

### Before Check-in on Friday 15 March

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 & bunadsko).
  - ☐ 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 car seats that were produced before **1 April 2020**?
  - ☐ 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 **30 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 bag labeled with your Seller Number.
6. You are encouraged to come without children, but may do so if needed. Make sure you keep them with you at all times!
7. Remember to have your **bank account number** with you.



## YOUTH CLUB

TOYS,  
GAMES &  
ARTS &  
CRAFTS

BABY/KID GEAR  
(SMALLER THINGS  
feeding/bathing/diaper  
changing, safety)  
& BABY TOYS

## "THE NOOK"

KIDS' ROOM  
ACCESSORIES,  
BED LINENS, TOWELS,  
BATHROBES  
SLEEPSACKS

## "DISCO"

(shelter)

BABY GEAR  
(LARGER ITEMS),  
& LARGER SPORTS  
ITEMS (BIKES)  
& FURNITURE

PRAM/CAR  
SEAT  
ACCESSORIES

## SPORTS GEAR

INCL.  
ATHLETIC WEAR,  
SWIMSUITS,  
SPORTS SHOES  
& BACKPACKS



## STATIONS

- 1 - Check-in
- 2 - Pick up seller badge  
& test/scan tags
- 3 - Shoe inspection
- 4 - Pick up hangers
- 5 - Attach security tags
- 6 - Car seat inspection

MAIN ENTRANCE

## 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 orange **Seller ID card** which you will hand in when you collect your items on Sunday between 20.30-22.00.

## Station 2 – Pick Up ID Badge + Scan Tags

Across from Station 1, you will find Station 2.

You can drop off your plastic/paper/cloth 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

# Inspection of Shoes

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

### PREVIOUS SELLERS – TAKE NOTE OF SOME CHANGES

In the past we have asked you to hang up athletic wear, costumes, bunader, blankets, sleepsacks, bathrobes, and maternity items in “Stova.” This time, these racks will be at their final destinations, and we will have volunteers in the sports gear room and hallway to assist sellers. These items do not count toward your 30 hanger limit, so we’ll have hangers available for you to hang these items (by size, if applicable).

## 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.**



**Bunad shoes** and **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.). Place bunad shoes under the rack of bunader/festdrakter.



## Station 4 – Pick up Max 30 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 30 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 30 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 30.

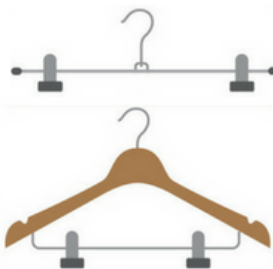
**Hangers are supposed to show off your items** -- and make the racks look appealing to shoppers. It is imperative that you hang your clothes nicely:

- ☐ 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, CAR SEATS + ALL BAGS**  
**(purses, diaper bags, backpacks, suitcases, etc.)**

We will have additional security tags available in the disco / baby gear room to attach to car seats, prams, and baby carriers.

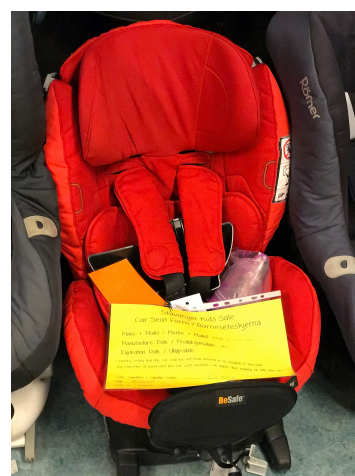


## Station 6 – Car Seat Inspection in “Disco” / Baby Gear Room

If you have a car seat, take it to the disco / baby gear room. Talk with the volunteer there who will inspect your car seat and have you fill out a car seat form.

**We will inspect your car seat to make sure that:**

- ☐ the seat was manufactured after **1 April 2020**.
- ☐ 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.**

# Placing Your Items in the Sale

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

**Use your 30 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 be 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.

