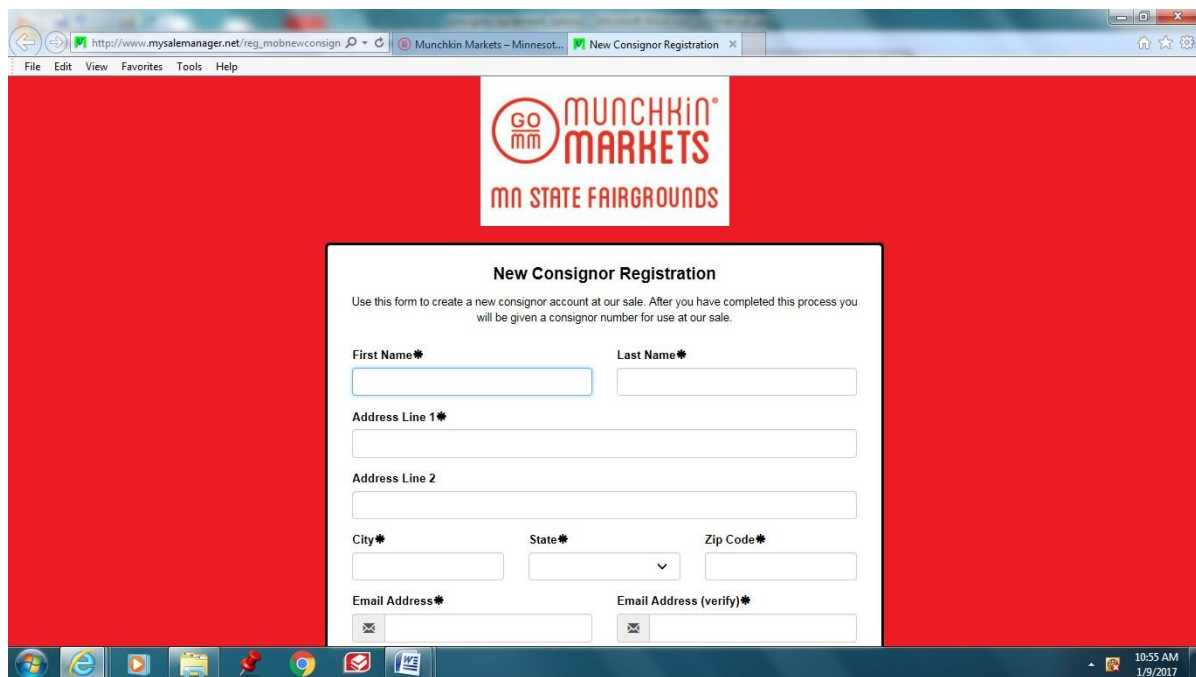


How to guide for Consignors

The first step is to register for the sale to receive a consignor number and password. The consignor number you receive is a lifetime number. Next season you will be able to register as a "returning" consignor with the same consignor number and password.

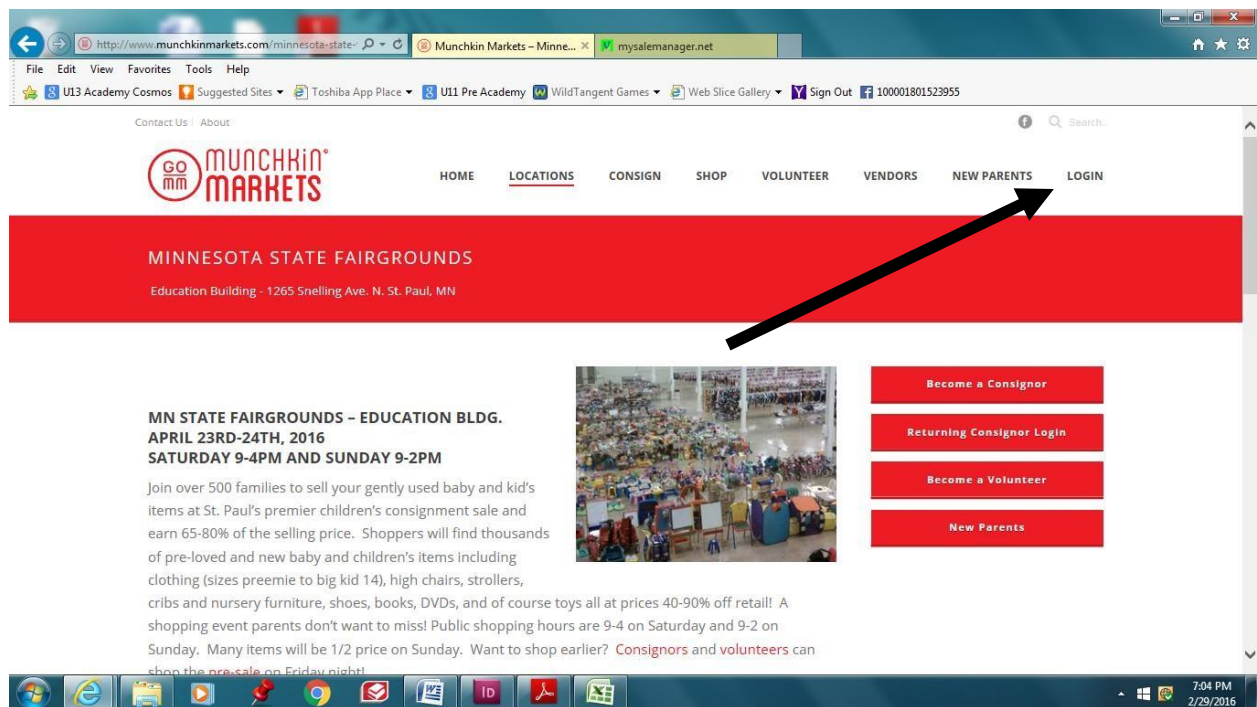
REGISTER:

Go to www.munchkinmarkets.com and click on the locations tab. Once you have selected the location you wish to sell at click on the "become a consignor" button on the right. Complete the information requested (address, email, phone...).



The screenshot shows a web browser window with the URL http://www.mysalemanager.net/reg_mobnewconsign. The page has a red background with the "GO mm MUNCHKIN MARKETS MN STATE FAIRGROUNDS" logo at the top. The main content is a "New Consignor Registration" form. The form includes the following fields: First Name*, Last Name*, Address Line 1*, Address Line 2, City*, State* (a dropdown menu), Zip Code*, Email Address*, and Email Address (verify)*. A "Submit" button is located at the bottom right of the form. The browser's taskbar at the bottom shows various icons and the system clock indicating 10:55 AM on 1/9/2017.

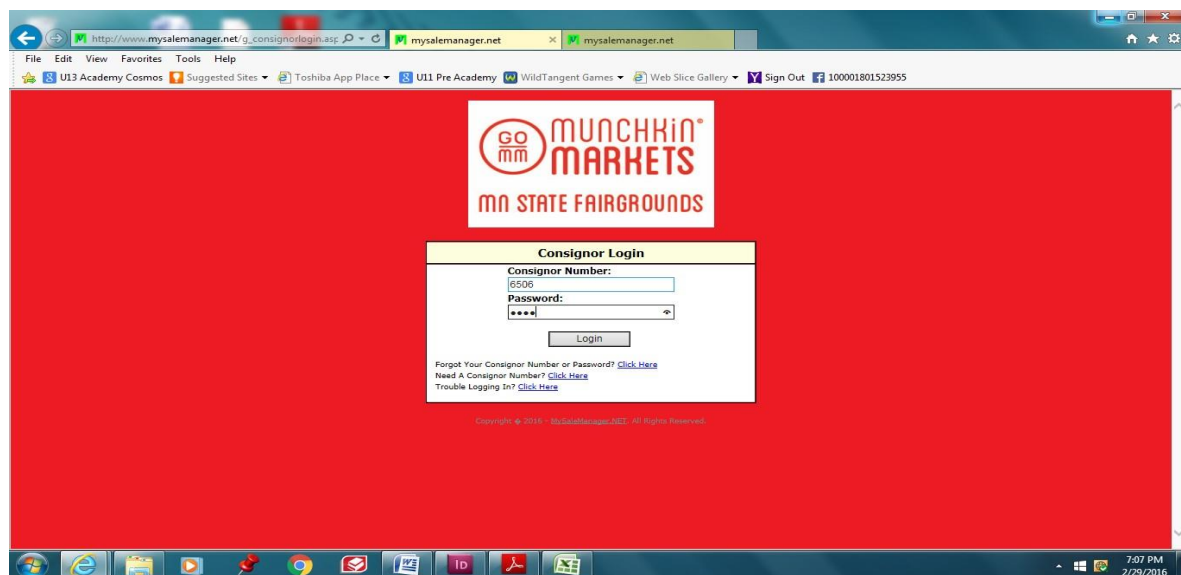
Click submit and you will be assigned a consignor number. Close this window, return to the Munchkin Markets website and click on "Consignor Login" at the top right to begin entering your items.



