



Consignor Guide

Welcome! We're thrilled to have you joining over 400 Buffalo families that consign with us sale after sale! Our Consignor Guide breaks down the process step-by-step with live links to your consignor account and video tutorials.



- Sell up to **250** Items.
- Earn up to **70%** profits!
- Our Average Consignor Check is over **\$375!**

Get ready to unload a MINIVAN full all at once with us! Plus feel good, as you'll be blessing another local family with your gently used items at a discounted price AND doing good for the Earth at our eco-friendly sale.

Get Ready to Turn Your Outgrown Items into One. Big. Check!

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Consignor Links: Our Online Inventory System, My Consignment Manager, can be accessed anytime online from any device: phone, iPad, tablet, or computer! Just create an account with us, pay a small registration fee, and get started entering your items. During our sale, you'll be able to view and track your daily sales and watch your profit check grow!

- ♥ [Register or Log In](#)
- ♥ [Access All Consignor Links Here](#)

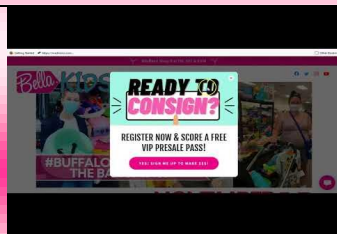
Contact Us! We're here to help!

- ♥ **Email:** kristi@wnybellakids.com
- ♥ **Call or Text Jamie:** 716-908-0056
- ♥ **Join our Exclusive Consignor Facebook Group:**
<https://www.facebook.com/groups/660436151048685>



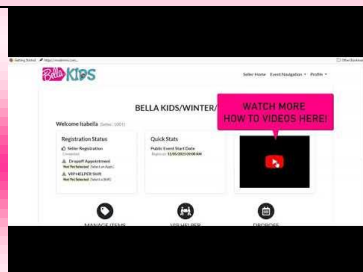
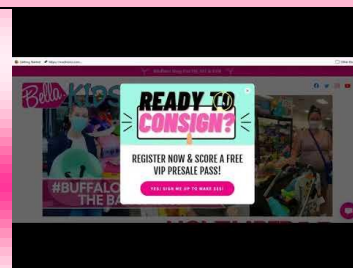
How To Videos: We offer several short & helpful video tutorials from our top selling consignors covering everything from merchandise prep to top selling tips!

CONSIGNOR SUPPLIES



HOW TO SIGN UP

HOW TO ENTER ITEMS



HOW TO PRINT TAGS

ANATOMY OF A TAG



RETAIL VS. BELLA PRICING

Pricing Guide: Take the Guesswork

Out! Use our pricing strategy to **MAXIMIZE** your profits. Our shoppers are eager for **GREAT DEALS** on **CURRENT, EXCELLENT CONDITION** items!



Top Selling Items: We **SELL OUT** of these items!

PRICE @ 30-35% OF RETAIL

BABY GEAR | OUTDOOR | RIDE ON TOYS
(Step 2, Little Tikes, Power Wheels, Wagons)

PRICE @ 25-30% OF RETAIL

TOYS | GAMES | GAMING
(Fisher Price, Leapfrog, Vtech)

HAVE A BRAND-NEW ITEM? PRICE IT @ 50% OFF RETAIL!

Clothing: USE LIST AS GUIDELINE TO PRICE BY BRAND.

EVERYDAY

20% OF RETAIL

CAT & JACK | CHILD OF MINE
CHEROKEE | CARTERS

NAMEBRAND

25% OF RETAIL

GAP | POLO | NIKE
CRAZY 8 | RALPH LAUREN

PREMIUM

30% OF RETAIL

NORTH FACE | BODEN
MATILDA JANE | TEA

Accepted Items

Closet

- ♥ CLOTHING: PREEMIE TO BIG KIDS SIZE 12
- ♥ SHOES: CRIB TO BIG KIDS
- ♥ SPORTS APPAREL & CLEATS
- ♥ BACKPACKS
- ♥ WOMEN'S DESIGNER PURSES

Bedroom/Nursery

- ♥ GLIDER/ROCKER
- ♥ BABY MONITOR
- ♥ BEDDING: CRIB TO FULL
- ♥ DIAPERING SUPPLIES
- ♥ CHANGING TABLE
- ♥ BASSINET/COSLEEPER
- ♥ PRETEND PLAYSETS
- ♥ KIDS' TABLE & CHAIRS
- ♥ TRAIN TABLE
- ♥ KIDS' DESK/ACTIVITY CENTER
- ♥ SMALL YOUTH FURNITURE
- ♥ BOPPY OR NURSING PILLOWS

