

# Guidelines, Tagging Instructions & Schedule

**MEGA SALE ONLY**

## **FURNITURE/HOME DÉCOR/CHILDREN'S ITEM GUIDELINES**

### **FURNITURE AND HOME DÉCOR ACCEPTED:**

- Furniture (NOTE: Upholstered furniture must be in **pristine condition** and free from odor, tears, pilling, wear and must be delivered and unloaded by consignor (and picked up if it does not sell))
- Mirrors
- Art Work
- Decorative Accessories, Vases, Trays, Sculptures, Figurines, Etc.
- Lamps and lighting
- Bedding
- Linens
- Draperies and Window Treatments
- Rugs
- Holiday Décor
- Bookcases, Shelves, Trays

- Wreaths, Wall Hangings, etc.

## **FURNITURE AND HOME DÉCOR NOT ACCEPTED:**

- Items that are in poor condition, missing parts or out of style (antiques are acceptable)
- Books, Videos, DVDs for ADULTS (we do accept these items for children)
- Kitchen items such as dinnerware, pots and pans, flatware, silverware, Tupperware, etc.
- Dishes and dish sets, unless decorative they are items that would be displayed
- Pianos, Organs
- Radios, CD Players, TVs, Computers, DVD players, etc.
- Appliances big or small
- Anything inappropriate or not family-friendly
- Mattresses

## **CHILDREN'S ITEMS ACCEPTED:**

- Seasonally Appropriate Children's Clothing
  - Spring/Summer for March/April/May/June Sales
  - Fall/Winter for August/September/October Sales
- Boys & Girls Clothing Sizes newborn to youth 20 & Juniors for girls, waist size 29-32 and S & M
  - men's sizes for boys
- Children's Shoes
- Maternity Clothing
- Dance Uniforms
- School Uniforms, Scout Uniforms , etc.

-Swimwear (Spring sale only)

-Halloween Costumes (Fall Sale Only)

-Dress up clothes and pretend play items

-undergarments (only new in packaging)

-Socks, tights, hairbows, ties, belts, purses, etc.

-Sports Equipment

-Toys for infants and toddlers

-Leggos, Duplos, Action figures, Dolls, Learning toys, etc.

-Bikes, riding toys, outdoor equipment. Little tikes, Swings, Slides. Puzzles  
Books, Games, Electronic Games and Game systems

-DVD's and Music CD's

-Homeschool Materials

Infant Accessories

- Diaper bags, blankets, potty chairs, bath seats and tubs, bottles (new in package or without nipples), pacifiers (new in package only), breast pumps with all parts and in working order, etc.

-Baby & Children's Furniture

- Gliders, changing tables, bassinets, mattresses, toddler beds, tables/chairs, etc.

-Baby Equipment - High-chairs, strollers, jump-a-roos, bouncy seats, pack n' plays, etc.

-Baby Bedding and Décor

-Quilts, artwork, mobiles, rugs, lamps, laundry hampers, etc.

-Children's Luggage and Backpacks

-Children's Dinnerware Sets/Utensils

-Bedrails and safety gates

**CHILDREN'S ITEMS NOT ACCEPTED:**

-Clothing and Shoes that are the wrong season or outdated

-Used undergarments

-Recalled Items

-Clothing with stains, holes, pilling, missing buttons broken zippers, etc.

-Jewelry

-Rated "R" or "M" movies and games

-Toys with missing or non-functioning parts or without batteries (that require batteries)

-Stuffed animals of ANY KIND

-CAR SEATS

-CRIBS

-Bumpers without seat/safety belts (**original belts, not added later**)

-Formula or baby food

-Beanbags or Beanbag Chairs

*\*\*Please note that in an interest to provide only the best in merchandise to parents, Consign 4 Good reserves and maintains the right to reject any item failing to meet our standards and the requirements set forth above.\*\**

# Tagging Instructions

## Supply List

Card stock paper (ANY COLOR)