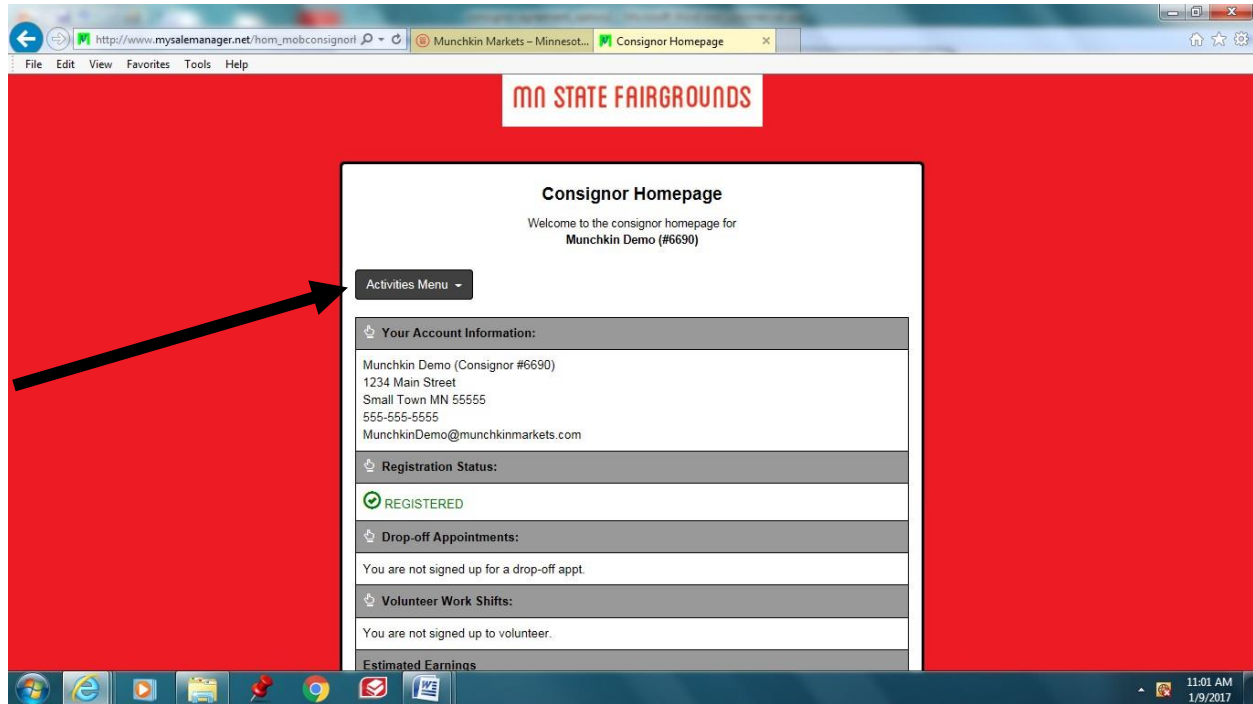
Please be sure to review the important dates and times on webpage for each location. The inventory system will shut off a few days prior to the sale, so please plan accordingly.

Entering your items:

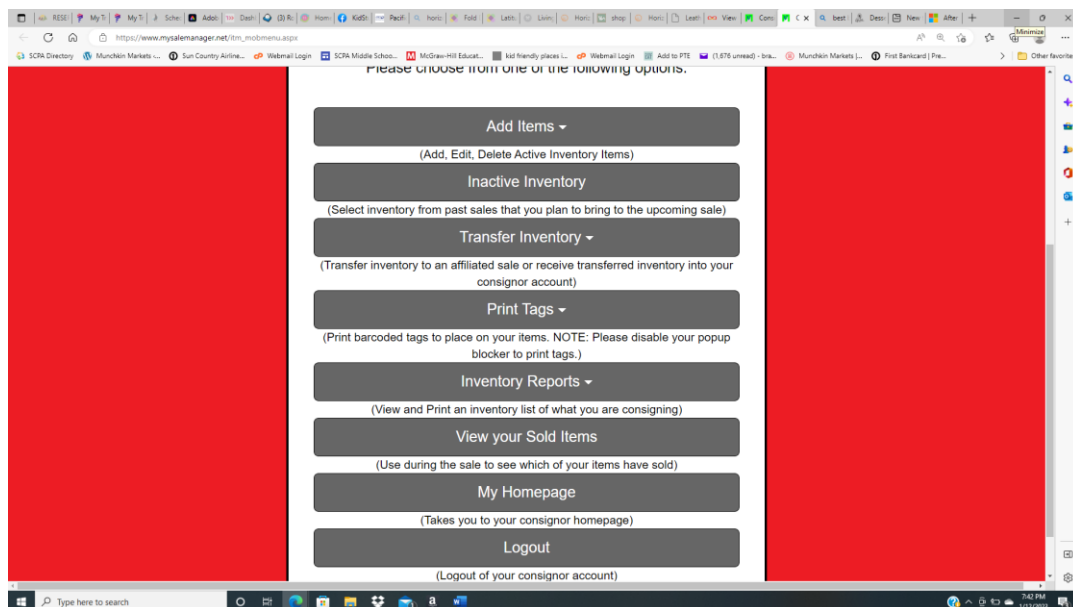
1. Log in to your account using your consignor number and password.



Once logged in, you will be brought to your own consignor homepage. On the consignor home page, click on the drop down list "Activities Menu" and select "work with consigned inventory"



2. On the Consignor Item Entry page, select "Add Items"



3. Enter the following information (items with * are required):

Work With Consigned Items (Active Inventory)

Use this screen to Add, Edit, or Delete Items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. **Fields with an asterisk are required.**

For the best experience, avoid using the BACK button in your browser while working with inventory.

Things To Remember:

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later, your items will be saved.
- You may not price an item less than \$1.00 and you must price items in .50 cent increments.

Items: 0 Value: \$0.00

☐ Filter Inventory by Description =

☐ Only the last 5 items you have entered are shown below. Check this box to show all items

Category* **Size***

Description Line 1 (24 characters max)* **Description Line 2 (24 characters max)**

Price* **Quantity***

☐ Item can be DISCOUNTED ☐ Item can be DONATED

- Category:** select from the drop down list
- Size:** select from the drop down list
- Description line 1:** Enter a description of the item, for example "pink shirt w/ flowers"
- Description line 2:** Enter more of a description, for example "Gymboree tulip line". Although 2 lines of a description are not required, keep in mind that should the tag come free, a more complete description will help staff match the item with the correct tag or look up an item should a customer want to purchase an item missing a tag.
- Quantity:** If you are selling multiple items that have the same description, category, size and price, you can make multiple tags by using the quality option. For example if you are selling 5 pairs of girls Levis jeans size 3T, you can enter the information 1 time and select quantity 5. This will create 5 tags, one for each pair of jeans. If the price, description, size or category is different, you should use quantity 1 and enter each item separately.

- f. **Check or uncheck the discount box:** If you would like the item to be sold at ½ price during the discount sale, check the discount box. Leave the box unchecked if you do not want the item to be discounted.
- g. **Check or uncheck the donate box:** If you would like the item to be donated following the sale, check the donate box. Leave the box unchecked if you will be picking the item up following the sale to be transferred to the Munchkin Markets sale or to take home.
4. Click the Submit Item button.