# Common Mistakes to Avoid

- **Not putting security tags on items.** It is the seller's responsibility to put laminated security tags on certain items.
  - **ALL bags (backpacks, purses...).** People may try to sneak bags out of the sale – perhaps stuffed with sale items – pretending that they are their own.
  - **ALL baby carriers.** Customers may put their baby in the carrier and walk out of the sale without paying.
  - **ALL car seats and prams.** Although customers are not allowed to take these items into the sale, occasionally someone walks in with a pram or car seat carrier. We need to be able to identify any prams/car seats that belong to our sellers.
- **Putting shoes on the shelves in the sale hall.** All shoes **MUST** be dropped off at Station 3. Our volunteers will put out the shoes that pass inspection. We put a colored sticker on the tags to show that they passed inspection. Any shoes without this sticker will be removed.
- **Putting purses with the bags in the sports gear room.** Purses should be hung on racks with the accessories/outerwear accessories. All other bags (backpacks, larger bags) go on the table in the sports gear room.
- **Putting outerwear/fleece with the girls/boys clothing instead of outerwear.** We have a unisex outerwear section for all jackets, raingear, etc.
- **Putting out autumn/winter clothing and shoes.** We'll remove these items. Only spring/summer clothing and shoes at the spring sale.
- Wool and pjs have their own unisex sections (see map).
- Mixing books of different languages. We have 3 sections: Norwegian, English, and other languages. Note that activity books go with the arts and crafts items in the toy area.
- Using the wrong hangers. Please make sure your items hang nicely on the racks. Use regular hangers for tops, coats, etc. And use hangers with clips or the expandable, spring-loaded hangers for trousers and skirts. This makes a HUGE difference and makes the sale look much more organized.
- Putting items in the wrong place. You'll sell more items if you put them in the right place! Use the sale map and ask for help if you have any questions.

## 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!**

## Follow Your Sales

You will be able to see which of your items sold within 1-2 hours after closing each evening/day of the sale (Friday evening's results will be available around midnight). You can access this info in MyCM by clicking on [View Settlement](#). It is a good idea to have a look at what you sold before you pick up your items on Sunday.

Note that we will not upload Saturday's sales until AFTER the pre-sale for volunteers (from 18-20). If you sell some items for 50% on Saturday, know that they were purchased at this pre-sale, and not during the day.

## PRE-SALES

### Friday Pre-sale 15 March

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 16 March

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 17 March

**Sellers must collect their unsold items at Madla bydelshus.**

**Sunday, 17 March 2024 between 20.30-22.00**

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

We are usually finished with sorting by 20.30, but sometimes we run late (this can be because volunteers didn't show up, or if an unexpected situation occurs). If we are running late with sorting, we will post this on the Facebook group. So check there before you come. And if this happens, we would appreciate any extra help to get the last sorting done. We do our very best!

- After 18.30 on Sunday, have a look in your MyCM account under the "View Settlement" tab to see which items you sold. You can find a list of unsold items under Manage Inventory. Under "Item Sold?" select Not Sold. This is your list of items to pick up. Note especially any unsold larger items.
- Remember to bring your orange Seller ID card (which you received when you dropped off your items) with you. You'll turn this in when you leave.
- One IKEA bag is included in your registration fee. You will need to supply any additional bags/boxes to carry your items to your car – please do not take our boxes or bags as we need them for future sales.
- Each seller **MUST** look through their items. We **DO** make mistakes when sorting. **It is much easier to get any missorted items to sellers when you can leave them at the sale vs. having to contact them later and schedule a pick up at your home.**
- Because of space and time considerations, we put most larger items in the Disco/Baby Gear room. We may also put items there that we have not finished sorting. Note that there is a 100 kr handling fee per large item left behind as we are required to remove all sale equipment and inventory from Madla Bydelshus.
- There will be a donations area set up by the bag check area (check with volunteer Eva to see which items can be donated).

**SEE PICK UP MAP ON THE NEXT PAGE**



## PICK UP ITEMS

**1** - At home: check MyCM to see what NOT SOLD items you need to pick up. Note especially any unsold larger items. Bring extra bags/boxes as needed.