Bathroom

- ♥ INFANT TUBS & TOYS (Check recall lists)
- ♥ TOWELS & WASHCLOTHS
- ♥ POTTY CHAIR

Garage/Outside

- ♥ CARSEATS & BOOSTERS (within 5-year expiration)
- ♥ ANYTHING WITH WHEELS! Scooters, bikes, trikes, wagons, Power Wheels
- ♥ PICNIC & WATER TABLES, SANDBOXES, SLIDES, SWINGS, ACTIVITY SETS
- ♥ SPORTING EQUIPMENT

Kitchen

- ♥ HIGH CHAIR/BOOSTER SEATS
- ♥ BOTTLES & FEEDING
- ♥ DISHES/CUPS/BIBS
- ♥ BOTTLE WARMER/BABY FOOD MAKER

Living Room

- ♥ BABY GEAR
- ♥ VIDEO GAMING SYSTEMS
- ♥ KIDS' CHAIRS/ROCKING HORSE
- ♥ PACK N PLAY
- ♥ TOYS
- ♥ BOOKS/GAMES/PUZZLES
- ♥ TOY ORGANIZERS/STORAGE
- ♥ PRETEND PLAY
- ♥ DOLLHOUSES/PLAYSETS

CONSIGNOR OPTIONS

	DIY	EXPRESS CONCIERGE	FULL CONCIERGE	RESTOCK
Profitability	60-70%	40%	25%	60%
Registration Fee	✓	✓	✓	
Hang clothes	✓	✓		No clothes. Only Toys & Baby Gear.
Clean Items	✓	✓	✓	✓
Enter & Tag Items	✓			✓
Item Limits	250	100	100	50
MORE INFO	The BEST way to maximize your profits.	You clean, hang & prep... WE DO THE REST!	For today's busy families, just box it up & drop it off!	For those with just a few BIG ITEMS or curious about trying it out!

DIY & CONCIERGE REGISTRATION IS NOW OPEN!

- ♥ Create an account, pay registration fee to get started!
- ♥ Concierge Drop-offs begin 4-6 weeks before sale. Text Sharon for more info @ 716-440-0524.
- ♥ After registration, a Welcome Kit Email with step-by-step instructions will be sent.

RESTOCK REGISTRATION OPENS 2-3 WEEKS BEFORE SALE!

Tips to Maximize Profits:

- ♥ BUNDLE COMPLETE OUTFITS/SETS
- ♥ CHOOSE YES TO DISCOUNT DAY
- ♥ FRESHLY LAUNDRER CLOTHING
- ♥ THINK.. WHAT WOULD I PAY FOR IT @ BELLA?
- ♥ THE BETTER THEY LOOK, THE BETTER THE SELL

PREMIUM: PRICE @ 30%

NAMEBRAND: PRICE @ 25%

EVERYDAY: PRICE @ 20%



CATEGORY LIMITS

	DIY	EXPRESS CONCIERGE	FULL CONCIERGE	RESTOCK
SHOES	20	20	20	20
CLOTHES	100	75	60	No clothes accepted.
BOOKS	20	20	20	No books accepted.
TOYS	No Max! These are top sellers!			
BABY GEAR	No Max! These are top sellers!			
TOTAL ITEM LIMIT	250	100	100	50
MORE INFO	Enter your BIG items FIRST to make most room in your house!	Make outfits & bundle shirts to sell more items!	Make outfits & bundle shirts to sell more items!	This is a GREAT option for new consignors just starting out!

4 SALE SEASONS:

1. APRIL - SPRING/SUMMER

- ♥ Clothing & Shoes: Spring & Summer Wear Only. Sizes NB to 12 accepted.
- ♥ Summer Outdoor Toys, Pool toys, & Sporting Goods are TOP Sellers!

2. AUGUST - FALL/BACK TO SCHOOL

- ♥ Clothing & Shoes: Late Summer & Fall Wear Only. No winter. Sizes NB to 12 accepted.
- ♥ Halloween Costumes, Swimwear, & Dance accepted.

3. NOVEMBER - WINTER/HOLIDAY

- ♥ Clothing & Shoes: Cold Weather & Winter fashions. Sizes NB to 12 accepted.
- ♥ TOYS are TOP SELLERS!

4. FEBRUARY - ALL SEASONS ONLINE SALE

- ♥ Clothing & Shoes: All seasons accepted. Children's Sizes NB to 16 accepted.
- ♥ Select JUNIORS brands & brand name WOMENS accepted.

