CONSIGNMENT SALE
MOM’S HELPER SERVICE
REGISTRATION PACKET

ALL-SEASON SALE
(SPRING/SUMMER & FALL WINTER ITEMS)

MAY 19, 20, 21 & 22

The Johnstown Galleria - Lower Level
LOCATED OUTSIDE THE FORMER BONTON STORE
500 Galleria Drive • Johnstown, PA 15904

Questions? Call 814-262-0732 x242 or email sale@thelearninglamp.org
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Important Dates & Times

Please note: The 2021 EcoKids All-Season Children’s Consignment Sale will be an all-season sale consisting of spring/summer and fall/winter items.

Mom’s Helper Service Registration for the 2021 EcoKids All-Season Children’s Consignment Sale will open at 9 a.m. on Monday, February 1, 2021.

CONSIGNMENT SALE SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Tuesday, May 18, 2021</td>
<td>PRESALE FOR CONSIGNORS &amp; VOLUNTEERS - 12 to 7 p.m.</td>
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<tr>
<td>Wednesday, May 19, 2021</td>
<td>PUBLIC SALE - 10 a.m. to 7 p.m.</td>
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<td>Thursday, May 20, 2021</td>
<td>PUBLIC SALE - 10 a.m. to 7 p.m.</td>
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<tr>
<td>Friday, May 21, 2021</td>
<td>PUBLIC SALE - 10 a.m. to 7 p.m.</td>
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<tr>
<td>Saturday, May 22, 2021</td>
<td>50% OFF SALE– PUBLIC SALE - 10 a.m. to 3 p.m.</td>
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<tr>
<td>Sunday, May 23, 2021</td>
<td>CONSIGNOR PICK UP - 12 to 3 p.m.</td>
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Please note: NEW DATE FOR PICK UP! Consignor pick up will occur on Sunday, May 23, 2021 from 12 to 3 p.m. at The Johnstown Galleria on the lower level outside the former BonTon store - please plan accordingly. This will allow staff and volunteers more time to sort unsold items. Any items not picked up by 3 p.m. on Sunday, May 23, 2021 will be donated to a charity selected by The Learning Lamp.

CONSIGNOR DROP OFF SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, March 1, 2021</td>
<td>CONSIGNOR DROP OFF - 8 a.m. to 7 p.m.</td>
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</table>

Items will NOT be accepted at any other time.

Please note: Consignor drop off will be at The Learning Lamp’s main office located at 2025 Bedford Street, Johnstown, PA 15904.
BE SURE TO READ THE REGISTRATION PACKET THOROUGHLY AS THERE ARE CHANGES FROM PREVIOUS ECOKIDS CHILDREN’S CONSIGNMENT SALES!

1. HOW TO REGISTER—PAY CONSIGNOR FEE

- Pay your Mom’s Helper Service Consignor Registration Fee - Each consignor will be charged a $25 consignor registration fee and a $15 supply fee (card stock, ink, tape, zip lock bags, batteries, cable times, etc.), totaling $40. **These fees need to be prepaid to secure your Mom’s Helper Service spot for the sale. We have a limited number of Mom’s Helper Service spots available.** These fees must be paid online at www.thelearninglamp.org/for-families/childrens-consignment-sale/ by using a credit card.

  **STEP 1:** Visit www.thelearninglamp.org/for-families/childrens-consignment-sale/.
  **STEP 2:** Scroll to the bottom of the webpage.
  **STEP 3:** Fill out the form and submit your $40 payment using a credit card.

Please note: There are a limited number of Mom’s Helper Service consignor spots available. If you are unable to pay online or if the form is no longer available, then all spots have been filled for the current sale.

2. HOW TO REGISTER—SIGN UP AS A CONSIGNOR

We will be using MySaleManager.net to run our sale. Simply go to www.thelearninglamp.org/for-families/childrens-consignment-sale/ and click the EcoKids Consignment Sale button/link to access the system. GOOD NEWS! You are able to keep the same consignor number from previous sales.

- RETURNING CONSIGNORS - your password is the last four digits of your phone number. You can change your password once you have logged in under Activities Menu, Update Account Information.

