

# Consignor 101

PROPERTY OF KIM ROSSLER  
CONSIGN 4 GOOD

# Before You Begin

- ▶ Read the Guidelines, Tagging Instructions & Schedule document
- ▶ Read all emails!!!
- ▶ Join the Consign For Good Consignor Facebook Group
- ▶ Follow the directions!!
- ▶ Do not tag clothing with stains, holes, pilling, missing buttons broken zippers, etc., it will be rejected.
- ▶ Remember all items, including toys, that require batteries must have working batteries
- ▶ Use appropriate tagging supplies for each item.

# How does consigning work?

- ▶ Register online by filling out google form and sending in fee.
- ▶ You will receive confirmation email 2-3 days after fee received.
- ▶ Your Consignor # will never change
- ▶ Start to prepare your items by:
  - ▶ Gather your new/slightly used items
  - ▶ Prepare your items
    - ▶ Inspect for damage or missing parts
    - ▶ Clean them
      - ▶ Iron if necessary

- 
- ▶ Tag Items (Read Guidelines for Tagging)
    - ▶ Hang clothing
      - ▶ Use correct hangers
    - ▶ Bundle items that have multiple parts
      - ▶ Puzzles, games, toys, books, shoes
  - ▶ Drop off your items

# Drop Off Schedule

- ▶ Monday 3pm-7pm & Tuesday 9am-8pm (Monday/Tuesday prior to the start of the sale)
  - ▶ You may come anytime between these hours.
    - ▶ No appointment necessary
    - ▶ As many trips as needed
  - ▶ You will be putting your items out in the appropriate place. Plan at least 1.5 hours or more depending on the amount of items you bring. Please do not show up at 8pm to drop off your items. Subtract the amount of time that you think it will take, and that is when you should arrive.
  - ▶ 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.
- ▶ BEFORE putting your items out. Check in with:
  - ▶ Self addressed stamped envelope. (This is how you get paid!!)
  - ▶ Once the above items are collected, you will receive a ticket for admission for consignor shopping.

# Volunteering

- ▶ Super Volunteers: Consignors who volunteer 6 hrs (or two 3 hour shifts)
  - ▶ Shop Wednesday, 3:30pm-7:30pm
  - ▶ Earn 70% of sales
- ▶ Volunteers; Consignors who volunteer 3hrs
  - ▶ Shop Wednesday, 4:00pm-7:30pm
  - ▶ Earn 65% of sales
- ▶ Consignors not volunteering
  - ▶ Shop Wednesday, 4:30pm-7:30pm
  - ▶ Earn 60%
- ▶ Volunteer hours are available Monday-Saturday
- ▶ Children under 14 are not allowed to accompany consignor when volunteering unless permission is given from Kim prior to your arrival of your shift.

Volunteer - Earn More & Shop Early!!

# Public Shopping Hours

## ▶ 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

▶ Saturday 5:00-6:30pm

▶ NO ONE CAN PICK UP BEFORE Saturday at 5:00

▶ We will be doing an "initial sort".

▶ Your items will be placed in 2 areas, table and racks. You will need to pick out your items from BOTH areas. (please relay this to whomever is picking up for you!!)

▶ After pulling your items you will need to come to the check-out station and sign out while you double check to make sure there isn't anyone else's items in your pile by mistake.

▶ All items not picked up by 6:30pm on Saturday, will be donated. WE CAN NOT HOLD ANYONES ITEMS any later than 6:30pm on Saturday.

# Payment

- ▶ Checks will be mailed 7-14 days after sale ends.
  - ▶ Summary Report will be provided with your check, breaking down how many items you sold at each price point.
- ▶ Consignor Fee Credit
  - ▶ Limited Number of Promotional Post Cards are available for each sale (Email to be sent on where and when you can pick up)
  - ▶ Bundled in package of 100. If you pass out at least one bundle, you will receive a \$10.00 credit to be Credited on your total sales.



What can I consign  
for Sales?