****Time saving tip** – The drop down lists for category and size will remain the last entry as will the discount and donate options. If you sort your items first, you will not need to change these lists between entering items. For example, if you enter all girls 3T clothing at once, you will only need to enter the description and price for each item.

Printing your tags:

You have the option to print all your tags at once or print tags in bunches. The tags will print 6 to a page. In order to print, you must have already entered inventory.

*******All tags need to be printed on WHITE cardstock*******

From the item entry screen, click on the “print tags” button.

The screenshot shows a web browser window displaying the 'Work With Consigned Items (Active Inventory)' page. The page has a red border. At the top, it says 'Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. Fields with an asterisk are required. For the best experience, avoid using the BACK button in your browser while working with inventory.'

On the left, there is a 'Things To Remember' box with the following text:

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later, your items will be saved.
- You may not price an item less than \$1.00 and you must price items in .50 cent increments.

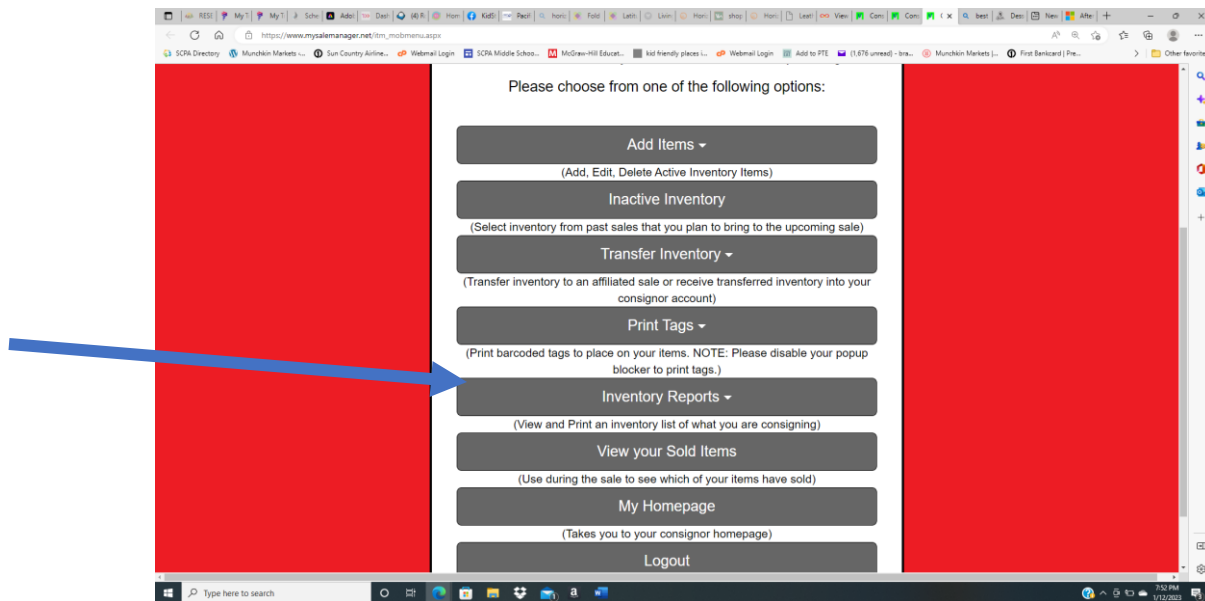
Below this box are two buttons: 'Return to Inventory Menu' and 'Print Tags'. A blue arrow points to the 'Print Tags' button.

The main form area contains the following fields:

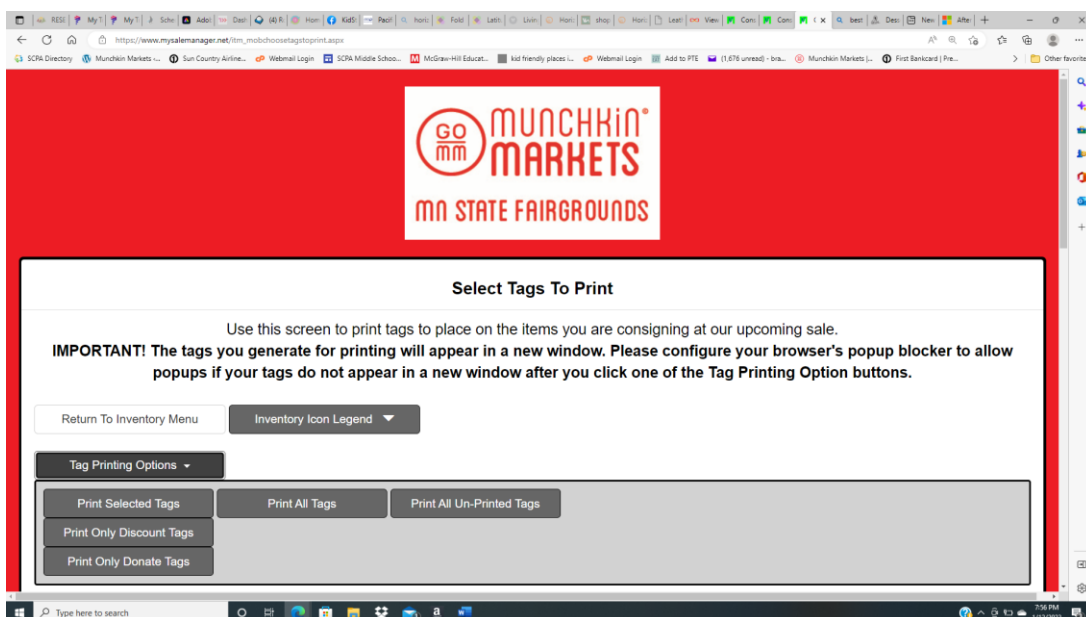
- Category* (dropdown menu, currently set to 'Accessories')
- Size* (dropdown menu, currently set to '*Leave Blank')
- Description Line 1 (24 characters max)* (text input field)
- Description Line 2 (24 characters max) (text input field)
- Price* (text input field)
- Quantity* (dropdown menu, currently set to '1')
- ☐ Item can be DISCOUNTED (with a price tag icon)
- ☐ Item can be DONATED (with a truck icon)

At the bottom of the form, there is a 'Submit Item' button. Below the form, there is a summary bar showing 'Items: 0' and 'Value: \$0.00'. Below this, there are two checkboxes: 'Filter Inventory by Description =' (with a text input field) and 'Only the last 5 items you have entered are shown below. Check this box to show all items'.

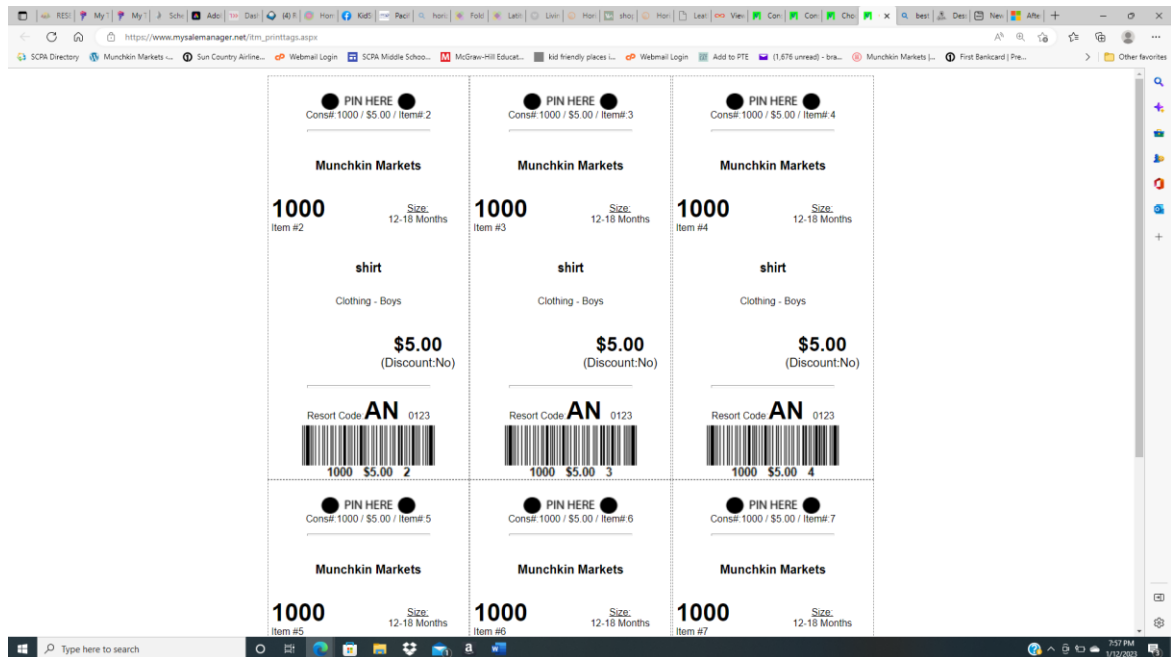
From the consignor home page, click on the drop down list “Activities Menu” and select "work with consigned inventory" and the “Print Tags”



You can print all tags, print selected tags or print all unprinted tags (print everything entered or edited since the last time you printed tags).



