

# SAVVY-SWAP POP-UP

Savvy-Swap Sale is a new event for Adults & Teens, brought to you by the rockstar crew from LFA KIDS!!

We accept new and gently worn, on trend, brand name & boutique label items in women, men's & teen sizes, petite to plus size garments & accessories. We also accept on trend Home & Holiday Décor items. See below for details about what we do and do not accept at our events.

## **1. What Can I Sell?**

This list is subject to updates and changes based on event needs.

Unsure if an item is acceptable? Ask us!

### **Accepted Items**

#### **Women's, Men's & Teen Clothing**

- Clothing & shoes - must be trendy & current brands, no more than 5 years old unless classic style or vintage.
- Teen clothing & shoes (no children's sizes)
- Shoes – no stilettos/extreme heels
- Special occasion items
- Swimwear & Coverups
- Ski apparel (coats, pants)

#### **Accessories**

- Handbags (purses, totes, travel bags, wallets) – NO Counterfeit or knock-off designer items
- Scarves (wraps, winter scarves, silk scarves)
- Belts
- Sunglasses

#### **Home & Holiday Items**

Must be current or trendy style (Think “HomeGoods” or “Home Sense” type items). Large or oversized items need pre-approval. Send us a photo for pre-approval.

- Mirrors
- Photo frames,
- Pictures & Wall Decor
- Unused candles,
- Throw Pillows
- Trays & Tabletop Decor
- Holiday items
- Pet items New or in excellent condition

#### **Items Accepted ONLY if New (With Tags, Sealed, or in Original Packaging)**

- Undergarments, socks, & hosiery
- Lingerie
- Beauty & perfume products

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## **Accepted Brands** *(Including but not limited to)*

Below is a list of SOME of our accepted brands. We are open to reviewing any “new with tag” item, regardless of brand. Do you have a brand you want to consign that is not on the list? Ask us to review at drop off. We reserve the right to reject any brand not on the list or items that are out of style.

Abercrombie & Fitch Adidas Aeropostale (Aero) American Eagle (AE) Anne Klein Ann Taylor Aerie Anthropologie Banana Republic BCBG	Brandy Melville Charlotte Russe Chicco's Coach Cold Water Creek Columbia Converse Express Fila Forever 21 Francesca's	Free People Gap Guess H&M Hollister Hurley J. Crew Kate Spade J Crew Jordan Levi's	Lily Pulitzer The Limited Loft Lululemon Michael Kors Nike New York & Co North Face Old Navy Pac Sun Puma	Quicksilver Ralph Lauren Roxy Sam Edelman Tommy Hilfiger Tory Birch True Religion Ugg Under Armor Urban Outfitters Vineyard Vines Zara
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## **Unaccepted Items** *(We reserve the right to decline any item at our discretion.)*

### **Clothing & Accessories**

- Out-of-style garments (within 5 years unless “classic” or vintage)
- Garments with stains, holes, snags, missing buttons, or broken/missing closures
- Garments that are shrunken, stretched out, faded or wrinkled garments
- Business suits
- Maternity clothing
- Wedding gowns or Maid of Honor gowns
- Counterfeit or knock-off designer items
- Heavily worn or damaged shoes (scuffed soles, peeling, or odors)
- Stilettos & extreme heels
- Custom or handmade clothing (unless from a known boutique)

### **Beauty & Personal Care**

- Used beauty & skincare products
- Opened or partially used perfume bottles
- Hairbrushes, razors, or personal grooming tools
- Expired or near-expiry beauty products

### **Home & Holiday Items**

- Chipped, broken, or incomplete home décor
- Dishes, coffee mugs & glassware (unless it fits your décor category)
- Used candles (only new ones accepted)

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## 2. Working with My Sale Manager (MSM)

My Sale Manager (MSM) is our Item Entry system that houses your consignor account. This is where you will access your consignor information as well as:

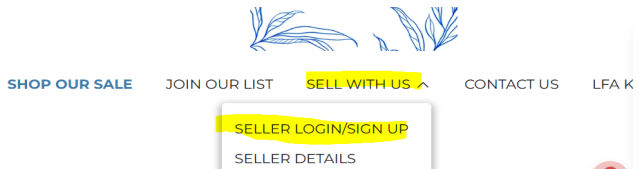
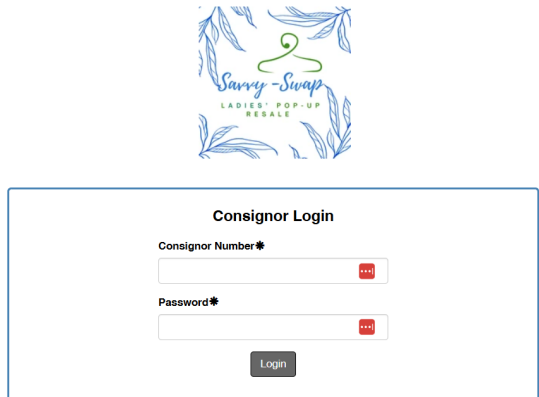
- Enter items & manage your inventory from event to event
- Print Tags and edit when needed
- View Inventory & Seller Reports
- Update Account Information
- Manage Drop Off Appointments or Crew Shifts
- Register or Unregister for Events