# Clothing

- ▶ Seasonally Appropriate Children's Clothing
  - ▶ Spring/Summer
    - ▶ No Fur, fleece, velvet, corduroy, boots, winter hats, gloves, scarves, heavy coats and sweaters
  - ▶ Fall/Winter
    - ▶ No swimwear, coverups, sleeveless shirts, tank tops, sun dresses, shorter shorts, sandals, etc.
  - ▶ Transitional Clothing Acceptable at Both Sales
    - ▶ Light Jackets, Raincoats, Rain boots, Cardigans, longer shorts
- ▶ Boys & Girls Clothing Sizes newborn to youth 20
  - ▶ Juniors for girls, S & M men's sizes and waist size 29-32
  - ▶ NO WOMEN'S CLOTHING OR MEN'S CLOTHING!!! WE DO NOT HAVE THE SPACE!
- ▶ Children's Shoes
  - ▶ Sandals, water shoes (spring sale only)
  - ▶ Boots (fall/winter sale only)
  - ▶ NO WOMEN'S SHOES OR MEN'S SHOES! If your teenager would not wear them, do not bring them!

- 
- ▶ Maternity Clothing
    - ▶ All seasons accepted at both sales
  - ▶ Halloween Costumes (Fall Sale Only)
  - ▶ Christmas Clothing (Fall Sale Only)
  - ▶ Sport Uniforms/Shoes (Both Sales)
    - ▶ Dance
    - ▶ Gymnastics
    - ▶ Baseball/Softball
    - ▶ Soccer
  - ▶ Uniforms
    - ▶ School
    - ▶ Scout

- 
- ▶ Swimwear (Spring Sale Only)
  - ▶ Dress up clothes and pretend play items
  - ▶ Undergarments (only new in packaging)
  - ▶ Accessories
    - ▶ Socks
    - ▶ Tights (Fall Sale only)
    - ▶ hairbows
    - ▶ ties
    - ▶ belts
    - ▶ Purses
    - ▶ Backpacks/lunchboxes
    - ▶ Children's Luggage

# Toys

- ▶ Infants and toddlers
- ▶ Building Toys
  - ▶ Legos, Duplos, Tinker Toys, Lincoln logs, Kinex, etc.
- ▶ Action figures
  - ▶ Superheros, Shopkins, My Little Pony, etc.
- ▶ Dolls
  - ▶ Baby Dolls, Barbies, American Girl, etc.
  - ▶ Doll Accessories (houses, strollers, clothes)
  - ▶ Build-A-Bear
- ▶ Large Pretend Play
  - ▶ Little Tikes, Fisher Price, Kool Kraft, Melissa & Doug
    - ▶ Kitchens, workbenches, houses
- ▶ Learning toys (Vtech, LeapFrog)



- ▶ Sports Equipment

- ▶ Bats/Gloves

- ▶ Cleats/Sports Apparel

- ▶ Skates

- ▶ Helmets

- ▶ Outdoor Equipment

- ▶ Bikes/Scooters

- ▶ Power Wheels/electric scooters

- ▶ Riding toys

- ▶ Swings

- ▶ Slides

- ▶ Wagons

- 
- ▶ Books
  - ▶ Games
  - ▶ Electronic Games and Game systems
  - ▶ Puzzles
  - ▶ DVDs and Music CD's
  - ▶ Homeschool Materials

# Infant Gear

- ▶ Infant Accessories
  - ▶ Diaper bags, carriers, blankets, potty chairs, bath seats and tubs, bottles (new in package or without nipples), pacifiers (new in package only)
- ▶ Baby & Children's Furniture
  - ▶ Gliders, changing tables, bassinets, mattresses, toddler beds, tables/chairs, etc.
  - ▶ No Cribs (not allowed to resell cribs)
- ▶ Baby Equipment
  - ▶ High-chairs, strollers, jump-a-roos, bouncy seats, pack n' plays, etc.
  - ▶ No Car Seats (not allowed to resell car seats)
- ▶ Baby Bedding and Décor
  - ▶ Crib sets, quilts, artwork, mobiles, rugs, lamps, laundry hampers, bedrails and safety gates, etc.

