

Before you arrive at Check-in Friday 13 September

1. Double check your appointment time in MyCM. Make sure you allow yourself enough time to bring in your items so that they are all ready for inspection at the time of your appointment. Also make sure you plan enough time (up to 1.5 hours) to place your items in the appropriate spots on the sale floor.

2. Do one last check of your items and ask yourself the questions listed below:

- ☐ Are my **clothes** current, clean, and like new (no stains, rips, tears)?
- ☐ Have I followed the rules on the [What Can I Sell](#) page regarding what types of clothing and how many pieces of clothing I can sell?
- ☐ Are my shoes in excellent condition and clean? No dirty soles! Remember max 8 pairs (not including athletic shoes and bunad shoes).
- ☐ Do my battery powered items have **working batteries**?
- ☐ Are my **tags** printed on white/light-colored 160g or heavier paper? (If not, they must be laminated). Have I reinforced my tags with tape? Are my barcodes clear? We'll scan some of your tags to make sure we can read your barcodes.
- ☐ Are my **tags securely attached**? Are items with multiple parts securely attached to each other?
- ☐ Have I brought **items the sale does not accept**: stuffed animals, VHS tapes, household items not related to kids/maternity, shoes, and clothing larger than age 14 besides maternity, car seats that were produced before **1 Oct 2015**?
- ☐ If I have **electrical items** which were not purchased in Norway (i.e. USA or UK) which use a different electrical current or plug, have I stated this information in the tag description?

3. Sort your clothing items by **gender and size**.

4. Pick out **25 items that you want to hang on the racks**. Put these items in a separate bag or box so to make the process go faster.

5. Place up to **8 pairs of shoes** in a paper/plastic bag labelled with your Seller Number.

6 You are encouraged to come without children, but may do so if needed. Make sure you have something to keep them occupied, and keep them with you at all times!

7. Remember to have your **bank account number** with you.

STAVANGER KIDS SALE - MADLA BYDELSHUS

* child safety items,
feeding/bathing/diaper
changing items,
diaper bags

* barnesikring,
spise-/bade-/stelle-
artikler, stellevesker

sengetøy, håndklær,
nattposer, smekker
ammeputer
pynt til barnerom,
tøybleier

toys, games +
puzzles

baby gear
baby-
utstyr

leker,
spill +
puslespill

linens,
sleep sacks,
nursing pillows,
room decor, bibs, cloth diapers

s/pvp + s/p
maternity - mamma

costumes
kostymer/bunader

baby gear
baby-
utstyr

sports gear
sportsutstyr

* prams/strollers, car seats,
bouncy seats, baby carriers,
sleeping bags for prams, high
chairs, kids' furniture

* barnevogner, bilstoler,
vippestoler, bæretøy,
vognposer, barnemøbler

* Stroller/car seat accessories

* Barnevogn/bilstol tilbehør

* skis, ice skates, athletic wear,
swimsuits, football shoes/cleats,
bikes, bags, outdoor toys + more

* skiutstyr, skøyter, treningstøy,
badetøy, fotballsko, sekker,
sykler, uteleker m.m.

RESTROOMS
TOALETTER

4

CASHIER
KASSE

2

books - bøker

shoes - sko

shoes - sko

1

woolens - ulltøy
pajamas - pysj

boys'
clothes
guttekler

girls'
clothes
jentekler

outerwear - yttertøy

outerwear accessories
yttertøy tilbehør

slippers - tøfler

STATIONS

1 - Check-in

2 - Pick up
seller badge &
test tags

3 - Inspection
Room

4 - Pick up
hangers

5 - Attach
security tags

COAT/BAG
CHECK
GARDEROBE

CAFÉ
KAFÉ

5

PRAM PARKING
BARNEVOGN
PARKERING

3

ENTRANCE - INNGANG

CHANGING ROOM - STELLEROM

Station 1 – Check-In / Registration

You will check in at the table by the doors to the big hall. Our volunteer will give you a registration form in which you will:

- ☐ provide us with your **bank account number** so that we can pay you your sale revenues
- ☐ **sign a waiver** stating that Stavanger Kids Sale is not responsible for loss, theft, or damage to your items.
- ☐ **confirm your shifts(s)** if you are a volunteer



Together with your registration form you will find your:

- ☐ **2 passes** (color-coded wristbands) to the **Friday evening Pre-Sale**
- ☐ **1 or more passes** (color-coded wristbands) to the **Half-Price Pre-Sale** on Saturday evening if you are a volunteer
- ☐ small **Seller ID card** which you will hand in when you collect your items on Sunday between 20.30-21.30.