When you first register with our event through MSM you will be sent an automated email that will contain your consignor ID number. You will also need to know the Item Entry Deadline date & time listed at the beginning of this guide.

**Consignor Number:** When you register as a consignor you will be given a Consignor ID. This ID number is how we will identify you & your consignor account. Always included this number when communicating with us. MSM will automatically print your Consignor number on all your tags.

**Item Entry Deadline:** This is the last day/time you can enter new items or activate existing inventory to be included in the sale. After this deadline you will no longer be able to enter items or edit information to entered items. You will still be able to print tags.

### How to login to MSM

1. Click the "Seller Login/Sign Up" button found under SELL WITH US on the website.	
2. Login using your consignor ID & password.	

3. To enter new items, choose Add Items, then select how you want to enter your items



**Consignor Inventory Menu**

Welcome back! You are logged in as consignor #2086 Ellen Cleveland. You are currently REGISTERED for our upcoming sale.

Please choose from one of the following options:

**Add Items** ▾

- Mobile Version
- PC/Laptop Version
- Mobile Voice Entry
- PC/Laptop Voice Entry
- Inventory Reports

## Item Entry Explained – PC/Laptop Version for Example

**Work With Consigned Items (Active Inventory)**

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. **Fields with an asterisk are required.**

For the best experience, avoid using the BACK button in your browser while working with inventory.

**Things To Remember:**

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later, your items will be saved.
- You may not price an item less than \$2.00 and you must price items in .50 cent increments.
- Items you mark for donation are automatically marked as discountable.

**Category\***

Beauty ▾

**Description Line 1 (24 characters max)\***

**Price\***

☐ Item can be DISCOUNTED

**Size\***

0 ▾

**Description Line 2 (24 characters max)**

**Quantity\***

1 ▾

☐ Item can be DONATED

[Return to Inventory Menu](#)

[Print Tags](#)

[Check/Uncheck All](#) [Inventory Icon Legend](#) ▾ [Inventory Functions](#) ▾

Items: 0 Value: \$0.00

☐ Filter Inventory by Description =  [Refresh Results](#)

☐ Only the last 5 items you have entered are shown below. Check this box to show all items

[Submit Item](#)

## Entering Your Items

Below is a description of how each entry field should be used. We use this information to plan our floor space & to try to reunite items missing tags with the correct consignors so it's important that you use the correct category, size & good descriptions.

### Expert Tips:

- Consider sorting items by category and size. This makes it easier when entering the information for the tags quicker, as the category and size will remain the same from one item to the next.
- Consider entering, printing and tagging your items by category. They will then already be in order by size and category for drop off.

**Category:** Choose the category/subcategory that best suits your item from the drop-down menu.

**Size:** Sizes are specific to category. When you select a category, the "size" will default to size options for that category. Choose the appropriate size of your item:

Please follow the following guidelines for sizing your items.

- Clothing that is labeled: XS, S, M, L, XL, XXL, 1X, 2X, 3X, enter that size.

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- Clothing that is labeled with a range: S/M, M/L, L/XL, etc. Use your best judgment as to which size best represents that item's size.- Items that do not require a size will default to "Leave Blank".

LADIES Sizing Guide						
Size	XS	S	M	L	XL	2XL
Numeric Size	2	4-6	8-10	12-14	16	18-20
Bust	32"-34"	35"-36"	37"-38"	39"-41"	42"-44"	45"-47"
Waist	24"-25"	26"-27"	28"-30"	30"-32"	33"-35"	36"-38"
Hip	33"-35"	35"-37"	37"-39"	39"-41"	42"-44"	45"-47"

MENS Sizing Guide						
Size	XS	S	M	L	XL	2XL
Chest	30"-32"	34"-36"	38"-40"	42"-44"	46"-48"	50"-52"
Waist	26"-29"	29"-32"	32"-35"	35"-38"	38"-41"	41"-44"

**Sizing Tip:** If you are unsure of a size (clothing marked S, M, L, etc.) or have an item that runs small/big choose a numerical size that best fits the item. Use your best judgement as to which size best represents that item's size. You can also use the description to note "runs small" or "fits like a 10". You can also Google to search for a specific brand's size chart.