# Items **NOT** Accepted:

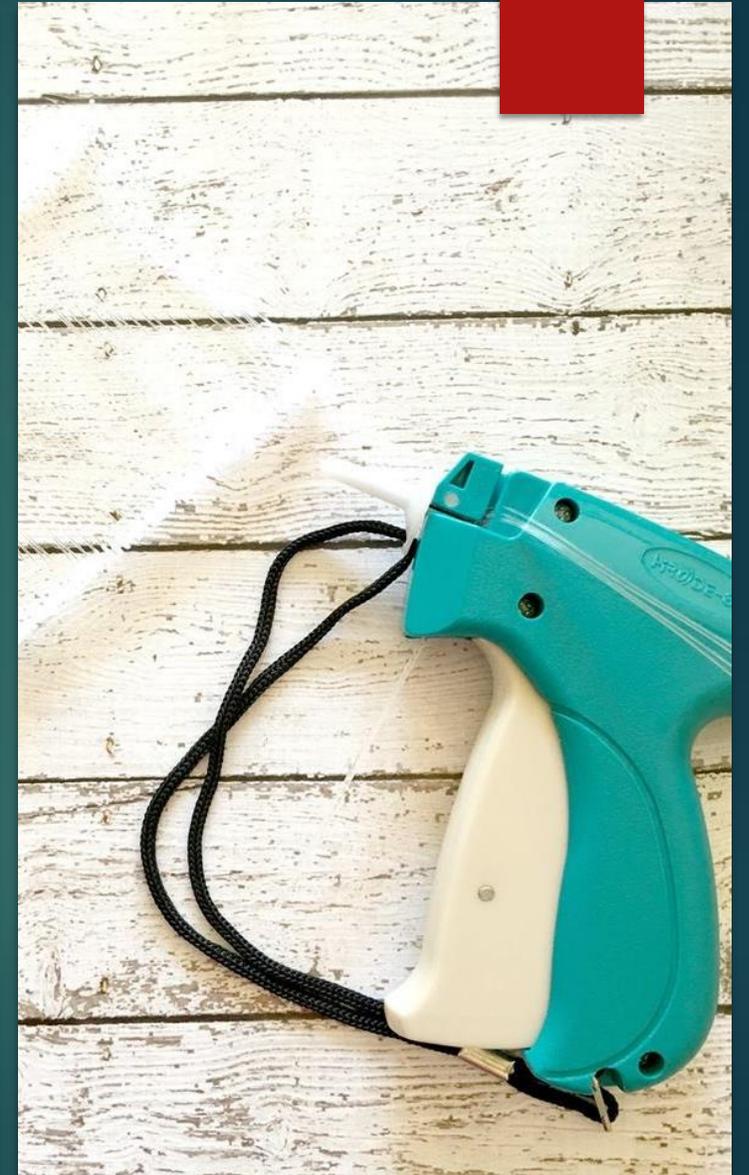
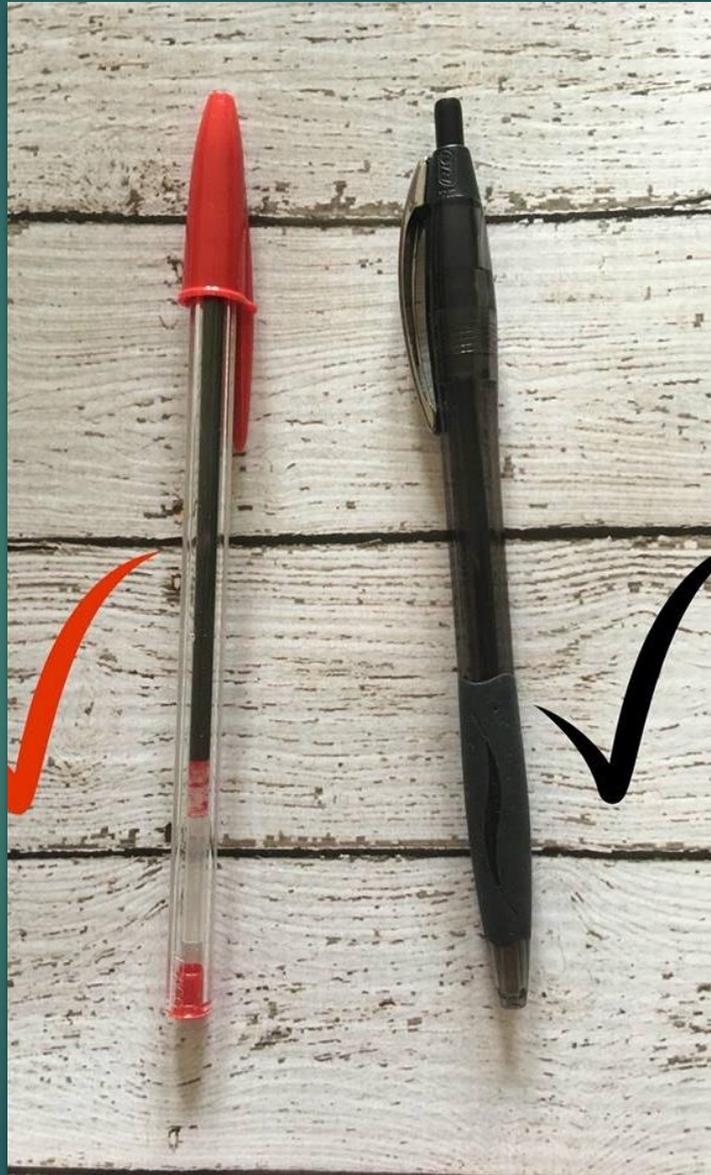
- ▶ Random GRAB Bags
- ▶ Used underwear
- ▶ Recalled Items
- ▶ Jewelry
- ▶ Rated "R" or "M" movies and games
- ▶ Stuffed animals of ANY KIND unless they have a function.
- ▶ Liquids or Food (no slime or edible crafts)
- ▶ Party Supplies/Craft Supplies Grab Bags (Children's Craft Kits Only)
- ▶ Candles
- ▶ Holiday Decorations

