

*Please note that all #4 instructional Videos mentioned below were emailed out to Sellers and are also available on the SELL page of our website. These videos (and corresponding PDF below) contain mandatory information about selling with Kids Exchange. Please take a few minute to watch the (4) videos. We believe they will be very helpful to you. Thank you! – Kids Exchange Team*

## **VIDEO #1 NOTES: DROP OFF AND PICK UP INFORMATION**

Dear Kids Exchange Sellers: Thank you so much for selling your items with us! Below, please find **Important Drop Off Information**. Please read thoroughly. New Information is added each Sale.

**BARCODES:** \*If your tags printed with a 'split' barcode (one side small and one side large) this is a problem with the photo printer being used. These tags WILL NOT scan. Please use a different printer or call your printer manufacture to find out how to print NOT in photo mode.

\*Barcodes and Tag pages must NOT be edited in anyway. The barcode signifies a specific price. It is NOT OK to edit the price to read a different amount on a tag sheet. You must choose the appropriate price to print off our website in order for the barcode to correspond correctly.

**ONLINE ITEMS PLACEMENT HELP!** We have a great online Building Directory where you can do the following:

1. Search for an individual items and exact location
2. View and/or print the building map and directory
3. View and/or print an alphabetical list of ALL items & locations (Not just 'boy toys', but 'Elmo')

Our goal is that this tool will make drop off much easier for Sellers and enhance the shopping experience as well. If all Shoppers can locate your items, more will sell. To use this tool onsite, you will need a SmartPhone or ipad / tablet. For anyone who does not own a SmartPhone, please be sure to print the map and alphabetical list of items on the SELL page of our website. Even if you do plan to use your SmartPhone onsite, please consider printing the map and list of items as a back-up. A MAP WILL NOT BE INCLUDED IN YOUR SELLERS PACKET THAT YOU RECEIVE AT THE SALE. It is important that you either have access to a SmartPhone or bring your own printed map and directory. If items are not dropped off in their correct location, they may not sell.

\*If you prefer not to put your own items out, you may visit the KX Tagging FaceBook page and find another KX Seller who will put your items out for you.

<https://www.facebook.com/groups/kxconsignmenttagging/>

To view the map directory, list of items alphabetically or search and exact item from your Smart Phone or ipad, go to: [KidsExchange.net/MAP](http://KidsExchange.net/MAP) or [KXConsign.com/MAP](http://KXConsign.com/MAP)

**DROP OFF DOORS:** You may enter the Kids Exchange @ 3 different doors. Your options are:

1. Door facing Dorton Arena – Main Entrance
2. Door facing Youth Center Drive (opposite Dorton Arena) – use for LARGE ITEM
3. Door facing Hillsborough Street (closest to the clothing area)

**CHECKING IN:** Sellers must turn in their **Registration Confirmation Form** before putting items on the sales floor. If you did not print this form when registering, you can access it by clicking here: <http://kidsexchange.net/print/confirm.pdf> You can also access this form on our website - choose

Raleigh – go to the bottom of the SELL page. Remember to also print your Building Directory and alphabetical list of items as well: [KidsExchange.net/Map](http://KidsExchange.net/Map)

\*Sellers must staple a blank price tag onto the Confirmation Form for verification of Seller # and Sale Date listed under the Sort #.

\*Sellers place their own items on the sales floor in the correct department. If you place your items in the wrong place, they will not be seen by shoppers and will not sell.

**HELPER STICKERS:** All adults in the building must wear their neon sticker (found in Seller's packet) to be in the buildings. Adult helpers need to get a sticker from the door you entered or from the info desk. Children do not need a sticker.

**SHOPPING CARTS:** We will have a limited # of shopping carts available. We advise Sellers to bring their own wagons. If using a shopping cart, you will need to leave your driver's license in exchange for the cart. Carts will be stored in the Graham Building entrance door.

**NO TAGGING INSIDE KIDS EXCHANGE BUILDINGS:** All items entering the buildings must already be tagged. We cannot allow tags to be attached to items in the building because it could appear to be theft. Our goal is to protect your items. There is no way for us to know if the untagged item is actually yours. You are welcome to tag at your car, but not inside the buildings. Thank you.

**NO PREVIEWING OR WALKING THE BUILDING AFTER ITEMS ARE OUT:**

\*To be fair to all shoppers and for security of your items, please do not 'pre shop' or hide any items during Receiving / Drop Off. The Graham Building is closed during receiving except for Sellers who are actively placing items on the Sales Floor. Sellers will not be allowed to enter the buildings unless they have specific items that belong in that building for security for all Sellers. Please respect that we want to keep the building very secure for the benefit of all Sellers and we must enforce this rule firmly. Thank you for understanding.