HOW TO ENTER ITEMS: (FOR DIY & RESTOCKERS)

We recommend using ONLY Mozilla Firefox. The system works from any iPad, Phone, or Desktop.

GETTING STARTED: Go to www.myconsignmentmanager.com/wnybellakids

1. Click on **CORRECT SALE/DATE LINK**. Login using your consignor number and password.
2. Choose **ENTER INVENTORY**.
3. Choose **CATEGORY** (ex. TOYS)
4. Enter **DESCRIPTION** (enter info to help SELL your item especially if tag is missing at registers)
 - LINE ONE: Brand & item (ex. 2 pc Carters red sweater set)
 - LINE TWO: Highlight details such as New without Tags or Used once and retails for \$150!
5. **PRICE** (min. is \$2)
 - ALWAYS think to yourself, "What would I pay for this at a consignment sale?"
 - Price it to sell! That should be around 20-35% of price you paid for it! (ex. You Paid \$20, Price it @ \$4.00!)
6. **QUANTITY** (only applies if there are more than one of the same exact item)
7. **DISCOUNT OR DONATE**.
 - We recommend DISCOUNT: YES! If your item is still unsold by Sunday, there's a reason for it! Price it Half Off to sell it on the last day!
 - DONATE: Yes means it is going to a very good cause, Harvest House! And you will get a tax donation receipt!
8. **SUBMIT**.

HELPFUL TIPS:

- Use abbreviations like NWT (New With Tags) AND make sure you include as much descriptive information as will fit.
- Enter items in BATCHES of 24 items. That way you don't waste any cardstock!

HOW TO PRINT/ATTACH TAGS:

VERY IMPORTANT! Your tags have YOUR specific barcode to give you credit when an item sells! They need to be SECURELY attached to your item.

1. **GENERATE TAGS:** Once you've entered a batch of items, click GENERATE tags. The system will automatically generate the tags in groups of 8 per page.
2. **PRINT TAGS:** Use **white cardstock paper** ONLY!
 - Cardstock is sturdy & doesn't tear easily! It helps in not losing a tag. If there is no tag, your items can't be sold!
3. **CUT OUT:** 8 tags are printed per page. Be sure bottoms or side margins are not cut off.
4. **SECURE TAG:** Using safety pins, tagging gun, or using a hole punch for twine.

HELPFUL TIPS:

- ♥ All items must be tagged at drop off and clothing on hangers. No exceptions.
- ♥ All tags must be crisp and clear with no fuzzy lines and printed with black ink on white cardstock. (See printing guide.)

DROP OFF APPOINTMENTS:

DIY:

- ♥ Log in your consignor account, select DROP OFF, add any DIY date & time appt.
- ♥ Our VIP Helpers will inspect your items & assist you through the CHECK IN process.
- ♥ Bring your items pre-sorted by category. (i.e.. Toys, Boys Clothes 3T, books separated for a fast & easy drop off!)



CONCIERGE:

- ♥ Log in your consignor account, select DROP OFF, add any CONCIERGE date & time appt. Need another day/time? Call Sharon @ 716-440-0524.
- ♥ Bring your items in boxes/bags with your name & consignor number clearly labeled on each. Mark each box as follows: KELLY SMITH # 1234 BOX 1 OF 4

RESTOCKERS:

- ♥ Log in your consignor account, select DROP OFF, add any RESTOCK appt.
- ♥ DROP & GO! Fast and easy appointment! Items will be inspected at dropoff.

SUNDAY PICKUP

- ♥ CONSIGNOR PICKUP is NOT required :) Any remaining items will be DONATED between several wonderful local charities including The Teacher's Desk, Jewish Family Services, Jericho Road, St Gianna's, and Harvest House. A tax donation receipt will be provided.
- ♥ PICKUP SCHEDULE: Consignors will be issued a time to arrive Sunday between 5:15-6:00pm. Bring a copy of your unsold inventory list with you.
- ♥ SORT CODE: TOYS & CLOTHING RACKS ARE PRESORT BY SORT CODE. Your consignor tag has your SORT code listed at top right corner. All other categories can be found on the sales floor in labeled baskets or bins. (i.e. shoes, bedding, infant)
- ♥ HANGERS! Grab FREE hangers that have been collected during the sale.

PAYDAY!



- ♥ DELUXE E-CHECKS is our form of payment! It's a faster & easier way to get paid! Simply print your paper check fast within 5-10 business days after sale ends. Simply open a secure EMAILED link to print your check.
- ♥ Learn more @ <https://youtu.be/RTFQobccSM4?t=92>

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