# Infant Items **NOT** Accepted:

- ▶ CAR SEATS
- ▶ CRIBS
- ▶ Bumpers without seat/safety belts (original belts, not added later)
- ▶ Used cloth diapers (covers only)
- ▶ Used Bottle nipples and used pacifiers
- ▶ Teething Toys
- ▶ Formula
- ▶ Baby Food
- ▶ Liquids/Creams

# Supplies

- ▶ Card stock paper (No dark colored paper or reds)
- ▶ Black and red pens
- ▶ Tagging gun-can be purchased from Amazon



- ▶ Zip Ties (for shoes & toys only- NOT CLOTHING)
- ▶ Clear packing tape (Transparent household adhesive tape—such as Scotch tape—is not effective for this purpose.)
- ▶ Rubber bands
- ▶ Easy-Release Blue Painter's Tape



- ▶ Binder Clips (for hanging pants, skirts, shorts, capris when a clip hanger is not available)
- ▶ Plastic storage bags (gallon- and quart-sized)



# Hangers

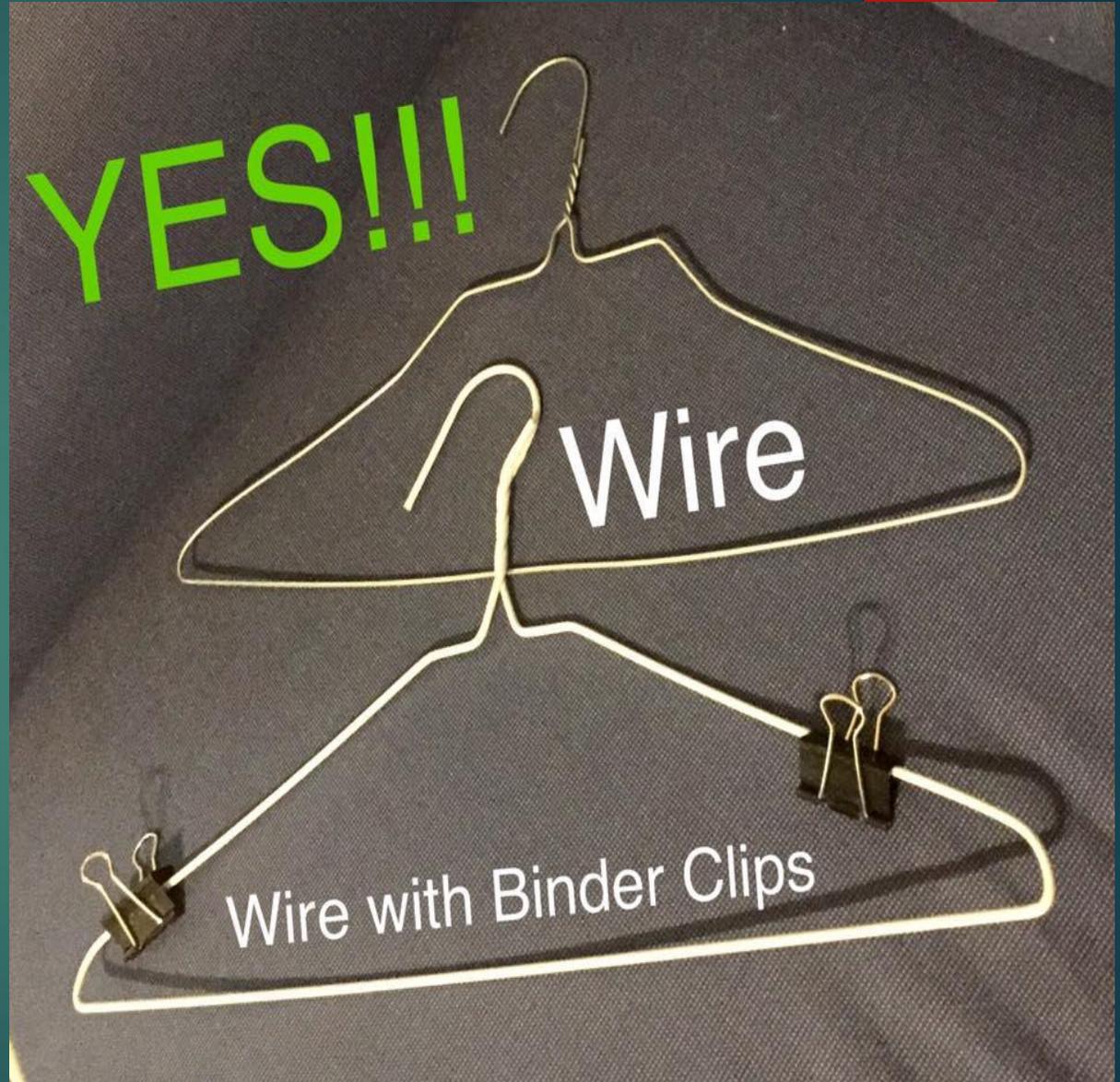
- ▶ Adult- or child-sized **wire** hangers or store hangers are preferred.
- ▶ For items 24m and smaller, thin plastic baby hangers (not thick tubular) are acceptable. We prefer clip hangers for bottoms if possible, if not attach with binder clips.
- ▶ Please do not hang large clothes on baby hangers. Do not hang baby clothes on large hangers. (Unless using binder clips a baby outfit onto large hanger)
- ▶ **ABSOLUTELY NO THICK TUBULAR HANGERS ARE ALLOWED!**





YES!!!