  **STEP 1:** On the Consignor Homepage, click on REGISTRATION STATUS.
  **STEP 2:** On the Returning Consignor Registration page, click the BOX next to Register me for the upcoming sale and click SUBMIT.
  **STEP 3:** On the Confirm Consignor Information page, make any necessary corrections and click the appropriate BUTTON at bottom of screen.
  **STEP 4:** You will receive a confirmation message alerting you that you have successfully registered for the upcoming sale. Click CONTINUE.

Please note: You will see a green check mark in a circle and REGISTERED under your Registration Status.

- NEW CONSIGNORS -

  **STEP 1:** Next to Need a Consignor Number? Click CLICK HERE.
  **STEP 2:** This will take you to the New Consignor Registration page. Once you have filled in the information, click SUBMIT.
  **STEP 3:** You will receive a confirmation message stating that you are now registered as a consignor for the upcoming sale and provides you with your consignor number. You will also receive an email with your consignor number and password which you will use for each sale. Click CONTINUE.
  **STEP 4:** On the Consignor Login page, enter your consignor number and password. Click LOGIN.
  **STEP 5:** Contact 814-262-0732 x242 or email sale@thelearninglamp.org with your CONSIGNOR NUMBER and PASSWORD so that we can access your account and enter your inventory.

CONTINUED ON NEXT PAGE
NEW CONSIGNORS - (continued)

Please note: You will need to contact 814-262-0732 x242 or email sale@thelearninglamp.org with your CONSIGNOR NUMBER and PASSWORD so that we can access your account and enter your inventory.

3. SIGN THE ELECTRONIC CONSIGNOR SELLER AGREEMENT
You will sign your Consignor/Seller Agreement online. Please note: You must be registered for the sale online and have your Consignor Seller Agreement signed online by Monday, March 1, 2021 for you to be registered for the sale—before you drop your items off.

To electronically sign your Consignor Seller Agreement:

STEP 1: On the Consignor Homepage, click SELLER AGREEMENT STATUS.
STEP 2: Review and read the Mom’s Helper Service Consignor seller agreement.
STEP 3: Signify your acceptance of our Consignor Seller Agreement by typing YES in the box.
STEP 4: Click CONTINUE.
STEP 5: A message appears stating that you have agreed to our Consignor Seller Agreement. Click CONTINUE.

Please note: The Mom’s Helper Service Consignor Seller Agreement is located at the bottom—scroll down.

4. PREPARING YOUR ITEMS

- No hanging, tagging or entering items - we do it for you!
- Drop off your freshly laundered and neatly folded items to us at your designated drop off time Monday, March 1, 2021 and we take care of the rest.
- There is a 500 item limit to Mom’s Helper Service Consignors.
- Items must be dropped off in plastic totes or boxes - no garbage bags full of clothing will be accepted.
- No items with safety pins or straight pins will be accepted.
- If you have outfits please fold the pieces together so that they will be sold as one.
- ALL ITEMS MUST MEET CURRENT SAFETY STANDARDS AND NOT BE SUBJECT TO RECALL. IF WE ARE IN DOUBT ABOUT AN ITEM, IT WILL NOT BE ACCEPTED. You can find information about recalled products on the Consumer Product Safety Commission’s website at www.cpsc.gov.
  - Please wash all clothing items.
  - All toys must be clean and in working order.
  - All infant items must be clean and odor-free.
  - Be sure your items have no stains, holes, tears, or rips —items with stains will not be sold.
  - Shoes must be clean and free of gum.
  - Include all instructions or manuals if available.
  - If you have outfits that you would like to be sold together as a set, please package together in your drop off container.
  - There is a 500 item limit to Mom’s Helper Service Consignors.
  - All items must be dropped off in plastic totes or boxes - no garbage bags full of clothes will be accepted.
  - No items with safety pins or straight pins will be accepted.
Please note: The Learning Lamp reserves the right to return items that do not meet our criteria.

5. WHAT CAN I SELL?
All-season (spring/summer & fall/winter) children's clothing in sizes preemie to juniors 18/20, maternity clothes, school uniforms, holiday dresses and outfits, outerwear, dance wear, dress-up clothes, accessories, shoes, books and toys, swimwear and Halloween costumes (see page 7 for guidelines).

