seem overwhelming to prepare and tag your items especially if you are new to consigning, but once you get the hang of it the process is quite simple and goes quickly.

Drop off/Pick up

DROP OFF is Thursday Sept 8th, 2pm-6pm and Friday Sept 9th, 9am-noon

No items will be accepted after noon on Friday.

Bring all of your items tagged, on hangers, and sorted.

PICK UP – THE ONLY PICK UP time is Sunday Sept 11th, 1:30pm – 2:00pm. All items, regardless of tag color, that are not picked up by 1:30pm will be considered donations.

Payment - A \$10.00 consignor fee per seller number. Please bring payment with you when you drop off your items for sale. We will not be able to mail your check until we receive payment.

SUPPLIES NEEDED

Hangers: All clothing items must be placed on hangers. Unfortunately, CHP is unable to provide these hangers. We know that it can be difficult to find enough hangers; some sources to ask would be friends, family, dollar stores, and clothing stores.

Paper for Tags: Please use white paper, we do recommend a light weight card stock

Tape/String: For securing tags to toys, books and other items where pins do not work.

Zip top bags: To put shoes and small toys parts and accessories in.

Safety pins: To attach tags to clothing and secure multiple piece outfits together. Straight pins and staples are not acceptable. Please call us at 413.528.0457 or stop by the CHP-WIC office if you need safety pins

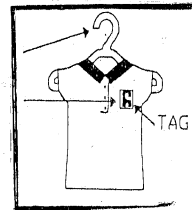
PREPARING ITEMS FOR THE SALE

Make your clothing, shoes, gear, and toys are of the highest quality...the better-looking items sell best! Each and every item will be checked in by volunteers. We will not accept items stained, dirty, out of season, missing buttons, or too badly worn. Check for any missing parts or pieces, especially puzzles. Check to make sure items are in working order. Large items (>2'x2'x2') may not be left for donation and must be picked up if not sold.

Tagging your items

Item Number	Seller Number
Description	Price (Whole \$ amounts only)
Size	"Yes" on items to be reduced and/or donated

Securely fasten completed tag to the item. This tag is the only way we can sell the item and it is critical that the tag be securely fastened yet be easily removed once the item is sold. We ask that all items being donated if not sold be marked for 50% reduction on Sunday. We have found that most of our Sunday sales reflect this discount and don't want you to miss the opportunity for a sale if you plan to donate the item.



INVENTORY SHEET—Bring a print out of your complete inventory sheet when you check in.

CLOTHING- must be placed on hangers. Use a safety pin to attach the tag to the item, make sure the tag is facing forward.

SHOES - Place shoes in a clear zip top bag or in the original box. Tape the tag to the back of the bag.

GEAR/EQUIPMENT - Clean and sanitize equipment. Wash any cloth parts. *The cleaner it is, the better it sells!*

Tape (at least two sides) tag to item if there is no way to use a safety pin. Include Instruction Manual if you have it.

TOYS – Clean and sanitize all toys. Check and/or replace batteries; be certain all items work. Make sure all puzzle and game pieces are included. Put any small/corresponding parts in a zip top bag and tape the bag to the item. Make certain all pieces are securely bound together.

BOOKS - Tape tag to the FRONT of book but do not cover the title. Try selling several books together for one price, place in a zip top bag or secure books together with string. Book sets really sell!

VHS/DVD's, CD's or VIDEO GAMES - Ensure that it works. Only items rated G, C, YC or E will be accepted for sale

WHAT WE ACCEPT

We are accepting all children's clothing up to size youth 16, including shoes and boots, and maternity clothes! All items must be in gently used and clean working condition. Please bring only top-quality items that you would want to buy.

CLOTHING - All clothing must be freshly laundered and ironed (if needed) and free of stains & tears. Clothing with worn knees, missing buttons, non-working zippers, etc. will not be accepted.

Clothing: Size newborn- Youth size 16	Leotards, Dance Costumes, Tights
Dress up outfits and costumes	New underwear in original package
Shoes/Boots/Socks in like new condition	Maternity clothes

Children's or Parenting BOOKS - All books must be clean with no torn pages or writing. Please tie book sets together or place in ziplock bag.

Children's Books	Infant/Toddler Guides
Child Development	Nursing

SPORTS EQUIPMENT

Outdoor/Yard Toys	Bike Trailers & Seats
Bikes & Tricycles	Children's Sports Gear and balls

GEAR/EQUIPMENT - Everything must be clean, in working order and with batteries if required. Please include instructions, reference or original product guide.

Fixed-sided Cribs ONLY	Strollers, Jogging Stroller	Bouncy Seats, Activity Mats, Exersaucers	Baby Slings/Carriers
Swings	Pack N Play	High Chair	Bottle sterilizers, drying rack
Diaper Pails, Changing pads, wipe warmers	Cleaned and Sterilized Potty Seats	New in package Bottles, Pacifiers, Teethers	

NURSERY

Bedding- Bumpers are not permitted	Lamps, curtains, pictures, etc.
Gliders/Rocking chairs	Toy Boxes

STUFFED ANIMALS - Must be in like new or new condition

Child or Parenting COMPUTER, MUSIC, VIDEO, ELECTRONIC GAMES – DVD's, CD's (rated G, C, yC or E)

TOYS, GAMES & PUZZLES - All pieces must be included and be in working condition.

PRICING AND SIZE SUGGESTIONS

Each consignor prices their own items. Here are a few suggestions for you to use as you price your items.

Ask yourself... What brand is the item? What condition is it in? What would you pay for the item?

Everyone is shopping for a deal. We recommend pricing your items 20-40% less than the original price paid for the item. **The lower you price your items, the better they will sell.**

The minimum price you can set is \$1.00 and all prices must be in increments of whole dollars: \$2.00, \$3.00, etc. There is no maximum price limit. Consider selling things in sets or put together as outfits.