A new window will appear, displaying your tags. Select File-Print to print the tags.



****Time saving tip** – Tags will print in the order items are entered. If you keep your items in order after entering them, you can work backwards through your pile to attach the tags.

Item Preparation - Supplies

Please read this page very carefully prior to preparing your items. We will not accept or sell items that are not properly prepared or tagged. For the safety of all shoppers and their little ones, please check recall lists prior to bringing your items to the sale.

Materials you will need:

- WHITE Cardstock
- Plastic Hangers (kid size for sz 5 and smaller)
- Safety Pins (get the larger pins, your fingers will thank you)
- Packaging tape (Splurge on the better quality 3M brand)
- Ziploc bags (Dollar Tree)
- Magic Erasers (Dollar Tree)
- Printer cartridge

Common questions on supplies:

Do I have to use cardstock? Can't I just use copy paper?

Yes, you need WHITE cardstock. Copy paper rips too easily and tags will get lost. Items that have lost tags can't be sold.

Hangers! Where can I get some?

ANY plastic hangers will be accepted including the ones that come with clothes from stores like Carters, Old Navy and Kohls. All 3 of these stores have been known to be very generous in giving away their excess hangers for free. If you do end up having to purchase some, Walmart is usually cheapest at 10 for \$1.

Item Preparation

Items that look great are the items that sell great. Take the time to clean and organize your items before tagging them. **Remember, we will be inspecting items between drop off and the sale opening. If, during inspection, we find 20 or more items that are not appropriate for the sale (stains, prepared incorrectly, use of wire hangers, out of season, out of date, etc) we will stop looking, box everything up and you will not have anything in the sale.**

What can I consign?

Items accepted:

- Anything for babies and children that is in **GREAT** condition!
- Seasonally appropriate children's clothing that is in excellent condition and current style- sz preemie to 14. (Clothing items that cross seasons like jeans, LS/SS tshirts, light weight cardigans, etc are fine for all sales)
- Seasonally appropriate shoes
- All things for baby: furniture, equipment, bedding, strollers, pack-n-plays, Etc.
- Pretend play, dress-up clothes and dolls
- Sports equipment (in season and good condition)
- Power wheels, riding toys, and Little Tykes equipment
- Toys for infants, toddlers thru pre-teens
- Puzzles, Books, Boxed Games, gaming systems

Items we will NOT accept:

- Clothing with stains, holes, missing buttons, broken zippers. Etc.
- Out of season clothing (ie. No winter coats, heavy sweaters, lined jeans, cords at the spring/summer sales, no shorts, tank tops, sundresses at the fall/winter sales)
- Juniors or adult clothing even if size extra small and fits like a child size 14 or smaller.
- No out of date clothing will be accepted.
- Toys, equipment or furniture with missing/non-functioning parts.
- Items missing batteries, that require them to fully function (Batteries must be included).
- Stuffed Animals- unless they walk, talk, dance or do something fancy.
- Items with cigarette, musty or other odors
- Helmets and underwear that are not brand new in the original packaging
- ANY item that has been recalled
- Car seats (including travel systems- we will accept the stroller, but not the car seat)
- NO drop down side cribs, regardless of if it is on a recall list or not.
- VCR tapes
- Metal toy jewelry
- Bags or bundles of McDonalds or Dollar Store type toys.
- Maternity clothing
- Homemade items

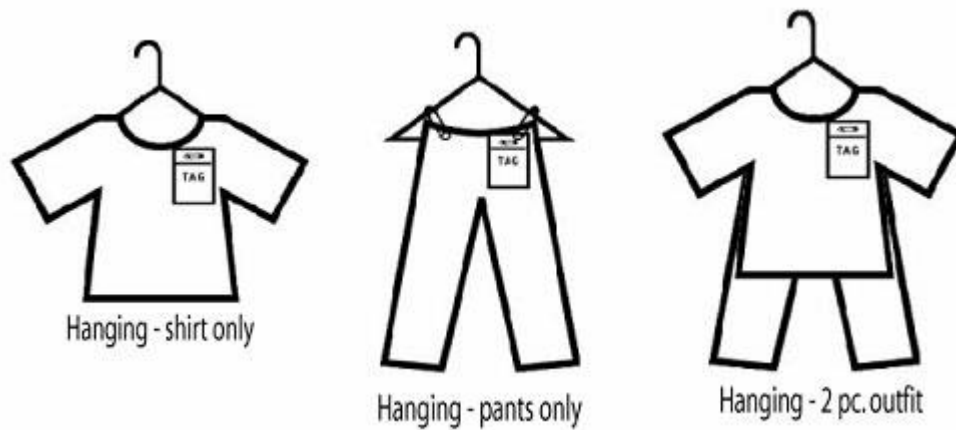
Conditions & Limitations:

- Consignors are limited to 200 items per sale location until they have sold at least 1 time with Munchkin Markets and have had a sell through rate of at least 60%.
- Please inspect your items closely before bringing them to the sale. Ask yourself, “would I buy this again?” Keep in mind that we reserve the right to refuse any item that does not meet our standards at drop off or remove an item from the sales floor at any time.
- Make sure toys, strollers, pack n plays, etc. are super clean and in working condition.
- Toys must include all parts and those requiring batteries MUST have batteries.
- Please check out www.cpsc.gov on toys or equipment- Remember it is the responsibility of the CONSIGNOR to ensure that an item they are selling has not been recalled.
- We reserve the right to remove items that are priced too high from the sales floor at our discretion.

CLOTHING

- Check and double check for stains, rips, broken zippers, missing buttons, etc. We see most stains around the neck for baby/ toddler items, the bottom front and on the inside bottom of long sleeve shirts.
- Oxyclean works great to remove stains and brighten whites. Dawn dish detergent works well for grease stains on darker color clothing.
- We accept sizes newborn to big kid size 14/16. We do not accept juniors or adult clothing (even if it fits like a size 14)
- Hangers face LEFT like a (?)
- Give your items a clean looking appearance by buttoning buttons and zipping zippers.
- If items were purchased as a set, sell as a set. (note- 2 pc. Jammie sets, MUST have both pieces)
- Do NOT mix sizes or brands to make sets.
- Hang sizes 0-5T on child size plastic hangers, sizes 6/6x and up on adult size plastic hangers.
- As you are hanging items, put clothing into piles by size & gender to speed up your tag entry.
- In general, it is NOT necessary to pin shirts at the shoulder unless you are attaching matching bottoms or in rare occasions the neckline is wide enough the item may slide off the hanger.

- When hanging bundles or sets; hang 1 item first and attach the rest at the shoulders or waist of bottoms with large pins and include the hanger within the pin.



A few notes on some specific clothing items that are NOT accepted in addition to what is listed above:

- Adult or juniors clothing EVEN if it fits like a size 14 or smaller or if your child wore it when they were 8.
- "Destination" items (Grandma went to Florida and got me this shirt....)
- Sports teams unless College or Professional level
- Mismatched brands or sizes
- Only part of a multi-piece set (For example 2 pc. Jammies MUST be sold as a set. We will not accept just a jammie shirt alone.
- Personalized items unless a VERY common name. ("Ryan" would be accepted, "Brynnleighiah ABCDE" would not.
- Out of season clothing. As a general rule of thumb, if it is not an item you would see the majority of kids wearing outside at the park on July 15 then it shouldn't be included in the Spring/ Summer sale. Likewise, if it is not something a child would be wearing on January 15 while waiting for the bus, then it shouldn't be included in the Fall/Winter sales.
- No underwear unless brand new with tags or in the original packaging.