6. PAYMENT
Mom’s Helper Service Consignors earn 35 percent of the amount for which their items sell; the other 65 percent goes to The Learning Lamp and is considered a donation. Volunteer for five (5) hours or more and earn 40 percent! All payout checks are mailed to the address you provide when signing up. All checks not cashed within 6 months of issue will revert back to a donation to The Learning Lamp.

Please note: Lost or damaged checks will be charged a stop payment fee before a new check is issued.

7. VOLUNTEER AND EARN MORE
• Volunteer for five (5) hours or more: shop the presale + get 40% of your sale proceeds.

Please note: Consignors and family members MUST be age 18 or older to volunteer. For safety reasons, consignors are no longer permitted to bring children with them during their scheduled volunteer times (or…during times when they are scheduled to volunteer—before, during or after the sale).

8. CONSIGNOR CHECK-IN:
• Mom’s Helper Service Consignors must check-in with the sale manager when dropping off their items for tagging. The items will be checked to ensure they follow the consignment sale guidelines and rules the consignor agreed to when they read, reviewed and signed the Mom’s Helper Service Consignor Seller Agreement. Items not meeting the consignment sale guidelines will not be accepted for the sale. All items for the sale must be submitted at the consignor’s drop off time. No additional items will be accepted for the sale. Once all of your items have been entered into your account, it will be locked.

9. DROP-OFF TIMES:
• All items will be dropped off on Monday, March 1 from 8 a.m. to 7 p.m.
• Mom’s Helper Service Consignors must call 814-262-0732 x242 or email sale@thelearninglamp.org to set up a drop-off time.
• Drop off will be held at The Learning Lamp’s main office located at 2025 Bedford St., Johnstown, PA 15904.
• Once your items have been gone through and entered as inventory, we will call you to come and pick up your bins/boxes and any items deemed not appropriate for the sale (stained, torn, out of season, etc.). You must pick up these items within 48 hours from the initial phone call/voicemail, or they will be donated to a charity of our choosing.

Please note: Items will not be accepted at any other time.

10. SHOPPING DATES AND TIMES:
11. **PICK UP TIME:**

If you selected to pick up your unsold items after the sale, you will:

- Pick up unsold items on Sunday, May 23, 2021 from 12 to 3 p.m. at The Johnstown Galleria on the lower level outside the former BonTon Store—please plan accordingly.
- Consignors must check in with staff (wearing The Learning Lamp t-shirts) when picking up items and sign off that they picked up their items.

*Please note: The Learning Lamp is not responsible for any unsold items that cannot be located by consignors, volunteers or staff at the end of the sale. Those items that cannot be located must be deemed as donated items.*

*Please note: NEW DATE FOR PICK UP! Consignor pick up will occur on Sunday, May 23, 2021 from 12 to 3 p.m. at The Johnstown Galleria on the lower level outside the former BonTon Store - please plan accordingly. Items not picked up by 3 p.m. will be donated to a charity selected by The Learning Lamp - no exceptions.*
Items We Accept

INFANT/TODDLER/KID ITEMS:
• Clothing (sizes preemie to juniors 18/20)
• Holiday dresses & suits
• Outerwear (light weight jackets, coats, hats, gloves, scarves)
• Halloween costumes
• Swimwear
• Shoes and Boots
• Nursing pillows
• Bottles (no nipples unless new in package)
• Breast Pumps
• Socks
• Blankets
• Hooded towels
• Room Decor
• Infant bedding, comforters, sheets, and mattress pads
• Furniture
• Lamps
• Picture frames
• Monitors
• Wipe warmers
• Safety gates
• Diaper bags
• Baby carriers (i.e. Baby Bjorn)
• Bath toys
• Strollers
• High chairs
• Riding toys
• Walkers
• Playpens or Pack ’N Plays®
• Bassinet
• ExerSaucers®
• Baby swings
• Cribs / Toddler beds
• Crib mattresses
• Accessories
• Potty Chairs

Please note: Clothing MUST be clean with NO stains, odors, missing buttons, broken zippers or rips/tears. Remember, items that are freshly laundered sell better!