**Descriptions:** There are 2 lines for description, each line has a 24-character limit. We search these fields when we have an item that is missing a tag. Make sure your item description helps us accomplish that task should your item lose its tag.

**Price:** We have a \$4 minimum item price. Items must be priced in whole dollar amounts and .50 increments EXAMPLE: \$6.00 or \$6.50

**QTY:** (Quantity): The default is "1". If you have identical items that will use the same information you can enter the quantity number here. This will produce multiple tags with the same information but with different item numbers. This comes in handy for those of you with multiples BUT can make it harder for us to match your item to your item number.

**Donate:** Check this box if you want to donate an item that is not sold during the sale. Any item marked for donation will automatically be included in our Half Price Sale. Please note that once this box is checked it will STAY CHECKED for other items by default until you uncheck it.

**Discount:** Check this box if you want your item included in our half-price sale. Please note that once this box is checked it will STAY CHECKED for other items by default until you uncheck it.

**NOTE:** When viewing the list of the inventory entered, the system is set up to only display the last 5 items entered. If you want to see a list of all the items entered just click this box on the entry screen.

☒ Only the last 5 items you have entered are shown below. Check this box to show all items

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## 3. Pricing Tips

A good rule of thumb is to price items 25-35% of the purchase price. Consider the following when pricing an item:

- **Condition:** New with tags, Worn rarely, etc.
- **Brand:** Designer, Dept. Store, Chain, or Discount brand
- **Relevance:** Item is a current trend, last year's trend or a staple piece
  
- **Discount Brands:** Target, Kohls, TJ Maxx, Marshalls
- **Dept Store Brands:** Macy's
- **Chain Store Brands:** Gap Banana Republic Ann Taylor, Loft, American Eagle
- **Designer/Boutique Brands:** Tory Burch, Lululemon, Seven for all Mankind, Nordstrom

We want to help you sell as many of your items as possible at our sales. We want you to be thrilled with your consignment payout. Our goal is to pass on what we see and hear from our shoppers at our events so you can better price your items and sell more!

When in doubt, always price lower! Make your items a "no brainer" when a shopper is deciding what to buy. Our shoppers are seasoned bargain hunters so make them an offer they can't refuse!

- Price as if you were the shopper, ask yourself, what would you pay?
- Don't sell what you wouldn't buy
- If you find that you are waffling over a dollar or two on what to price an item, then chances are the shopper will as well. Go lower.
- Seriously consider including your items in our half-price sale. Shoppers at our half-price sale generally pass right over any items not marked "discount".

## 4. Printing Tags

All tags MUST pass the tug test. If you use regular paper, make sure it can withstand a gentle tug.

- Turn off any "pop up blocker", tags will not generate with a pop-up blocker on.
- We recommend not printing on "draft mode", you want barcodes to be dark, with crisp lines to scan at checkout.
- If you are using a Mac and the Safari browser, you may experience problems printing. Try using a different browser like Firefox or Internet Explorer.
- For security reasons, we will not accept any handwritten tags. Please DO NOT handwrite over any part of the printed tag. We will not honor any tags that have handwriting on tags.

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## How to Print Tags

1. Login to your consignor account
2. From Consignor Homepage > Menu > Work with Consigned Inventory > Print Tags
3. Choose one of the following options:
  - a. **Print Selected Tags:** Allows you to choose which tags to print.
  - b. **Print All Tags (HTML):** All newly entered tags will be generated in html format in a popup window in your browser. Note: MSM will only do this once, if you have a pop-up blocker on it will not work and the system will not regenerate the tags. You will need to go back and use Option A and select tags you need to print.
  - c. **Print All Tags (PDF):** Generates all tags in PDF format. Tags can be printed, saved as a PDF to print later or send to Staples for printing.
  - d. **Recommended:** Use **Print Selected Tags** to customize your selections.
4. Under **Tag Printing Options**, you can:
  - a. Print all non-printed items.
  - b. Select specific tags to print.

## 5. Preparing Your Items

The SAVVY-SWAP POP-UP Sale strives to offer only the best items at our consignment sale events. We pride ourselves on our reputation for having great merchandise and offering only the highest quality goods. We DEPEND on you, the Seller/Consignor, to screen your items appropriately and maintain our high standards by observing the following guidelines and requirements.