Black and red pens

Tagging gun or Zip ties

Adult- or child-sized wire hangers or store hangers are preferred. For items 24m and smaller, thin plastic hangers (not tubular) are acceptable. We prefer clip hangers for bottoms if possible, if not attach with binder clips. **ABSOLUTELY NO THICK TUBULAR HANGERS ARE ALLOWED!** **NOTE—If you want your hangers back after the sale, please mark them by using colored duct tape or a mailing label folded over like a flag on the neck of the hanger. Write your Initial, initials or consignor number on the tape (in case more than one consignor chooses the same tape). We will do our best to sort them and return them to you for the next sale.**

Zip-top plastic storage bags (gallon- and quart-sized)

Clear packing tape (Transparent household adhesive tape—such as Scotch tape—is not effective for this purpose.)

Binder Clips (for hanging pants, skirts, shorts, capris when a clip hanger is not available)

Rubber bands

Hole punch

Easy-Release Blue Painter's Tape

## Preparing Your Tags

Create tags by printing the “TAG TEMPLATE” (See forms page of [www.consign4good.com](http://www.consign4good.com)) on CARD STOCK ONLY! Tags printed on regular weight paper will be rejected.

-In the upper left-hand corner of each card, write your consignor code. Your consignor code will be issued when you email us your name and phone number.

-In the upper right-hand corner, write size

-In the center of the tag, write a brief description of the item-- the brand name, and color if applicable. If it is a multi-piece item indicate how many pieces are included.

Pricing: **Prices must be in 1.00 increments** (e.g., \$3.00, \$4.00, \$5.00, etc.). **NOTHING IS TO BE PRICED BELOW \$3.00!**

(If you have several small items that are worth less than \$3, bundle them until the lot of items is worth \$3 or more. They can be bundled as an outfit on a hanger or in large zip lock bags for small toys, bibs, onesies, etc.)

☑ **On Saturday, all items with tags filled out in black/blue will be sold at half price.** Items with price written in **red** will **NOT** be sold at half price on the final day; shoppers will only purchase those items at your original asking price. SO, if you DON'T want certain items to be reduced on Saturday, use a red pen or red ink when filling out tags.

-You may donate any unsold items to benefit charity by writing the capital letter “**D**” in the lower right-hand corner of the tag. These items will go to For Kids to be sold in their thrift store.

## Example Tag

DIG3373	(consignor #)	(size)	24M
Girls Pink Striped Gymboree Dress			
(description)			
		<u>\$8.00</u>	
			(D is for DONATE) D

### Attaching your Tags

☐ **Clothing on hangers is limited to 200 pieces per consignor.** You may bring more clothing (on hangers) in a labeled tub and we will replenish if stock gets low. So pick your best 200 items.

-Tag the clothing, not the hanger!

-Make sure your clothing is hanging on the hanger facing the correct way! When you are looking at the front of the garment, the hook of the hanger should open to the left, like a question mark, ? If your clothing is on backwards, you will be asked to change it or it will be pulled from the racks.

-We recommend you attach your tags using a tagging gun. You can use a zip tie to secure the tag to the garment through a size tag or buttonhole, but you will find the tagging gun is much faster and relatively inexpensive.

-Tag through a size tag or through the left seam of the garment so that the tag may be easily seen by the shoppers. Putting it in a seam will hide any tiny hole the tagging gun might make.

-Tagging guns can be purchased for a reasonable price on Amazon.com (order from a place shipping from the US to insure quick delivery). When using a tagging gun, always tag in a seam or in a size tag in a garment. This way the shopper can easily see the price. Just make sure it is in the seam!!! This will hide holes made by the gun. The gun will make tagging much FASTER! **Safety pins should not be used!** They cause damage to the clothing. You may want to purchase a tagging gun. Again, to avoid potential damage to clothing, use the tagging gun in a seam.

