



-Consignor Quick List-

Reviewing/Sorting

- Look over each of your clothing items to ensure they are:
 - Accepted sizes according to Inspection Guidelines
 - Free of stains, damage, odors, and pet hair
 - Seasonally acceptable
 - Correctly hung on the hanger
 - Bagged sizes (Infant Bodysuits/Sleepwear) are not mixed in the bags
- Shoe Check:
 - Both shoes are the same size
 - One set per bag/tag
 - Shoe strings are included where applicable and not damaged
 - Clean, no dirt or grass chunks in the treads, no damage
 - Heels and toes are not overly worn down
- Ensure all non-clothing items are clean, wiped down and sanitized
- All items requiring batteries should work and do not have battery acid in the battery pack

Tagging

- Use white 60lb weight or more cardstock paper
- Ensure tagging guns are used properly if you choose to use one
- Bagged items that should be inspected (Shoes, Infant Bodysuits, Infant Sleepers) are not taped closed
- Use painters tape on tags attached directly to a book - we suggest bagging multiple books together for the best sale

Large Items

- Check for recalls
- Ensure all necessary parts, such as safety straps, clips, fabric covers, etc are included and in tact
- Items should not be stained
- Items should work perfectly to open/close/fold/etc
- All items requiring batteries should work and do not have battery acid in the battery pack
- Car seats require the manufacturer manual - printed from home are ok
- Car Seats & Cribs require the safety checklist (print and complete online or complete at your Drop Off Appointment)

Drop Off

- Schedule a Drop Off Appointment
- Arrive at your scheduled appointment time within the 15 minute interval
- Bring in your items for inspection first when you arrive to sign in (clothing, shoes, DVDs)
- Consignors are responsible for dispersing items to the sales floor - Allow 1-1.5 hours to drop off your items. Place your items on the floor while you wait for your inspected items to come out of the Inspection Room

Volunteering

- Shifts are 4 hours long
- Consignors earn 70% of their total sales for one 4-hour shift throughout the sale weekend
- Consignors earn 75% of their total sales IF:
 - One 4-hour shift any time between Thursday-Saturday
 - AND one 4-hour shift on Sunday