SHOES

We are very picky on shoes, please bring only your best. Shoes must be super clean.

- Many shoes can be thrown in the wash
- Magic erasers work wonderfully to clean up shoes.

GAMES/ PUZZLES

Games and puzzles must have ALL PIECES INCLUDED to sell.

- Go through and count game or puzzle pieces.
- For wooden puzzles you can use saran wrap.
- Tape boxes shut.
- Must have working batteries included.

BOOKS

- Remember there is a 25 per consignor book limit and ALL books MUST be marked for discount.
- Usually single books sell better than sets
- Use packaging tape or scotch tape to attach the tag to the back of the book. If possible, cover the bar code of the book with the Munchkin Markets tag.

BABY EQUIPMENT

CLEAN your baby gear and it will sell fast! Covers DO come off for all high chairs, exersaucers, swings, so throw them in the wash before you come! Wipe down all non-fabric parts and make sure if batteries are required that they are included and working.

TOYS WITH SMALL PARTS & PIECES

- Put small parts and pieces into a ziploc baggie and attach to item with zip ties and/or tape so little hands can't open them!
- Dollar Tree carries the extra large ziploc bags for larger sets.
- All battery operated items, MUST have working batteries. Dollar Tree has a great selection of batteries.
- Parts needed to make the toy function the way it should function are required to be sold. For example, we would not accept a little people barn without animals. If it is missing the pig, but has the other animals, that's ok.

Pricing like a Pro

You know what you paid for it and what you want for it, so you set your own price. You can use the chart below as a very general guideline, but pricing depends a lot on the brand, condition, age and size of the item. Baby equipment, toys, books, puzzles and clothes all sell very well. For clothing, the best sellers generally are in sizes 2T-6x.

- To sell the MOST items, stay in the range of 25-35% of retail.
- Always compare prices to regular retail stores like Target, Kohls and Walmart, not ebay pricing. (For Kohls pricing, consider 30% off as the starting price as you can usually buy items on sale there). For high end brands or brand new items you may go up to 50% of retail pricing, but nothing should be over half of retail, even if it's new.
- If you need to make a change on the tag (Price, description, discount option). Make the change in the inventory system and reprint the tag. Handwritten changes will NOT be accepted.

Discount, Discount, Discount!

We strongly recommend you discount your items on half price day! You WILL sell more of your items if you choose to allow items to be discounted during the ½ price. Remember selling your items is the goal!

Children's Clothing

Shirts \$2-\$5	Pants \$3-\$8	Skirts \$2-\$6	Dresses \$4-\$10
Jumpers \$3-\$10	Sundresses \$3-\$7	Swimsuits \$3-\$4	Coats \$5-\$20
Overalls \$5-\$8	Sweatpants \$2-\$4	Jackets \$3-\$20	Shorts \$2-\$5
Dancewear \$3-\$8	Pajamas \$2-\$5	Costumes \$4-\$12	Holiday Wear \$5-\$15

Baby Items and Equipment

High Chairs \$15-\$55	Pack 'n Play \$15-\$45	Swings \$10-\$50	Diaper Pail \$2-\$8	Exersaucers \$10-\$35
Walkers \$5-\$15	Activity Centers \$5-\$20	Bouncy Seats \$5-\$20	Umbrella Stroller \$5-\$15	Single Stroller \$10-\$80
Double Stroller \$25-\$100	Jogging Stroller \$25-\$100	Crib/Dresser \$50-\$300	Breast Pump \$15-\$30	Changing Table \$20-\$80
Mobile \$4-\$15	Bassinette \$15-\$50	Bedding Sets \$10-\$50	Boppy Pillow \$5-\$15	Infant Carrier or Sling \$7-\$50
Safety Gates \$5-\$30	Bed Rails \$5-\$20	Monitors \$8-\$15	Bath Tubs \$4-\$10	Table Booster Seat \$5-\$15
Potty Seats \$4-\$10	Bike \$5-\$30	Wagon \$10-\$45	Backpack Carriers \$10-\$40	Bumbo seats \$10-\$20

This chart is to be used as a guideline only. Munchkin Markets, LLC makes no guarantee your items will sell at the prices listed.

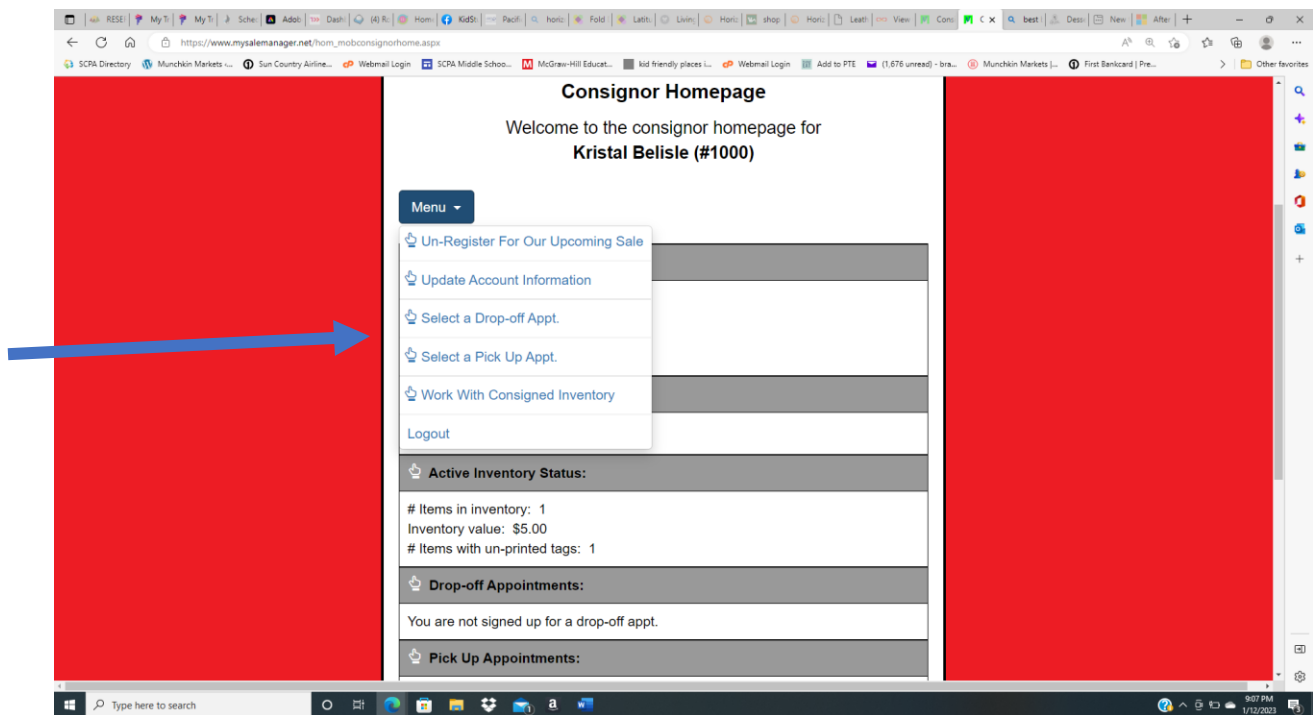
Attaching tags

- Clothing: Tags should be attached using safety pins. As you are looking at the front of the item, the tag should be placed at the top right. In general, it is NOT necessary to pin shirts at the shoulder unless you are attaching matching bottoms or in rare occasions the neckline is wide enough the item may slide off the hanger. We strongly recommend against it, but if you prefer to use a tagging gun to attach tags, it is allowed. However, when using a tagging gun, attach the tag either under the arm at the seam or through the manufacturer tag at the back. DO NOT tag through the material at the front of the item as this will often create a hole.
- Shoes: Use a small piece of packaging tape over the top of the tag, and punch a hole through the middle. Slide a zip tie through the tag and then through a loop, laces or other spot on BOTH shoes.
- Books: packaging tape or painters tape can be used to attach the tags to the back of books. Please help keep our cashiers' sanity by placing the tag OVER the bar code of the book 😊
- Toys, equipment, misc.: For most items, tags can be attached using packaging tape or zip ties. Especially for toys and equipment, please make sure that all pieces are included and attached securely.

