

L'il Angels Consignment Sale

-Organization & Drop Off-

We are excited to have you as a consignor and want to ensure that your item drop-off process is smooth and easy. Below are important steps you need to know about dropping off your items at the event:

1. Organize your items for the upcoming sale in bins or boxes according to the sales floor set up. In our Inspection Guidelines we have made brief notes beside most categories with sales floor location notes.
2. Items headed to our inspection room at Drop Off should be organized together. These items should be brought into the building with you at your Drop Off Appointment and will be submitted to the Volunteer at the Sign In Desk.
 - a. Sort and organize your hung clothing items by size and gender (including Maternity, Juniors and Young Men's).
 - i. Separate Dancewear, Sports, Coats/Jackets and Costumes/Dress Up. Sports, Coats/Jackets and Dancewear do not have limitations and are hung separate from everyday clothing. These will still need to be inspected, but should not be mixed with your limitation items.
 - ii. Costumes and/or Dress Up do not need to be submitted to the inspection room, we inspect these on the sales floor.
 - b. Inspection Guidelines will outline specific Infant clothing that can be bagged. These should be submitted for inspection, there are no limits as long as the Guidelines are followed. Bag these items per the Inspection Guidelines based on type and size. Do not tape these bags closed.
 - i. Infant Sleepers size NB-18M
 - ii. Infant Bodysuits/Onesies size NB-24M
 - iii. These items may not be returned with your inspected items if our Inspection Room becomes backed up (dependent on volunteers available and quantity of items in inspection). These will be inspected and placed on the sales floor prior to the sale opening if they are not returned with your other items.
 - c. Children's Shoes from sizes Newborn through 7 Youth (Big Kids) will be inspected. These should be bagged, one pair per bag. Do not tape the bag closed. There is a 10 pair limit per consignor registration.
 - d. DVDs, CDs and Game Discs
 - i. Do not tape these closed
 - ii. These will not be returned to you, we will check these and place them on the sales floor before the sale opening.

3. Schedule a Drop Off appointment through our Inventory System. Our appointments run every 15 minutes on Thursday night and Friday morning of the sale week.
 - a. Arrive on time for your appointment. This helps us to keep our inspection process flowing and avoid longer than normal wait times.
 - b. If you are late to your appointment, we will need to take the consignors in line from the current time slot first. We will accept your items after all appointments present have been accepted.
4. Check-In Process: When you arrive at St. Ephrem Church, we are located in the Marian Parrish Center. This is the first building entrance next to the Church, followed by the School.
 - a. Bring the containers with your clothing, shoes, and DVDs/CDs/Game Discs inside with you. These items should be given to the volunteer at the sign-in table.
 - b. The sign-in table will be inside the entrance. The volunteer at the table will ask you to initial beside your name and if you have any scheduled Volunteer Shifts over the sale weekend.
 - i. Consignors without a Volunteer Shift will receive one PreSale Pass, which allows one guest (Consignor + 1 friend).
 - ii. Consignors with one or more Volunteer Shifts will receive two PreSale Passes, which allow one guest each (1 Consignor + 3 friends).
 - c. Car Seats, Booster Seats, and Cribs: These items require the completion of Safety Checklists. These can be printed and completed from home or completed during your Drop Off appointment. This form must accompany the item for sale.
 - d. The Check-In Volunteer will ask you to stop by the Spray Station with any items that should be disinfected - Read Below for details.
5. The Inspection Process may take 15-30 minutes depending on the number of items submitted for inspection and how many volunteers are on shift. Our goal is to be as thorough as possible and have your items back to you quickly for item placement on the sales floor.
 - a. After your items have been inspected, they will be brought back to the sales floor and your consignor number will be called.
 - b. It is your responsibility as the consignor to place your items on the sales floor.
 - c. If you have any questions regarding the inspection of your items, please be sure to ask when retrieving your items from inspection. Our inspection volunteers are more likely to answer your questions when your items are fresh in their minds.

6. While your items are being inspected, we suggest you start the process of placing your other items on the main sales floor until your consignor number is called. After your inspected items are ready and have been placed on the clothing racks, please be sure to check the 2nd floor in case any of your items should be placed there.

7. Spray Station: L'il Angels Consignment Sale is bound by the PA Department of Labor & Industry Bedding & Upholstery Laws. This requires us to use a specific disinfection spray to sterilize second hand bedding and upholstered items. If you are sending any of the items listed below or something similar, please stop by the Spray Station on the main floor hallway and have your item disinfected before placing it on the sales floor.
 - a. Applicable items may include, but are not limited to the following:
 - i. Car Seat inserts
 - ii. Fabric furniture
 - iii. Strollers
 - iv. Infant Swings Infant Bouncers
 - v. Play yards
 - vi. Bassinets
 - vii. Large gear with a fabric seat covering
 - viii. Crib/Toddler Mattresses - We do not accept single mattresses, but will disinfect any mattress that accompanies a crib or toddler bed
 - ix. Any item with 2 or more layers of fabric (such as a highchair insert, activity mat, carriers, etc)
 - x. This is not an extensive list, most items fitting the descriptions above should be disinfected

 - b. Our Spray Station is available during your drop off time at our sale location. An alcohol based spray stipulated by the PA Department of Labor & Industry will be used to disinfect these items and a yellow tag will be attached before it can be placed on our sales floor.

 - c. If you disagree with spraying your items, please do not send them to our sale event. We are unable to accept any item that is legally required to be sprayed and tagged to be sold at our sale without completing these actions.