Station 2 – Pick Up ID Badge + Scan Tags

Across from Station 1, you will find Station 2.

You can drop off your plastic/paper shopping bags here. Thank you! We will:

- ☐ provide you with a **yellow ID badge (on a lanyard)** to wear while you are in the sale hall that identifies you as a seller. You need to **return this badge on FRIDAY** when you are done dropping off your items as we use them for future sales--many sellers forget!
- ☐ **scan some of your price tags** to make sure that they can be read by our scanners.



Station 3 – Hang Up Special Items + Inspection

We will have an inspection room in the “Stova” just off the café area.

The following items do not count toward your 25 hanger limit, so we keep them separated from the clothing in the sale hall during check-in. We will have hangers available for you to hang these items by size (if applicable). Our volunteers will carry the racks to their appropriate places in the sale hall before the pre-sale on Friday evening.

MATERNITY

You may sell **up to 10 maternity items**. Our volunteer will write down how many maternity items you have.



COSTUMES



BUNADER/BUNAD SHOES



BLANKETS SLEEPSACKS BATHROBES



ATHLETIC WEAR

Swimwear, ballet/gymnastics/dance outfits, riding outfits, football uniforms, etc).



SHOES

You are allowed to sell **8 pairs of shoes**. Place your shoes in a plastic/paper bag clearly labelled with your Seller ID.

We will inspect the shoes and put out the ones we accept (tags will be marked with a sticker), and give you back the ones we reject. During busy times, we may ask you to pick up rejected shoes on your way out, or we'll put them by your pick up pile after the sale. NOTE: Sellers will no longer put the shoes out on the sale floor in the sale hall.

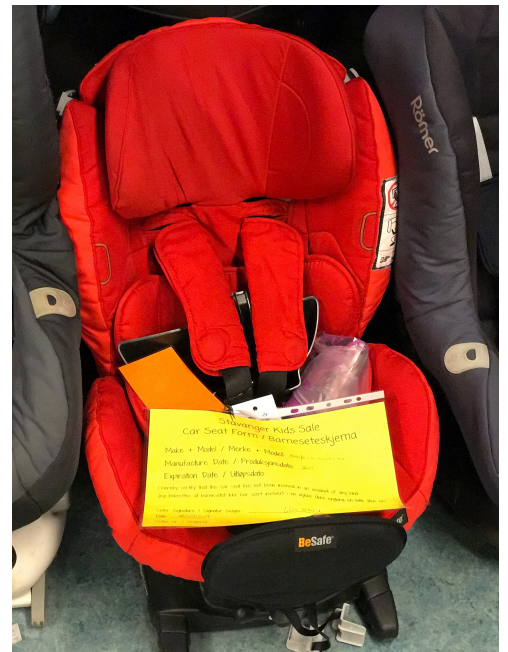


Athletic shoes do not count toward this limit of 8 pairs of shoes. Take all types of sports shoes directly to the sports gear section (see map) (ski boots, ice skates, ballet shoes, water shoes, football shoes, etc.).

CAR SEATS

We will inspect your car seat to make sure that:

- ☐ the seat was manufactured after 1 Oct 2015.
- ☐ there are no cracks, bends or breaks in the plastic shell
- ☐ the metal frame and parts are not rusted, bent, broken
- ☐ the car seat has all its parts – harness straps, clips, seat cover, tether, padding, ISOfix, etc.
- ☐ the harness straps are not worn or frayed
- ☐ the buckle does not show signs of rust
- ☐ When buckled, does mechanism lock securely?



We will then have you fill out the yellow Car Seat Form with:

- ☐ the make and model number of the car seat
- ☐ the manufacture date
- ☐ confirmation that the car seat has not been involved in an accident (even a minor one)
- ☐ your signature, date, and seller number

We'll attach this form as well as a security tag to your car seat and ask you to carry it to the baby gear section.

Station 4 – Pick up Max 25 Hangers

Space is limited on the clothing racks. To give every seller an equal opportunity to display their items on hangers in the main hall, **we will hand out a maximum of 25 hangers to each seller to hang up their children's clothes and outerwear.** These are to be used for YOUR items only--do not share with other sellers.

To make this process go smoothly, please **select your 25 pieces before you come.** We'll ask you what items you want to hang and give you the appropriate size/type of hangers for your clothes. We'll keep track of how many hangers we give you, and you can keep coming back for more hangers until you have reached the max of 25.