Drop off/ Pick up Appointments

*****EVERY consignor who tags their own items should schedule a drop off time*****

To schedule your drop off and pick up appointments, log in to your consignor account and select either drop off or pick up from the menu.



Consignors will be placing their own items on the sales floor. For most, this process only takes 10-15 minutes including the time to unload the items from your vehicle. To make your drop off time go quick, have your items organized PRIOR to drop off:

Clothing: Sort clothing by size and gender prior to drop off. If using boxes, lay 1 size flat and then change the direction of the hanger to indicate a size change. If using bags, you can use separate bags for separate sizes or if you have just a few of a certain size use ribbon or string to tie the tops of the hangers together by size.

Shoes: Double check your shoes for excess wear. We are very picky about shoes, so please bring only those in excellent condition.

Large toys and equipment: Please double check that the items are clean and if applicable, have working batteries. If you are bringing a crib, make sure that it was manufactured after June 28, 2011 and that there are no current recalls on it. If you are bringing a crib, you will need to assemble it on-site. We will set up any other baby equipment.

All other items: Group the rest of your items by type. For example, have all puzzles together, all books together, all feeding accessories together, etc.

Selling at more than one Munchkin Markets location

Munchkin Markets holds sales in 3 locations each season: MN State Fairgrounds, Stillwater/ Woodbury, and Mankato. Consignors who wish to participate in more than one Munchkin Markets sale location are able to electronically transfer their inventory from one sale to another without having to re-enter or re-tag items.

You MUST have the same consignor number at each sale to be able to transfer inventory electronically. Nearly all consignors who first registered in 2018 or later will already have the same consignor number/ password saved for them at all locations. If you try to log in to another location and your number/password does not work, please email kristal@munchkinmarkets.com for assistance.

IF YOU PLAN TO PARTICIPATE IN MORE THAN ONE MUNCHKIN MARKETS SALE, PLEASE READ THIS PAGE CAREFULLY TO ENSURE THAT NO INVENTORY GETS LOST AND TO AVOID HAVING TO RE-TAG ITEMS.

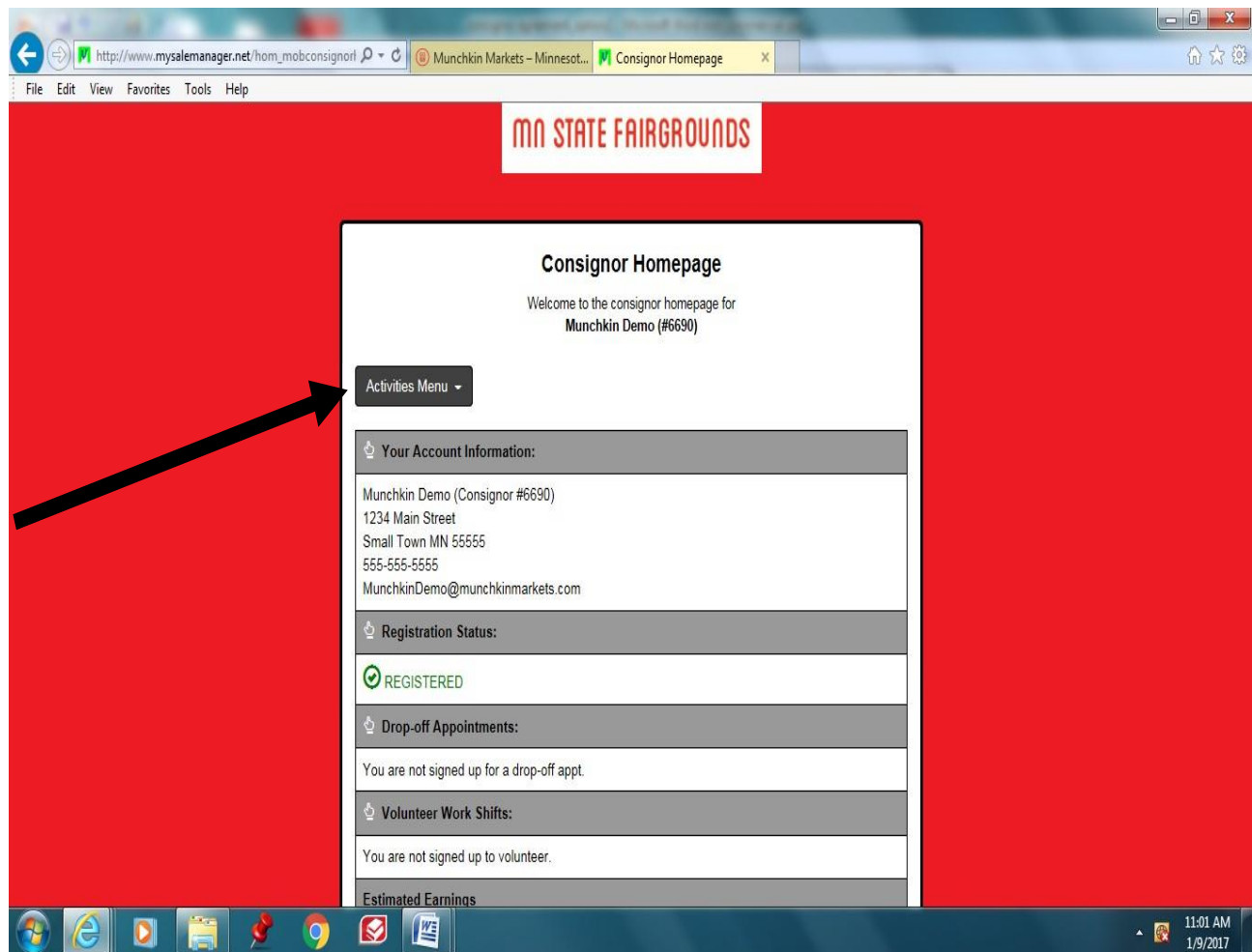
Transferring is a 2 part process:

1. Transfer inventory out of one location
2. Receive inventory in the second location

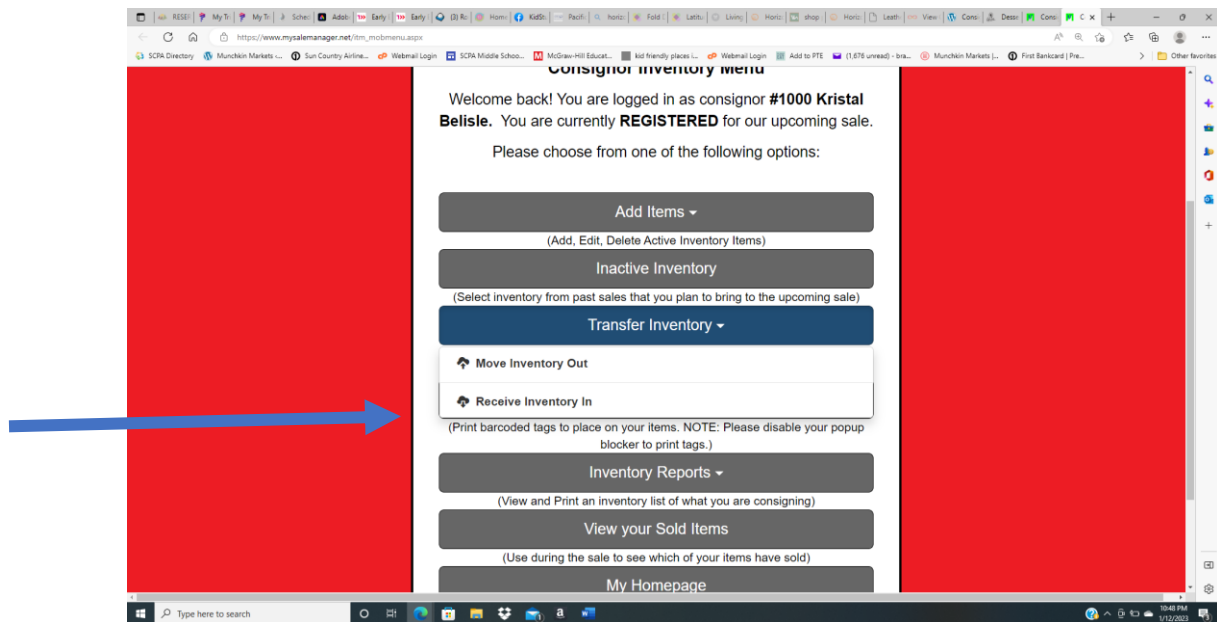
PRIOR to attempting a transfer be sure that the account you are transferring in to is COMPLETELY empty. (This includes having "inactive inventory" in your acct for sale #2)

STEP 1 – TRANSFERRING INVENTORY OUT

Log in to your account for the sale you are transferring out of, sale #1, and choose to "work with my consigned items" from the menu.