### Check All Items for Recalls

It is illegal to sell recalled or unsafe items. Per our Consignor agreement it is the responsibility of the Consignor to ensure their items are free of recall. We are all parents, and the safety and security of our children is our number one priority so please check ALL items for recalls, including toys and bikes.

- Check items for recalls at [www.cpsc.gov](http://www.cpsc.gov) and [www.recalls.gov](http://www.recalls.gov)

Our shoppers can return any recalled item(s) with their receipt. Any recalled item sold/returned will be deducted from your sales. Any recalled item found on our sale floor will be disposed of to ensure it is not passed on to another person.

### Appearances are Everything

We cannot stress enough how much the appearance of your items can impress a buyer and increase your sales. Clothes that are clean and smell fresh always sell better. We will not accept clothing that looks like it just came out of a storage bin in your attic. No one will want to buy it.

### Clothing

- In excellent condition, on hangers, pressed and ready to sell.
- Items must be on trend & 4-5 years old, unless classic style or “vintage”.
- All items must be clean, free from stains, tears, pet hair & odors
- No holes or missing snaps/buttons.
- Secure your clothes on the hanger, just as you would see in a retail store.
- Items must be pressed and free of wrinkles
- Zip, button, and snap everything to present a neat appearance.

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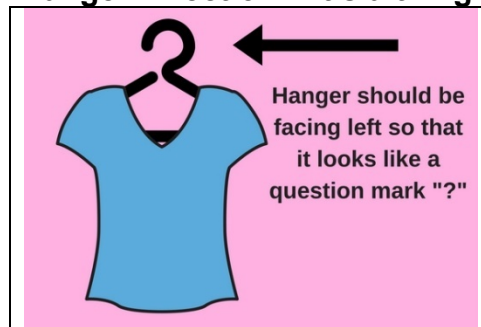
## Shoes

- Shoes will need to be in new to next to new condition to sell. Shoppers are very picky when it comes to footwear.
- Tie the laces neatly, buckle the buckles and clean out the Velcro to make the shoes look nice.

## 6. Hanging Your Items

**Hanger Direction:** Hangers should face left. When your items are hung the hanger should look like a question mark (?). This ensures the shopper sees the front of your garment when shopping. (see example below)

### **Hanger Direction – it's a thing.**



**Hanger Size/Type:** All hangers should be adult sized hangers. Bottoms (Pants/Shorts/Skirts) should be on pant hangers or clip hangers. We will have pant hangers available but they will need to be returned at the end of the sale if the item does not sell.

**DO NOT use safety pins** to secure your items to hangers. Shopper will want to try on items. Items that are too difficult to take off a hanger will make shoppers want to “pass” on that item.

**Where can I get hangers?** This is the biggest question we get and unfortunately, there is no easy answer to this question. Below are the best tips we can give on obtaining hangers.

- Look on FB Marketplace for free or cheap hangers
- Post on social media to see if anyone in your social circles has unwanted hangers.
- Check or post to Craigslist or Freecycle.
- Collect your hangers throughout the year. Let friends and family know you will take any hangers off their hands for them.
- Check with big box stores! We have had Consignors tell us they have had luck speaking to the manager of the local Old Navy, Marshall's, Walmart, etc. about any unwanted hanger they may have at their store. Best to try this approach in the “off season” (a month or two after a sale) as they probably get many requests prior to our sale.

## 7. Tagging Your Items

### Suggested Tagging Supplies

- **Tagging Guns:** You can “Fine” or “Regular” tagging gun. You can find some great deals online for tagging gun kits (gun, needles & barbs). You can also find them at office supply stores such as Staples or OfficeMax; however, they tend to be much more expensive at these stores.



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- **Zip Ties**: Great for keeping items together or on hanger. You can use them to secure your tags to pants through the belt loops, keep shoes together, attach tags to baby equipment, etc.
- **Tape**: We suggest using painters' tape or shipping tape depending on the item. The most important thing when using tape is to make sure that when the tape is removed it will not cause damage to the item. So, painters' tape for books or board puzzles. You can use shipping tape to tape Ziploc bags closed or to secure a tag to highchair or something plastic.

## Attaching Tags

The most important thing to remember while tagging your items is to NOT tag in a way that will cause damage to your item(s). Check out how retail stores tag their items so as not to cause damage to them. You will want to tag similarly.