**2** - Enter Madla Bydelshus & find your bag of items. Look through your items & make sure all items are yours.

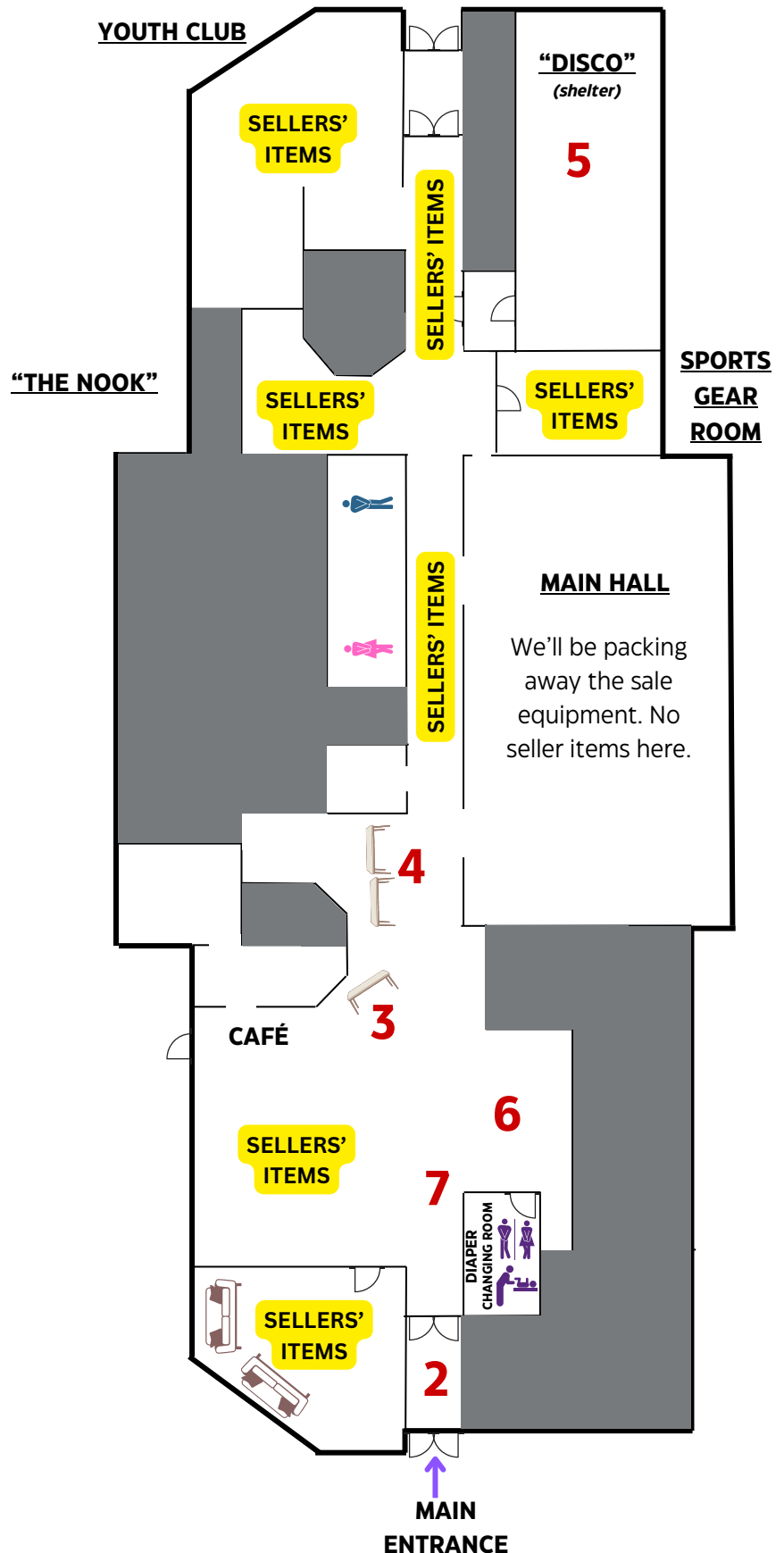
**3** - If you find items in your bag that do not belong to you, place them here right away.

**4** - Check the table with tagless items -- take only items that are yours. Also check the "loose" tags to see if any are yours.

**5** - Go to the Disco/Baby Gear room to pick up larger and unsorted items

**6** - **Eva** will accept donations of certain items.

**7** - **Hilde** will check you out. Hand in your orange seller ID card. **IMPORTANT: Let her know if you cannot find any of your larger items. You will be charged a handling fee of 100 kr per item if we have to take care of larger items that have not been picked up.**



Doors open at 20.30. Check Facebook group to see if we are delayed.



# Receive Payment Wednesday 27 March

We will pay you directly to your bank account on **Wednesday, 27 March 2024**.  
Please contact us if you do not receive your payment.