Select transfer inventory and “move inventory out”.



Select the sale you will be transfer the items to and enter your consignor number and password for that location. Click the button to check ALL inventory and then click the submit button. Always, always, always transfer ALL inventory.

Transfer Inventory To Affiliated Sale

Use this form to transfer inventory from your consignor account at this sale to your consignor account at an affiliated sale.

[Return to Inventory Menu](#)

IMPORTANT! Click to Read

Choose Sale to transfer to:

Select a sale...

Consignor # and Password you are transferring items to:

Consignor #: 1000 Password: *****

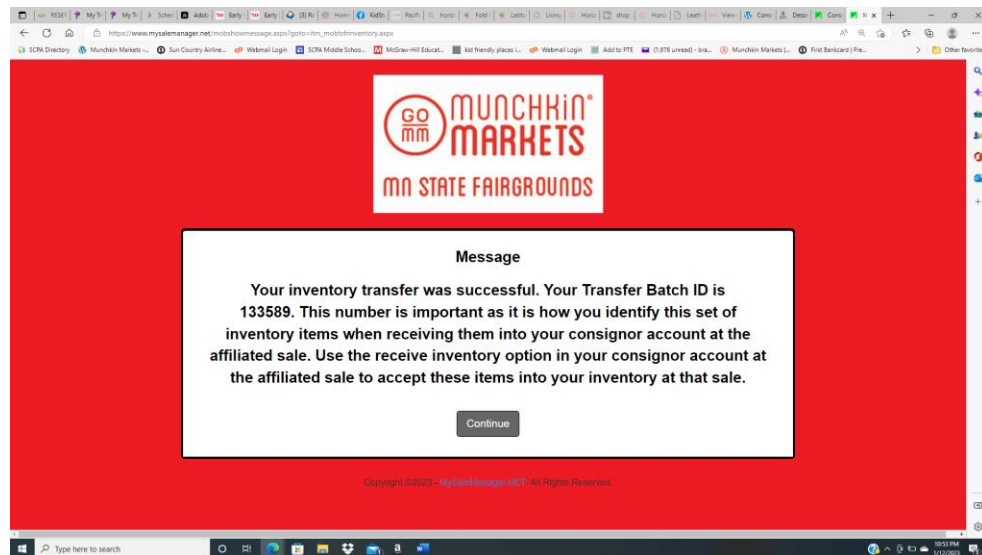
Below are your items eligible for transfer. Place a check next to the items you want to transfer and click the "Submit Transfer" button. The process may take a few minutes. Do NOT click the submit button more than once.

[Check/Uncheck All Items](#) [Submit Transfer](#)

	Item Information
<input checked="" type="checkbox"/>	shirt

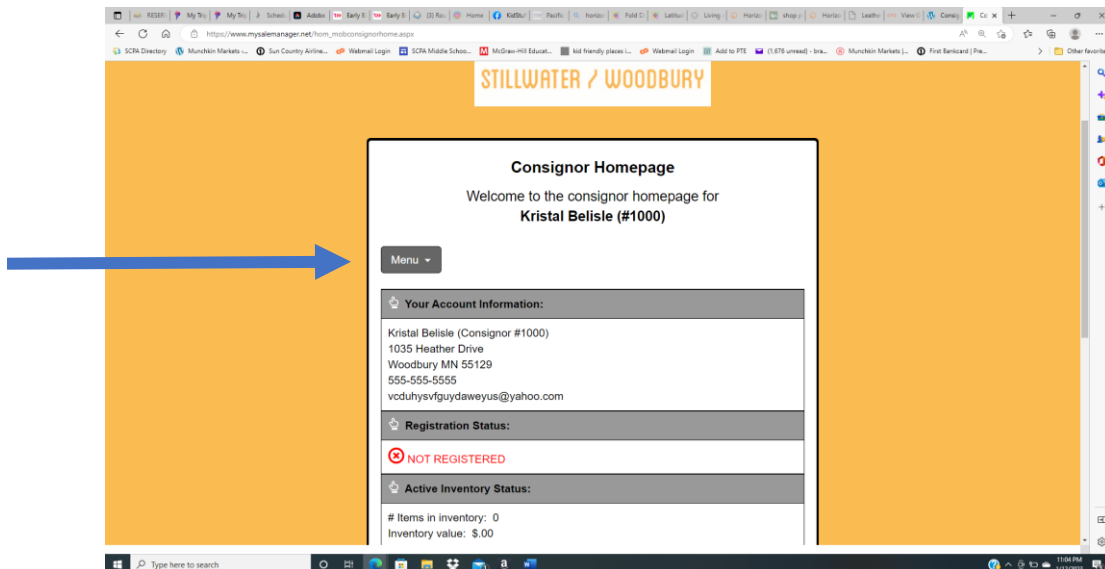
Please be patient while the transfer occurs, especially if you have a lot of items. Do not click the back button or refresh while the transfer is happening. Once

the transfer is complete, you will receive a message with a batch number as indicated below or a message indicating any errors. Write down the batch number in case there is an issue with receiving the items in sale #2.