BOOKS/GAMES:
• Children’s books (no tears)
• Maternity/infant care books
• Child rearing books
• Games and puzzles (must include all pieces)
• Videos/DVDs (in original and correct case)
• Educational computer games

TOYS:
• Outdoor play items (play houses, swings)
• All toys must be clean and in working order

Please note: All toys that require batteries to operate must have batteries in them for the sale. Shoppers need to know that an item works. Toys that do not have batteries will not be put in the sales floor.
• If it’s a stuffed animal, it must talk or play music. Example: Leap Frog or Tickle Me Elmo. OTHERWISE, NO STUFFED ANIMALS.

ATHLETIC EQUIPMENT:
• Dancewear
• Roller blades, bikes and skateboards
• Bike helmets
• Protective wear
• Cleats
• Sports-specific equipment such as baseball gloves, soccer balls, etc.
• Sport-specific socks (i.e. soccer, basketball, etc.)

Still have a question about what you can bring?
Please contact Kerri at sale@thelearninglamp.org or call 814-262-0732 x242.

Keep in mind that people will be buying your items. If you do not think an item is in good enough condition to be purchased, or you would not buy it yourself, please do not send it to the consignment sale. Our goal is to offer quality children’s items at an affordable cost for families.
Items Not Accepted At Our Sale

- Clothing that has obvious signs of wear, odors, stains, tears, missing buttons, snaps or zippers
- Adult clothing other than maternity clothing
- Any items that are known to be on the Consumer Product Safety Commission Recall List
- Car seats
- Baby Bath tubs
- Stuffed animals
- Underwear, unless new in package
- Bottle nipples, unless new in package
- Pacifiers, unless new in package
- Anything that has not been thoroughly cleaned
- Toys or equipment that are broken, don't work or are missing parts or batteries
- Perishable items such as baby food or formula
- Ziploc bags of random small toys, such as Happy Meal toys, nail polish, sea shells, etc.
- Sippy cups and chew toys
- Eating utensils, unless new in package

Please note: The Learning Lamp reserves the right to return items deemed inappropriate.

Frequently Asked Questions

DO I HAVE TO WORK THE SALE? No, you do not have to work at the sale. However, if you choose to volunteer for five (5) hours, or more you will earn 40 percent of your sales. It pays to volunteer!

HOW CAN I SHOP BEFORE THE PUBLIC? If you want to be one of the first people to shop the sale, then you need to volunteer or be a consignor. Have we mentioned how much we love volunteers?! Volunteers and consignors can shop Tuesday, May 18, 2021 from 12 to 7 p.m.

HOW DO WE PRICE ITEMS? As a general rule, we will price your items at about one-quarter to one-third of their original retail price. If your item is name brand such as Gap, Gymboree, The Children's Place or another well known retailer or designer, we will price the items closer to one-third of original retail. Clothing from Target or Wal-Mart are priced on the lower end. For example, if a Gap t-shirt can be purchased on sale for $11.99, we can reasonably price it around $4 if it is in good condition or $5 if it is in excellent condition. The one exception to the one-third/one-quarter rule is indoor/outdoor toys like kitchens and playhouses (Little Tikes-type items). These toys are in higher demand and you can expect to get as much as one-third to one-half of the original retail price, especially if they have only been used indoors and are in great condition. Items are priced in $0.50 increments.

WILL YOU TAKE ALL MY ITEMS? Please don't be offended if we return some of your items. It is often easy to miss a spot or a tear when you are getting your items ready at home. Items that are out of date, dirty, stained or damaged will be returned.

ARE CLOTHES LIMITED TO SEASON? Not this sale! Consignors are permitted to bring clothing and items from all seasons.