**LARGE ITEMS:** The center of the building is our 'Sold-on-Site' area for miscellaneous EXTRA LARGE items that will be purchased on site during the sale. \* PLEASE DO NOT LEAVE SMALL & MEDIUM ITEMS IN THIS AREA. Anything that can fit in a shopping cart should go on or under a table in the correct area of the building. Only VERY LARGE ITEMS that cannot be taken through the normal checkout line are eligible to be purchased and held (after paying) in the Large Item Checkout. Please reserve the space in the center of the building (where no tables are located) for these VERY LARGE items.

**\$50+ ITEMS:** As an option, you may place any small misc. items worth \$50+ in the secure stroller corral. If you decide to do this, please bring a small sign to place in the correct department to let shoppers know where to look for your item. (ie: nursing pumps, game systems, etc.)

**HOURS:** Doors close promptly at closing times. Please arrive early enough to put your items out. THIS IS A VERY FIRM RULE so that our staff has a break at night before returning in the morning. Please be sure to give yourself time to put your items out and be done by closing time. Thank you.

**REGISTRATION CUT-OFF** is Tuesday morning at 10am, sellers will not be able to *register as a new seller*, BUT if you are already registered for the current sale, you can continue to print tags for additional items until Receiving is over on Wednesday morning.

**IF YOU ARE NOT ABLE TO SELL AT THE LAST MINUTE** please UNREGISTER to save Kids Exchange a fee from the bar-coding company. If you are a Work Exchanger and decided not to SELL but are still working, DO NOT unregister yourself. This will delete you working shift.

**PICK-UP UNSOLD ITEMS: Monday 1/27 10am – 1pm.** If you are unable to pick up your unsold items at this time, please go to the KX Tagging Facebook page and ask for another KX Seller to pick up your items for you. We are required to be 100% out of the building at a certain time and cannot allow for later pick-up. Thank you. <https://www.facebook.com/groups/kxconsignmenttagging/>

**IS SOMEONE PICKING UP UNSOLD ITEMS FOR YOU?** If you are sending someone to pick up your unsold items, you will need to print the “Unsold items pickup release form” off the website and send this form with the person picking up your items. They will also need their ID. To access the form, go to [www.KidsExchange.net](http://www.KidsExchange.net) ~ choose the SELL icon ~ a link to the form is located at the bottom of the page.

**INFO DESK:** The Info Desk is located at the right wall of the Graham Building.

**RESTROOMS:** Restrooms are located in the Graham Building lobby next to the restaurant.

**EARLY ½ PRICE SHOPPING FOR SELLERS:** Seller may shop the ½ price sale early on Saturday from 5pm – 8pm. This is a huge advantage for Seller! Keep your admission band from Thursday’s sale and show it at the door to enter on Saturday evening. It is OK to cut off your band and just bring it with you.

**WORK WITH US AND SHOP 1<sup>st</sup>:** Work Exchange shifts are still available - shop 1st! During drop off, we always have tons of Sellers who see the great stuff available and ask to sign up for Work and Shop 1st. Many times, the shifts are limited by this time. Sign up now to Work Exchange! Go to your account on our website and sign up to be a Worker.

## **VIDEO #2 NOTES: Kids Exchange DO-NOTs (please ☺)**

**In an effort to make the Kids Exchange the best it can be and to keep the focus on KIDS items, please note that we will not accept the following items:**

- No Juniors clothing / No men’s clothing (we accept boys & girls clothing up to size 22)
- No adult bedding or linens (only kids bedding and linens are allowed)
- No home goods (no pots, pans, vacuum cleaners, etc.)
- No adult furniture (only children’s furniture is allowed – no kitchen tables)
- No Christmas or holiday items (if not specifically for children)
- No stuffed animals (electronic stuffed animals and VERY high end animals are allowed retailing at \$35+)
- No mattresses can be sold without professional sanitation per the State of NC.
- No outdated cribs (cribs must meet current safety standards in order to be sold)

**Car seats: DO NOT BRING EXPIRED CAR SEATS.** It is very important that only car seats that have not expired be sold. Car seats will be checked at the door as sellers enter. Please be ready to show the door attendant where the car seat expiration date is located on your car seat. Unless otherwise stated on the car seat, **they cannot be manufactured earlier than January 2014.** Car seats will be displayed under the breezeway outside of the glass lobby. As you walk in the Kids Exchange main entrance, the glass lobby will be to your right. Please put a piece of duct tape on the bottom of your car seat with your

seller number and price in case the price tag gets wet with rain. We will provide large clear bag to store car seats (in case of rain). The car seats will be underneath a protective breezeway and secured in our fenced in area.

**BAD ITEMS:** Sellers, **please please** do not leave items with stains, holes, excessive wear, etc. We want to be known for quality, gently used items. We want Kids Exchange to remain a place shoppers want to be. Items left in unacceptable condition will not be sorted and will go straight to charity. Thank you so much for your help with this.

