

Drop Off Instructions

Mama Bears Consignment wants this process to be organized & efficient. For that to happen, we expect you to be organized and ready when you arrive at drop-off. These are the guideline that each consigner will need to follow:

Drop-off appointments are strongly recommended, but they are not required; this allows us to serve everyone quickly. For those who did not reserve an appointment or missed their appointment time slot. We will get you in as quickly as possible, but please prepare for a wait.

There is a ***deadline*** for drop-off appointments, so please refer to the deadline for the upcoming sale.

Before you arrive at your drop off appointment:

1. You must have all your items completely barcoded & tagged before you enter the drive-thru drop-off process. If you would like, mark all items you would like returned to you with a SPECIAL CHARACTER in a colored marker on the top left of your item's tag. i.e., a Pink Heart, Yellow Star, or Blue Flower. This way, when pulling and sorting your items, the Mama Bears Team will be able to keep your items together easily. You also will know by looking through your items that they are all yours :)
2. When loading your car, load LARGE items first, all other items besides clothes/shoes next, hanging clothes and shoes last.
3. All clothing must be separated by gender and in size order, do not separate by clothing type, size and gender only. All specialty clothing, such as Halloween costumes, outerwear, dancewear, coats, formal wear, swim, and holiday themed clothing, need to be placed at the back of your sorted clothing.
4. All small, non-clothing items are separated by category into disposable bags, trash bags, or boxes with the category written on the side. The 10 categories they need to be divided amongst are as follows:

- A- Shoes
- B- Infant/Toddler Toys
- C- Girls Toys
- D- Boys Toys
- E- Gender-Neutral Toys & Stuffed Animals
- F- Sporting Goods
- G- Books/Games/Videos/CD's/Puzzles
- H- Clothing Accessories (purses, backpacks, hair bows, hats, belts, mittens, etc.)
- I- Baby Necessities (feeding, diapering, health/safety, etc.)
- J- Bedding/Decor/Blankets

Please set aside large items that cannot fit into bags or boxes. If you are unsure which category an item belongs to, make your best judgment. You can always reach out to us via email or ask on the consignor page on Facebook.

5. For strollers, play kitchens, bikes, pack n plays, etc., that will require a large item tag, please drop off these items last. (load them in your car **FIRST** with all other items behind them)

6. Unless you are donating ALL unsold items, you must **bring a large tote** with your name and consignor number taped to the outside. We will place your unsold items in your tote for pickup.

PLEASE NOTE: You must clean all equipment before being dropped off. This includes high chairs, exer-saucers, play kitchens, tables, swings, etc. If these items are dirty, they will **NOT** be accepted and returned to the seller or donated if the seller leaves before their inspection is complete.

PLEASE NOTE: If you consign an item that needs assembly, for example, a bed, pack-n-play, etc., you will assemble those yourself. After Drop-off, please park and come in to assemble.

PLEASE NOTE: We have found it best to have your items loaded into your car in the following order: large items farthest back in your vehicle, bags and boxes in the middle, hanging clothes, bagged shoes, and small accessories most accessible.

DRIVE-THRU DROP-OFF STEPS

1. When you arrive at the location, read & follow the signs. Join the dropoff line. A Mama Bears team member will help guide you.
2. Unload your items to a Mama Bears Team Member. You will unload your clothing, shoes, small accessories first, toys and other items next, and large items last. We may ask you to unload your clothes in size order to our “incoming rack” so that it is in the proper size order and category for our volunteers to inspect and put out onto the floor.
3. Upon completion of the unload, You are free to go! We will inspect your items, and once accepted, they will be placed on the sales floor. Any unaccepted items will be put back in your tote to pick up at the end of the sale, along with your unsold items. If you are donating ALL unsold items, you are finished! Come back and Shop with us and wait for your check after the sale!

If you need to make more than one trip to get all of your items to the sale, that is acceptable. Bring your clothing & all other things first, and then return with the remaining items on your second trip.