CAN I DONATE UNSOLD ITEMS? Yes! We will donate remaining items to local charities. In the past, we have given to Infants and Children (WIC) program, Angel Wings, Beginnings, Inc., United Methodist Church, Mom's House, Birthright of Johnstown, various school districts, Women's Help Center and more. If you would like us to donate your items, please let us know that you will NOT be picking them up when you drop off your items so that we can mark your items DONATE when entering them. Items will be donated immediately after the sale. Items not picked up by 3 p.m. on Sunday, May 23, 2021 WILL BE donated - no exceptions!
Frequently Asked Questions (continued)

CAN I PICK UP ITEMS THAT DON’T SELL? Yes, at the designated time: Sunday, May 23, 2021 from 12 to 3 p.m. Due to the increase in the number of consignors, it is absolutely necessary that you make arrangements for yourself or someone to pick up your items at the designated pick-up time. **Items not picked up by 3 p.m. on Sunday, May 23, 2021 will be donated—no exceptions!**

*Please note:* NEW DATE FOR PICK UP! Items will not be available for pick up any earlier than 12 p.m. on Sunday, May 23, 2021 - please plan accordingly.

DO I HAVE TO TAG MY ITEMS? No. We will take care of everything for you.

DO CLOTHES HAVE TO BE ON HANGERS? No. We will hang your items on hangers.

HOW DO I GET PAID? You will receive your check within 30 business days in the mail after the close of the sale. Reminder - Mom’s Helper Service Consignors earn 35 percent, unless you also volunteer five (5) hours or more, then you’ll receive 40 percent with the remaining percent being a tax-deductible donation to The Learning Lamp. All payout checks are mailed to the address you provided when you registered for the sale. All checks not cashed within 6 months of issue will revert back to a donation to The Learning Lamp.

*Please note:* Lost or damaged checks will be charged a stop payment fee before a new check is issued.
Consignor Seller Agreement

Please note: The Consignor Seller Agreement will now be signed electronically in your account on MySaleManager.net. The Consignor Seller Agreement for Mom’s Helper Service Consignors is located at the bottom—scroll down when viewing it online. The Consignor Seller Agreement must be signed in order to participate in the sale and before dropping your items off.

A.) Consignor Contact Information
Consignor Fee:
1. I understand that a Mom’s Helper Service Consignor Fee of $25 and a Supply Fee of $15 (totaling $40) needs to be prepaid to secure my spot.
2. I understand that I must register online and turn over my username and password.

B.) Split and Payment of Proceeds:
1. Mom’s Helper Service Consignors will receive 35 percent of the selling price of their items, with 65 percent as a tax-deductible donation to The Learning Lamp.
2. Mom’s Helper Service Consignors who volunteer five (5) hours or more will receive 40 percent with 60 percent as a tax-deductible donation to The Learning Lamp.
3. I understand that payout checks will be mailed to the address provided by the Consignor at sign up within 30 days of the sale. All checks not cashed within 6 months of issue will revert back to a donation to The Learning Lamp. All payments will be deemed final as of May 22, 2021.

C.) 50 Percent Off Sale: I understand that as a Mom’s Helper Service Consignor, I must participate in the 50 percent off sale on Saturday, May 22, 2021 and that my items will sell at the discounted rate.

D.) Item Check-In, Drop-Off and Set-Up:
1. I understand that I must check-in with the sale managers when dropping off my items for the sale.
2. I agree that all items to be sold at the sale will be submitted at my designated drop off time on Monday, March 1, 2021 and that my account will be locked once all items are entered.
3. I agree to comply with the list of acceptable items and item preparation requirements.
4. I understand that items deemed unacceptable by The Learning Lamp will not be sold.
5. I agree to choose a drop-off time by calling 814-262-0732 x242 or emailing sale@thelearninglamp.org and will arrive to drop off my items at selected time on Monday, March 1, 2021.
6. I understand that The Learning Lamp will not be held responsible for lost, stolen or damaged tags or items.

E.) Unsold Item Pick-Up/Donations:
1. Consignors must pick up unsold items between 12 and 3 p.m. on Sunday, May 23, 2021 or choose to donate them to charity.
2. Items not picked up by 3 p.m. will be donated to a charity—no exceptions.
3. I understand that it is my responsibility to check in with a staff member (wearing The Learning Lamp t-shirt) at pick up and sign off that I have picked up my unsold items and/or hangers.