



## TAGGING ITEMS

- The tags will print directly from your entered inventory in our consignment software system.
- Print on 65# or 67# white or light pastel colored Cover or cardstock found at any office type supply store or online. No dark colors permitted. Card or cover stock is required to ensure tags hold up during a multi-day sale.
- No tags can be duplicated on a copy machine. They will not register in the system and your account will not get credited for the sale.
- The barcode that prints on your tags is what scans at the registers so it must be clear and legible.
- Discount status manually changed with pen is not permitted.
- Donate can be changed manually.
  - Tags must have a very CLEAR and detailed description if you want us to have the ability to match up the tag if it gets lost from the item.
  - All clothing tags and shoe tags MUST have a size from the drop down menu. We will not accept clothing items that do not have a size.
- If you are using the Fast Tagging option, descriptions are not required, just category and size if applicable

## MISC. THINGS TO KNOW

- All clothing must be hung on hangers with the top part in the direction like a ?



- Any hanger is fine as long as it is not the thick wooden or fabric hangers.
- Tags can be attached to clothing with a safety pin or with a tagging gun. If you are using a tagging gun, we request you get a “fine needle” tagging gun and affix the tag to a label or seam to avoid holes in the garments. Always a good idea to put a piece of packing tape over the safety pin.
- Clear packing tape can be used to secure tags on toys and other non-fabric items. Regular tape will not hold up during a sale.
- Ziploc bags are great for putting small pieces into and taping or wire-tying them to an item to ensure they don’t get lost from the item.
- DONATED ITEMS: All items you selected as donate will have a D on the tag. You must highlight this D. Any color highlight is acceptable. If you mark items as donate,
- NOTE ON SHOES: It is preferred you do not put shoes in a Ziploc bag. Wire tie them or ribbon/string tie them together whenever possible to keep them together.
- Helpful Supplies To Have on Hand include: Wire ties, Baby wipes, non toxic cleaner, magic eraser, large clear kitchen bags for large items, box of “Flex” Glad bags as these make great garment style bags to throw over clothes, box of dryer sheets to keep clothing bags smelling fresh while you store them before the sale.
- Recalls: Consignors are responsible for ensuring they are not consigning any recalled items. This can be verified at [www.cpsc.gov](http://www.cpsc.gov)