Store Hangers

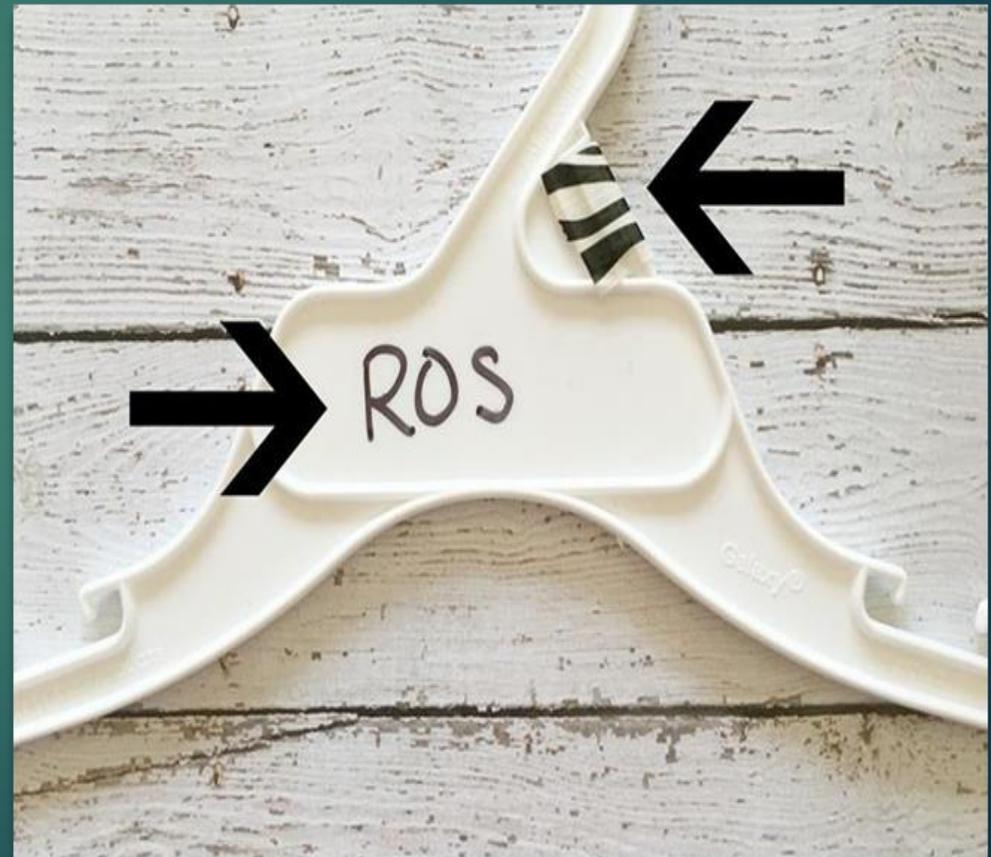
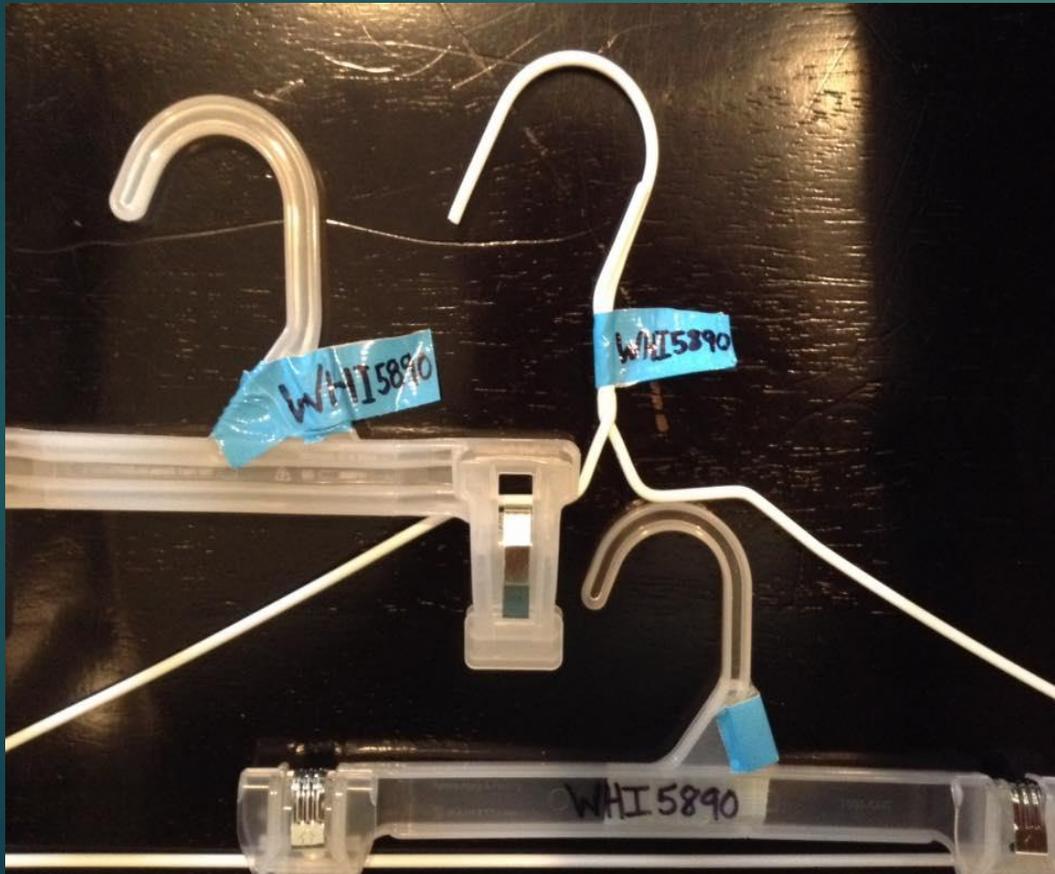


YES!!!