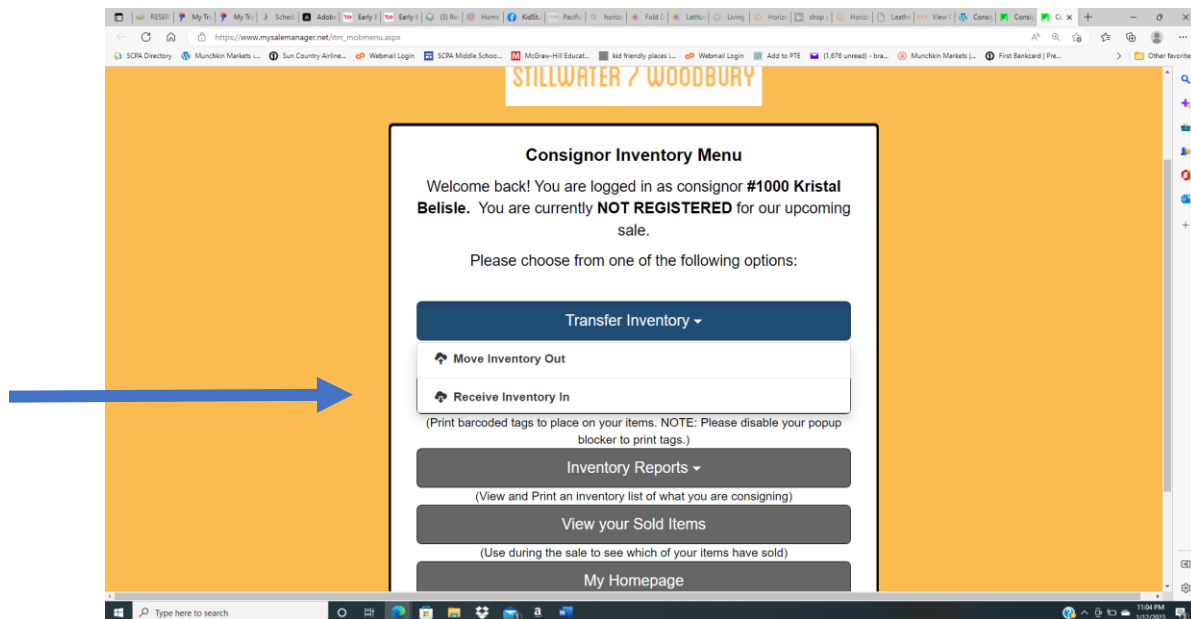


STEP 2 – RECEIVING INVENTORY IN

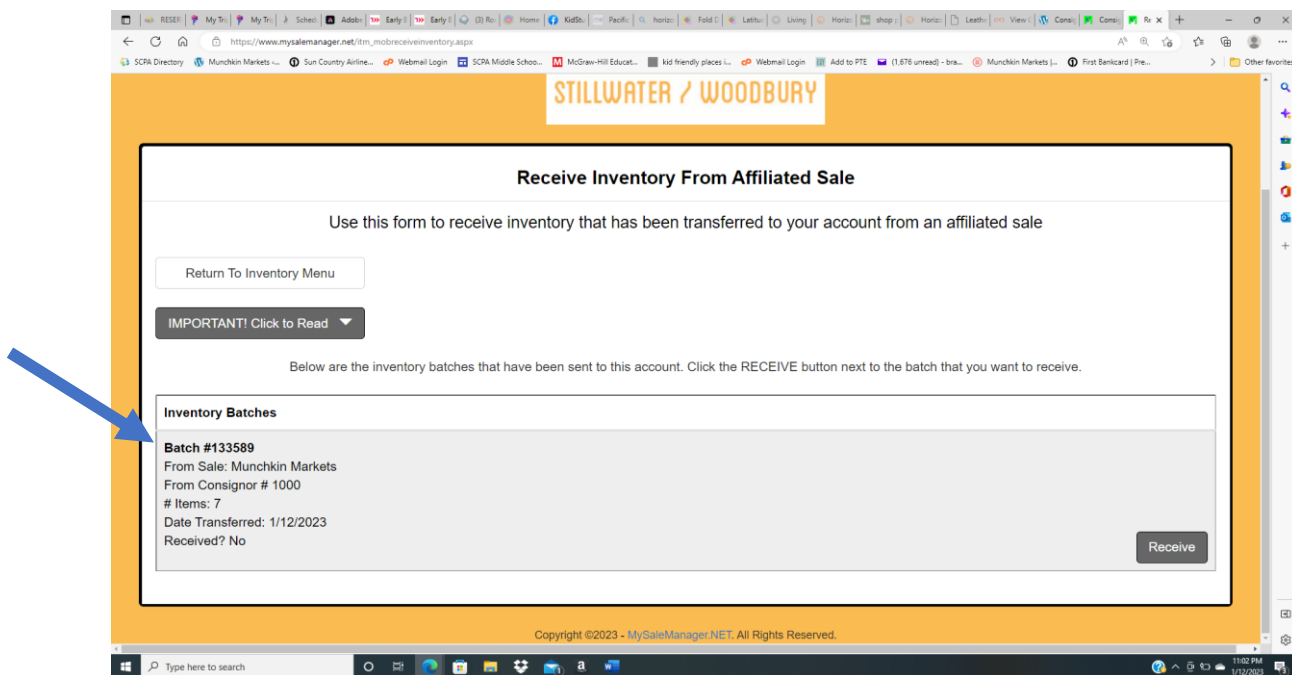
Log in to your account for the sale you are transferring in to, sale #2, and choose to “work with my consigned items” from the menu.



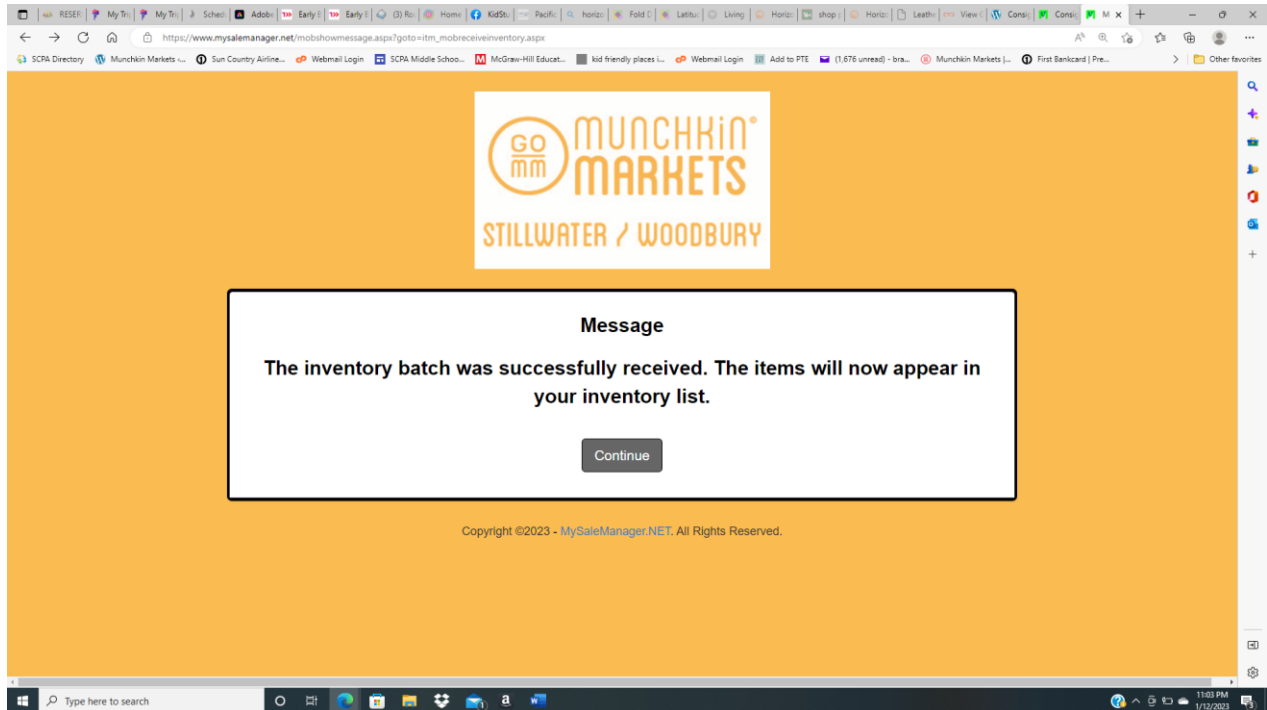
Select transfer inventory and “receive inventory in”.



Select the batch number you just wrote down and submit.



Please be patient during the transfer and do not refresh or hit the back button, especially if you have a lot of items. If the transfer was successful, you will receive a message similar to below.



SOME VERY IMPORTANT THINGS TO NOTE

- *******VERY IMPORTANT******* - You must make sure both the active and inactive inventory of the account you are transferring items *in to* are empty. If there are any items left in either your active or inactive inventory and you transfer new items in, you will probably have to re-print and re-tag your items.
- **Please read any pop up messages and warnings on the screen during the transfer.**
- Make sure your tags are marked "Donate NO", and that you pick up all your unsold items on time. Otherwise they will be donated and not available to sell at the other

sales.

- Please note that while a sale is going on, that sale's database is taken offline and will not be available for inventory transfer.
- Your inventory can only exist at one of the sales, at any given time. This is a technical issue to avoid duplicate item numbers. When you transfer your inventory from sale to sale, it will be deleted from the sale you transfer from and copied into the sale you transfer into. You can only change your inventory at one sale at a time. If you try to transfer items to your account that already has items in the account, you will have to delete all those items first, then transfer into an empty inventory account.
- **It is STRONGLY recommended you transfer ALL items when transferring from one sale to the next to ensure an empty acct to transfer back into next season even if you do not plan to bring some items to the current sale (ie. winter items to the spring sale).**

If you would rather not try to attempt to electronically transfer your items from one sale to the next, please email Kristal at kristal@munchkinmarkets.com and include the sale you are transferring from and to, your consignor number and password.