□ If selling a two piece outfit you can hang the top like you would normally hang a shirt on a hanger and then attach the bottoms to the hanger **or** you can place each piece on a separate hanger and secure the hangers together using rubber bands or packing tape. **We do prefer the clip style hangers for shorts, skirts, capris and pants, but they are not required.** The second best option is to use "binder clips" to hang these items.

-For toys & equipment, attach the price tag with clear packing tape. Make sure tags are securely attached to all items. If using clear tape on zip lock bags, make sure we can get our fingers under the tape to remove the tag. Remember, this is how you get paid! We need the tag!

-For books, and items that could be damaged with clear tape, use painter's tape. But remember, it will easily tear, so don't use painter's tape to secure or bundle items. Use string, rubber bands, zip ties, zip lock gallon size bags.

-When bundling items with multiple pieces and parts, put the parts in a clear bag and reinforce the closure with clear packing tape so that children cannot get into the toys during the sale and scatter the parts. This happens frequently!

-For books, attach tags with painter's tape so it won't damage the pages.

-Wrap puzzles in clear plastic wrap so that the shopper can see the puzzle, but the children cannot remove the pieces!

# **ADDITIONAL NOTES**

-Save your large shopping bags! We purchase bags, but often run out of the large ones. If you don't mind keeping your large shopping bags and bringing them with you to drop-off, we would greatly appreciate the donation!

-Join the "Consign 4 Good Consignors" page on Facebook! We make announcements, offer tips and suggestions for tagging, and welcome questions and suggestions on this page!

<https://www.facebook.com/groups/consign4goodconsignors/>

-Like our pages:

[www.facebook.com/consign4good](http://www.facebook.com/consign4good) (Ebenezer Children's Sale)

[www.facebook.com/Consign-4-Good-Mega-Sale-123195491638932](http://www.facebook.com/Consign-4-Good-Mega-Sale-123195491638932) (Hope Presbyterian Mega Sale)

-Bring your consignor contract/agreement (found on the FORMS page of [www.consign4good.com](http://www.consign4good.com)) and a self-addressed-stamped-envelope (for your check after the sale)!

**SEE SCHEDULE ON FOLLOWING PAGE!**



# ***SCHEDULE of EVENTS***

## **DROP-OFF**

Monday 2-7 and/or Tuesday 9am-8pm (Monday & Tuesday prior to the start of the sale)  
You may come anytime between these hours. We will have you check in and bring us your signed contract and self addressed stamped envelope. **You will be putting your items out in the appropriate place.** Items will be inspected at a later time and we will return any items not meeting our standards to you when you pick up on Saturday. **More Info below- please scroll down.**

**Bring a self-addressed, stamped envelope so that we can mail your payment quickly and to the correct address.**

## **SHOPPING HOURS**

**Super Volunteers** – Wednesday, **3:30pm-7:30pm** (Those volunteering for two 3 hour shifts)

**Volunteers** – Wednesday, **4:00pm-7:30pm**

**Consignors**-Wednesday, **4:30pm-7:30pm**

**Public- Thursday**

8:30-10:00 am- Early shopping (\$3 admission required)

10am-7:00pm- Free Admission

**Friday**

10am-7:00pm- Free Admission

**Saturday**

9am-2pm: Free Admission (1/2 price day for specially marked tags)

## **PICK-UP SCHEDULE**

**Sunday 3:00pm-5:00pm NO ONE CAN PICK UP BEFORE Sunday at 3:00**

We will be doing an "initial sort". Your items will be placed in an area and you will need to pick out your items. For example: All consignor #'s starting with the letter A will be in an area, B will be in another area, and so on. You will need to pull your items from that designated area. After pulling your items you will need to come to the check-out station and sign out while we double check to make sure there isn't anyone else's items in your pile by mistake. All items not picked up 5:00 on Sunday will be donated. WE CAN NOT HOLD ANYONES ITEMS any later than 5:00 pm on Sunday.