**Tag Placement for Clothing**: Tags for hanging items should be from the upper middle to right hand side of the hanging item, so the tag is easily seen by shoppers

## Acceptable forms of attaching tags:

- Clothing tagging gun. Tagging guns can be purchased online from sites such as eBay or Amazon.
- Safety pins, that are at least an inch long, but no longer than 2 inches. This will ensure no damage to clothing.
- Zip ties, use a hole punch to make a hole on your tag to thread zip tie through. You can use packing tape to reinforce area around the hole to make tag more secure.
- DO NOT USE STRAIGHT PINS. Straight pins are not accepted

**Tagging Gun**: Attach tag to garment through "Tag or Seam". If you are using a tagging gun, tags can be attached to the inside "tag" on a garment or through the seam of a garment to avoid damage. **Never tag through the material of a garment with a tagging gun.** It will damage your item and cause it to be pulled from the floor.

- Attached to the Brand or care label, usually at the neck or waist area of a garment
- Through a seam of the garment, for tops, use the "4 Corner" underarm seam.
- Thru the "care" tag on the inside side seam of the garment.

**Zip Ties**: Zip ties can be wonderful when tagging! Punch a hole through the center of your tag, thread zip tie through and attach to pant with belt loops, shoes, belts, anything you can secure a zip tie around. Quick, easy and removal does not cause damage!

## Tagging Specific Items

- **Shoes**: Keep pairs together with zip ties, ribbon, or string.
- If zip-tying is not possible (e.g., ballet flats, clogs), use a rubber band **with soles facing each other**.
- **Bags/Purses/Totes**: Attach the tag to the handle or strap with a zip tie or ribbon.
- **Home Décor**:
- If possible, use a **zip tie** to secure the tag.
- If a zip tie is not an option:
- Use **clear packing tape** to attach the tag.
- If packing tape might damage the item, use **painter's tape** instead.

**Jewelry**: Small Jewelry items (earrings, rings, delicate necklaces & bracelets, etc.) will be placed on INDEX CARDS.

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## 10. Consignor Pick-Up

Unsold items must be picked up during our designated Consignor Pick Up Hours. Savvy-Swap is unable to transfer/store/hold consignor merchandise. Items not picked up by the end of Consignor Pick Up will be donated to one of our designated charities. **No Exceptions.**

**How does Consignor Pick Up Work?** Consignors will be responsible for gathering any unsold items from our sales floor. Items will be by category, same as when shopping.

- Preliminary Sold Item & Unsold Item Reports will be available in your online consignor account prior to pick up.
- Consignors are responsible for checking our Items Missing Tags rack & Items Pull for Quality rack.

**Can I leave unsold items to be donated?** Yes! Take home only the items you really want back! You are welcome to leave any unwanted unsold items even if they are not marked for donation. They will go to our charity partners to bless other women & teens in need in our community.

**I can't make it to Pick Up!** If you are unable to pick up during our drop-off hours, please make alternative arrangements with a friend or family member to pick up for you.

**Can I come before the official pick-up hours?** Yes, you can. Consignors are welcome to come anytime on Sunday to pick up unsold items. We can provide you with an Unsold Items Report, however, the report may not be complete or final if we are still actively selling.

## 10. Donated Items

Any items marked for donation AND any items not claimed by the end of consignor pick up are donated charity. Savvy-Swap Sale will never profit from your donated items.

- Savvy-Swap Sale reserves the right to dispose of any item marked for donation but does not meet our standards.
- Itemized Donation Reports will be provided via your online consignor account. Be sure to download & save your donation report if you need a copy for your taxes.

**What Charities receive donated items?** We are still working out the details of what charities will be receiving our donated items.

## 12. Getting Paid

Checks will be available at pick-up. Checks not picked up will be promptly mailed.

### WOMEN'S CLOTHING SIZE

	(A) CHEST SIZE (IN)	(B) WAIST SIZE (IN)	(B) HIP SIZE (IN)
XX SMALL	30 - 32	22 - 24	31 - 33
X SMALL	32 - 34	25 - 27	34 - 35
SMALL	34 - 36	27 - 29	35 - 38
MEDIUM	36 - 38	30 - 32	39 - 41
LARGE	39 - 41	33 - 35	42 - 44
X LARGE	41 - 43	36 - 38	45 - 47
2X LARGE	43 - 45	38 - 40	47 - 50
3X LARGE	45 - 47	40 - 42	50 - 52

### MEN'S CLOTHING SIZE

	(A) CHEST SIZE (IN)	(B) WAIST SIZE (IN)	
X SMALL	33 - 35	26 - 28	
SMALL	35 - 37	28 - 30	
MEDIUM	38 - 40	30 - 32	
LARGE	40 - 42	32 - 34	
X LARGE	42 - 44	34 - 36	
2X LARGE	44 - 46	36 - 38	
3X LARGE	46 - 48	38 - 40	
4X LARGE	48 - 50	40 - 42	