**NO RECALLED ITEMS: DO NOT BRING RECALLED ITEMS.** You are the Reseller and all responsibility for recalls lies with the Sellers. Please protect yourselves by not bringing recalled items. Sellers bringing recalled items will not be allowed to sell with Kids Exchange in the future because this is a safety issue.

**DO NOT TAG ITEMS INSIDE OF THE KIDS EXCHANGE.** All items should be tagged before you enter. We want to avoid all appearances of thief. If items are tagged inside of the building, we have no way to know if these are your items or someone else. Thank you.

**NO PREVIEWING:** After your items are placed on the sale floor, please exit. In order to protect all of our Sellers items, we need to only have people in the building who are actively putting out items. Thank you.

### **VIDEO #3 NOTES: MAP / NEW BUILDING LAYOUT PREVIEW**

Please watch video #3 in order to see the new building layout. Being familiar with where everything goes will be a huge help to you while putting out your items and when you are shopping.

### **VIDEO #4 NOTE: PLEASE DO THESE THINGS TO MAKE KX THE BEST IT CAN BE:**

**MARK THE BOTTOM OF ITEMS BEING DISPLAYED IN OUR OUTSIDE SALES AREA:** We will be utilizing a fenced in, secured area for all bikes, tricycle, scooter, cozy coupes, sand boxes, outdoor sports equipment, plastic (larger) toys that are waterproof, etc. If you are selling any of these items, please use a sharpie marker and write your Seller # & price on the bottom of the item(s). This way, if the tag gets wet from rain, we know who to pay and what to charge. If you prefer not to write directly on your items, please feel free to put a piece of duct tape on the bottom of your item and sharpie marker on top of the tape. This should be done in addition to the normal cardstock price tag.

**CARSEAT:** Place tape on the bottom of carseats and use a sharpie marker to write your seller number and price in case the tag gets wet. Carseats will be under a shelter and inside of a plastic bag (which Kids Exchange will provide).

**PACK & PLAYS:** In the event that we do not have room to open all pack & plays, please put a piece of duct tape inside the pack & play (when opened) and write your seller number and price on the tape. Once the pack & play is packaged in its bag, please put another piece of tape on the outside of the bag with your seller number and price. This way, the bag and pack & play will not get separated when opening. In addition, be sure to put the price tag inside, attached to the frame.

**Exersaucers & Bouncy Seats:** Will be displayed underneath any of the Infant Items tables. As you walk in the main entrance, these tables will be on your left.

**USE FLOOR SPACE UNDER THE TABLES:** To make the best use of space in our buildings, please place bulky, larger items on the floor underneath the tables in the items correct area. Let's make great use of all our space and DOUBLE our table space. Once tables are full, please do not pile items on top – instead use floor space underneath and your items will be seen and sell faster. Thank you.

**BOOKS:** If you are selling 10+ books, it is mandatory that you bring them in a cardboard box and leave that box for book room organization. Please cut the box on all 4 sides so that the depth of the box is only as high as the tallest book with book spine facing up (no lids). Thanks for helping us better organize the book room. A great size box would be from a copy centers. (They discard these when removing reams of copy paper).

**RECRUIT A FRIEND:** Sellers who recruit a friend to sell with us (new seller) can either shop early on Wednesday from 6-8pm or can receive a checkout line FAST PASS to skip the checkout line once anytime during the sale. Call a friend and tell them how to register online, print tags, etc. After they have registered online and are committed to participating, go to the Sign-Up-Genius link below and register to shop early. If you prefer NOT to shop early and receive a checkout fast pass instead, simply state that in the 'comment' section of the sign up. Please note that KX staff will need to confirm that that New Seller did indeed participate by dropping off items at the sale before early shopping or the fast pass will be provided.

<https://www.signupgenius.com/go/10c0c4fa8ab2ea13-recruit>

SHARE the fun! After shopping at Thursday's 'Seller's Only' Sale, take a picture of the items you purchase and post it on Instagram, Facebook & Twitter with hashtag: #KXConsignment. We will pick (2) winners to receive a \$50 gift card to spend at Sunday's 1/2 price day or use at July's Sale! Be sure to include our website and public shopping hours to qualify!

[KXconsign.com](http://KXconsign.com)

Open to the public Fri 9-6, Sat 9-3:30 and Sun 9-5 (1/2 Price day). Kids Exchange

### **Shopping Schedule:**

**WORK EXCHANGER'S ONLY:** Wednesday afternoon (it's not too late to sign up and shop 1<sup>st</sup>! -- Sign up online or see the Info Desk during drop off).

**SELLER'S ONLY:** Thursday 9am – 8pm

**PUBLIC SALES:** Friday 9-6, Saturday 9-3:30 & Sunday 9-5 (1/2 price day)

**\*Seller's may shop ½ price on Saturday 5-8pm!**

*Thank you for taking the time to review this information. Our goal is to serve you to the best of our ability. We appreciate you partnering with us for this great event and we look forward to seeing you soon!*

*~ Kids Exchange Team*