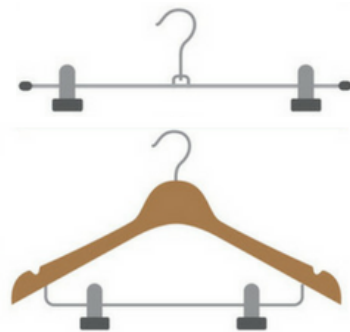
Hangers are supposed to show off your items -- and make the racks look appealing to shoppers. It is imperative that you hang your clothes nicely:

- ☐ Use the **correct size/type of hanger for each item** -- no big hangers for baby clothes!
- ☐ The hanger should always be hung with the **hook facing left** so that it looks like a question mark "?????"
- ☐ **NEVER hang up bodysuits or pajamas.** We will take them down.
- ☐ **PLEASE hang like items together within each size: dresses, skirts, trousers, sweaters, blouses, etc. It makes the racks look so much more organized!**



Use regular hangers **WITHOUT CLIPS** to hang up **DRESSES, NICE TOPS,** and **JACKETS.**

DO NOT hang up trousers or skirts with these hangers or we will take them off the racks.



Use hangers **WITH CLIPS** to hang up **TROUSERS & SKIRTS.**

DO NOT hang up dresses, tops, or jackets with these hangers or we will take them off the racks.



Station 5 – Pick Up & Attach Security Tags

This is an unmanned station in the café area. Please stop by and **attach a security tag** to the following items before you place them yourself in the sale hall:

PRAMS, BABY CARRIERS + ALL BAGS
(diaper bags, backpacks, suitcases, etc.)



Placing Your Items in the Sale

Remember that you are responsible for putting clothing where they belong. Space is limited on the racks, so as items are purchased at the sale, we hang up items from the bins.

Use your 25 hangers to hang your nicest items (dresses skirts and blouses for girls, and nice trousers and shirts for boys) on the racks according to gender/size.

Outerwear (coats, jackets, rain gear, etc.) should be hung in the "Outerwear" section according to size (girls and boys outerwear is hung together). Fleece tops and bottoms go in the boxes below the racks (we will hang them as space becomes available).

Outerwear accessories are sorted by size in bins on tables along one wall in the main hall.

Woolens are sorted by size in bins on tables along one wall in the main hall.

Pajamas (from size 1 yr are sorted by size in baskets under the woolens.

All other items (bodysuits, t-shirts, etc.) are placed in the labeled bins below the boy/girl clothing racks.

All **shoes** that will displayed in the main hall MUST be dropped off at Station 3.

Look at the map to find out where to place your other items. Please try to be as neat as possible. If you don't know where to put something, please ask our volunteers!

We will check sellers as they enter and leave. You may only bring in items that you are selling as well as boxes/bags to hold those items.

You will have up to 1.5 hours to place your items in the designated spots on the sale floor.

When You are All Done

When you are all done, you'll **turn in your yellow ID badge at Station 2**. We'll check your boxes/bags to be sure all sale items remain at the sale! See you at the pre-sale!

Don't forget to turn in your yellow badge! If you do, please bring it back during the weekend!

Friday Pre-sale 13 September

Each seller/volunteer receives 2 passes (wristbands) to the Friday evening pre-sale, and can take a guest (adult) of their choice with their extra ticket. The café will be open during the pre-sale -- enjoy cupcakes and more from Liza from The Cupcakery.

Volunteers and sellers can shop at the following times:

18.30 - 21.30 Volunteers who work 2 or more 3-hour shifts

19.00 - 21.30 Volunteers who work one 3-hour shift

20.00 - 21.30 Sellers

Please wait in the lobby/café of Madla bydelshus until your shopping time.

Half-Price Pre-sale 14 September

Volunteers can shop the half-price pre-sale from 18.00-20.00. Each volunteer receives 1 pass (wristband) per 3-hour shift worked.

We will have coffee/tea and something sweet to eat -- all free of charge!

Note that you do not use the same passes for both pre-sales. The Saturday pre-sale passes are different from the passes to the Friday pre-sale.

Collect Items Sunday 15 September

Sellers must collect their unsold items at Madla bydelshus

Sunday, 15 September between 20.30-21.30

Don't come early--the doors will be locked!

1. After 18.30 on Sunday, have a look in your MyCM account under the "View Settlement" tab to see which items you sold.
2. We will pack your items in ONE IKEA "Frakta" bag. But if you have a lot of remaining items, make sure you bring extra bags/boxes with you. Please do not take our bins and boxes as we need them both for future sales and to pack up the sale equipment.
3. Remember to bring your Seller ID card (which you received when you dropped off your items) with you. You'll turn this in when you leave with your items.

Receive Payment Wednesday 25 September

We will pay you directly to your bank account on **Wednesday, 25 September 2019**. Please contact us if you do not receive your payment by 26 September 2019.