



Consignor Checklist

<p>Reviewing/Sorting: Look over each of your clothing items to ensure that they are:</p> <ul style="list-style-type: none">✓ Sizes Newborn to 16. We do not accept juniors or adult clothing. All maternity sizes accepted.<ul style="list-style-type: none">○ Do not fold pants on hanger. Secure pants on a pants hanger.○ Onesies (all sizes) and sleepers (up to 18m) go in bags✓ Free of stains, rips, odors (such as smoke), and pet hair.✓ Within the correct season. See our inspection guidelines for our Spring/Summer and Fall/Winter accepted items.✓ Hung on the hangers so the hanger makes a “?”.✓ Using appropriate size hangers. Larger clothing on small hangers will find your items off the hanger and on the floor. <p>For non-clothing items.</p> <ul style="list-style-type: none">✓ Ensure any toys or baby equipment are clean and in working condition with batteries. <p>Note: We recommend reviewing all items in a well-lit room to ensure there are not any stains.</p>	<p>Large Items:</p> <ul style="list-style-type: none">✓ Check for recalls to ensure your items are safe to sell.✓ Ensure all large items are clean and have all working parts, batteries, etc.✓ Car seats need manuals and a car seat waiver filled out. <p>Drop Off:</p> <ul style="list-style-type: none">✓ Schedule a drop off appointment.✓ Arrive at your scheduled appointment time.✓ Allow 1 hour to 1 ½ hours for drop off.✓ First, bring a box or bin for your clothing/shoes/DVD inspection items.<ul style="list-style-type: none">○ If you are not donating, leave a bin with your consignor number. Do not leave a lid.✓ Next bring in items that need to be disinfected and take them downstairs to the spray station.✓ While your items are being inspected, place your non-clothing items such as toys, books, large items, etc. on the sales floor.✓ If you need help please ask. Remember if a shopper cannot find your item it will never sell so placing it correctly is very important. <p>Wait for your inspection items to be checked and put all sale items on the floor.</p>
<p>Tagging:</p> <ul style="list-style-type: none">✓ Only White 60lb or better cardstock is accepted. No colors or paper tags.<ul style="list-style-type: none">○ Color or paper tags will be rejected after the March 2022 sale.✓ If you choose to tag your clothing items with a tagging gun, only tag in the seam. Tagging done outside of the seam will be rejected because they leave permanent holes on clothing. <p>For non-clothing items.</p> <ul style="list-style-type: none">✓ Shoes, Onesies, Sleepers (up to 18m), etc. should be in bags with the tag taped to the front of the bag.✓ If you use zip-ties, adhere the tag to the item not the zip-tie.✓ Tag books using blue painter’s tape.	<p>Volunteering:</p> <ul style="list-style-type: none">✓ Sign-up to volunteer. Our sales are so successful because of our volunteers. Volunteering earns you an early presale pass and a higher percentage of your sales.✓ Arrive at your scheduled volunteer shift. <p>Supply Sale – New in 2022: You will have an opportunity to purchase hangers, cardstock and safety pins. We will offer these consignor supplies at cost.</p>

If you have rejected items, please don't take it personal. We are reviewing all items to ensure that the best quality items reach our floor for selling.