Wire

Wire with Binder Clips

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.



# Tagging Recap

- ▶ Print the "TAG TEMPLATE" on CARD STOCK ONLY!
  - ▶ Tags printed on regular paper will be rejected.
  - ▶ Landscape Orientation only. Do NOT use small portrait function tags.
- ▶ In the upper left-hand corner of each card, write your consignor number.
- ▶ In the upper right-hand corner, write size
- ▶ In the center of the tag, write a brief description of the item—
  - ▶ Brand name and color
  - ▶ If it is a multi-piece item indicate how many pieces are included.
- ▶ Prices must be in 1.00 increments (e.g., \$3.00, \$4.00, \$5.00, etc.). NOTHING IS 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.)



# Half Price Saturday!!

- ▶ All items with tags filled out in black/blue will be sold at half price.
- ▶ Items with price written in red or circled 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. We do not honor other sales tags discount Y/N rule.

Red will NOT go 1/2 price. Will only sell for full price.

ROS 5020	9.5
Consignor Number	Size
Silver Speckly Sequin	
Item Description	Shoes
\$ 7.00	

ROS 5020	4T
Consignor Number	Size
Arizona Navy PolkaDot	
Item Description	Top
\$ 4.00	

Black Ink will sell for 1/2 Price on Saturday

# Consign 4 Good Pricing Guide

This is only a **guideline!**  
 Price too high and you won't sell high quantity.  
 Price too low and you won't earn as much!

**Prices:**  
 Baby Equipment, Toys,  
 Books, Games,  
 Baby Bedding/Linens  
**30%**  
 of retail

Price a bit **higher** if the  
 item is new with tags!

**\$3 minimum**  
**Bundle** items if the  
 value is below **\$3!**

## Clothing

Bundles & Sets Sell Great!

**Price at:**  
**\$3-\$5**

**Value Brands**

retail's less than \$12

**Price at:**  
**\$4-\$7**

**Every Day Brands**

retail's less than \$18

**Price at:**  
**\$5-\$10**

**Premium Brands**

retail's less than \$40

**Price at:**  
**\$10-\$20**

**Boutique Brands**

retail's \$40 +

♥ **Value Brands**

Classic Pooh  
 George  
 Garanimals  
 Carters  
 Circo  
 Cherokee  
 Faded Glory  
 French Toast

♥ **Every Day Brands**

Disney  
 H&M  
 Jumping Beans  
 WonderKids  
 Old Navy  
 OshKosh  
 Arizona  
 Okie Dokie

♥ **Premium Brands**

Stride Rite  
 Hanna Andersson  
 Mud Pie  
 Peaches 'N Cream  
 Gymboree  
 Children's Place  
 Gap  
 Nike

♥ **Boutique Brands**

Baby Nay  
 Cach Cach  
 Lands End  
 Janie & Jack  
 Isobella & Chloe  
 Mini Boden  
 Persnickity  
 Kissy Kissy

# Attaching Your Tags On Clothes

- ▶ Clothing on hangers is limited to 200 pieces per consignor.
  - ▶ You may bring more clothing (on hangers, divided by gender/size) 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.
- ▶ Tag through a size tag or through the left seam of the garment so that the tag may be easily seen by the shoppers and cut off at checkout.
- ▶ Safety pins should not be used!



# Attaching Tags on 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!
- ▶ Books and items that could be damaged with clear tape
  - ▶ Use painter's tape
    - ▶ Don't use painter's tape to secure or bundle items. Use zip ties and 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!
- ▶ Wrap puzzles in clear plastic wrap so that the shopper can see the puzzle, but the children cannot remove the pieces!

**Correct way to tape a tag!**

ROS 5020	
Consignor Number	Size
Mickey Mouse Train	Track
Item Description	
\$ 5.00	

**Place tape over the length of the tag. Leaving two sides untaped so it can easily be pulled off!**

**Using packing tape on cardboard tears the box.**



