



To ensure everyone's safety, please follow our updated PICKUP times! Please come at your scheduled time as we must adhere to NYS 50% Reduced Capacity.

SUNDAY, APRIL 25th! **CONSIGNOR PICKUP TIMES:**

5:45PM - #0001-1999

6:15PM #2000-3999

6:45PM - #4000-9999

NOTE: **CONSIGNOR PICKUP is NOT required. Any remaining items will be DONATED to a wonderful local charity, Harvest House in Buffalo serving the neediest in our community.**

If you choose not to pickup your unsold items, they're automatically donated MONDAY morning. A tax donation receipt from Harvest House is provided. 😊

CONSIGNOR PICKUP PROCEDURES

STEP 1: TO KNOW WHAT TO PICK UP, PRINT OUT YOUR INVENTORY SHEETS IN YOUR CONSIGNOR ACCOUNT.

- Log into your account and click MANAGE inventory. Choose to view all items, refresh screen, and press print.
- Every night of the sale, cross off items on your list that show sold. You can view this by clicking "MANAGE INVENTORY" and viewing CLICK SETTLEMENT. Items sold will be listed as such.
- Bring this list to your pickup! What hasn't been crossed off are the items to pickup 😊

STEP 2: COME THRU FRONT DOORS @ YOUR PICK UP TIME. – Please wear facemask prior to entry and bring something to carry all your unsold & rejected items.

STEP 3: RETRIEVE YOUR ITEMS BY CATEGORY & SORT CODE! there are approx. 5-7 other consignors with the same code so be sure you are only taking your CONSIGNOR # items.

- **CLOTHING:** Each specific size rack will be sorted by LETTERED SORT CODE. Find your letter and retrieve your unsold items.
- **TOYS:** Tables and racks are labeled by SORT CODE. Go to your letter area to retrieve your unsold items.
- **INFANT CARE, BOOKS, & SHOES:** They will not be pre-sorted due to volume. Retrieve your items on racks by size or category.
- **REJECTED CLOTHING:** Check this area for items rejected during our quality control review. Most items will be marked on tag for reason rejected.

STEP 4: CLAIM YOUR BIG TIX ITEMS

- Check you consignor # on tag to verify it belongs to you.

STEP 5: CHECK LOST TAGS AREA & GRAB SOME HANGERS

- Many items lose their tags during our sale. Check for any of your items.
- Grab a handful of hangers for our Spring sale!