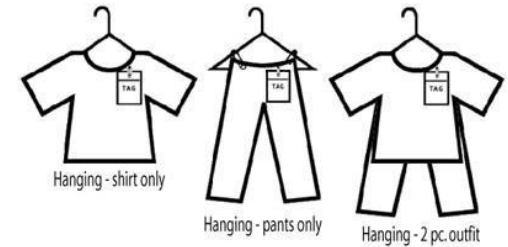




# CONSIGNOR CHEAT SHEET



## IMPORTANT REMINDERS AND REQUIREMENTS

- The tagging system automatically closes at **11:59pm on April 5<sup>th</sup>, 2022** – all items **MUST** be entered before the deadline!
- You **MUST** consign **at least \$50 worth of merchandise** in order to earn a consignor pre-sale pass. If you fail to do so, you will **NOT** be issued a consignor pre-sale pass at drop-off.
- Each registered consignor will earn **ONE** consignor pre-sale pass, which allows entry for **ONE** person. No additional pre-sale passes will be issued. If multiple people are consigning under the same name/number, only one pre-sale pass will be issued.

## SELECTING, PREPPING, AND TAGGING YOUR ITEMS

ITEM	DESCRIPTION	PREPARATION	TAGGING	ADDITIONAL TIPS/INFO
<b>CLOTHING</b>	All hung clothing will be inspected and should be of <b>high quality</b> . *Seasonally appropriate clothing, size preemie through 14/16, and maternity will be accepted. Handmade clothing and junior or adult-sized clothing are not accepted. Socks and underwear must be in like-new condition. **Please see clothing limits below.	Clothing must be in style, clean, and free of any stains, rips, or signs of excessive wear. Zippers must be functional. Clothing must be hung and pinned, as shown in the image above (hook of hanger facing the left, pins at the top of the hanger). Clothing size 4 or below should be hung on a child-size hanger.	Tags should be pinned on the righthand side of the garment, as shown in the image above. If the fabric is delicate, pin at the neck, on the inside tag, or on a seam. <b>All clothing items on a hanger MUST be priced at \$3 or above. Onesies should not be hung on hangers, but should be placed in Ziplock bags (and can therefore be priced below \$3). ALL other clothing should be hung.</b>	Outfits sell better than individual items, so combine pieces onto one hanger when possible (sizes <b>MUST</b> match). Child-size wire hangers are available for sale through One Week Boutique, while supplies last.
<b>SHOES</b>	Shoes will be inspected and must be in like-new condition, sizes 7 and below. Up to 10 shoes for girls and 10 shoes for boys are accepted per consignor.	Wash shoes or use a magic eraser to clean any dirt or scuffmarks. Each shoe within a pair <b>MUST</b> be the same size.	Shoes should be secured together with twine, curling ribbon, or zip ties or should be placed in a large Ziplock bag. Tags can be affixed with twine, ribbon, or zip ties, or can be taped to the outside of the bag with clear packing tape.	Do not use packing tape to secure your shoes together, as they often become separated. Tags that are taped to the sole of the shoe also often become separated, and cannot be sold.

<b>BABY ITEMS</b>	Bibs, bottles, unused pacifiers, feeding supplies, nursing supplies, diapers (cloth and disposable), bath items, safety items, manual breast pumps, unopened baby food (must not be expired), nursery décor, monitors, car seat accessories, etc. are accepted. Electric breast pumps are not accepted.	Package multiple small items in Ziplock bags. <b>All electronic devices MUST include batteries (if applicable) and be in good working order.</b> If an item includes multiple pieces, secure with clear packing tape or in a Ziplock bag and seal the bag with tape.	Affix tags to the outside of plastic bags with clear packing tape. If possible, you may pin or tape directly on the item, dependent on the material.	Sets that include multiple items will sell better, so bundle when possible.
<b>LARGE BABY ITEMS &amp; FURNITURE</b>	Car seats, cribs (no cribs manufactured before July 2011), high chairs, changing tables, swings, exersaucers, pack-n-plays, bouncers, bassinets, strollers, crib mattresses, toddler beds, rocking chairs/glidens, outdoor toys, playhouses, bicycles, etc. are accepted.	All furniture <b>MUST</b> be assembled. If additional pieces are included, they must accompany the larger item. Place small items in a Ziplock bag and secure to the item with clear packing tape.	Large items may require a large item tag, which you will receive when you drop off your items. Print your tag for each item and bring it/them to the sale.	Swing sets are not accepted. Car seats must be at least one year away from their expiration date and must be accident-free. You will need to complete a car seat waiver (available on the website or at drop-off). No recalled items are accepted! Please check the recall list at <a href="http://www.cpsc.com">www.cpsc.com</a> .
<b>BEDDING &amp; BLANKETS</b>	Crib, toddler, and twin bedding is accepted but must have a theme/design that is appropriate for children.	Bedding sets should be placed in large clear (or light blue) plastic bags. Blankets may be placed in plastic bags or folded and pinned at the corners, so as not to come unfolded.	Tags should be affixed to the outside of plastic bags with clear packing tape. When not placed in a bag, tags can be directly pinned to the blanket.	Bedding sets must be priced at \$60 or below, as they rarely sell when priced above.
<b>TOYS</b>	NO stuffed animals are accepted unless they perform a function (move, sing, etc.). Toys <b>MUST</b> be in good working condition and <b>MUST</b> include all pieces.	Package toys with multiple pieces in Ziplock bags and secure closed with clear packing tape. Attach larger toy sets together with packing tape or zip ties. <b>All electronic toys MUST include working batteries (if required for use).</b>	Attach tag directly on the item with clear packing tape. Do NOT simply put your tag inside the bag – it should be taped on the outside. Make sure you tape ALL bags closed.	
<b>GAMES, PUZZLES, VIDEO GAMES &amp; DVDs</b>	Games and puzzles <b>MUST</b> include all pieces. DVDs and video games must be free of scratches and in good working order.	Secure puzzle pieces in place with clear cling wrap. Tape all boxes and DVD/game cases closed to ensure no pieces go missing. If packing tape will damage the item/box, use painter's tape.	Attach tag directly to the item with clear packing tape or painter's tape. When using painter's tape, make sure the tape does not cover the barcode!	VHS tapes are not accepted. Video game consoles are accepted.
<b>BOOKS</b>	Books should be appropriate for children/youth/adolescents. No adult content will be accepted.	Bundle similar books together in Ziplock bags, with curling ribbon/string/twine, or with painter's tape.	Attach tag directly to the item with clear packing tape or painter's tape. When using painter's tape, make sure the tape does not cover the barcode!	Books are a big seller, but we get tons. Price your books competitively, mark them for DISCOUNT, and BUNDLE them!

## \*SEASONAL CONSIDERATIONS - SPRING/SUMMER

- Long-sleeved shirts are NOT accepted unless part of a specific set that includes shorts or capris (items must be same brand and size and be specifically designed to go together) and/or specifically designed for spring/summer
- Long-sleeved dresses are NOT accepted unless they are appropriate for spring/summer (pattern and/or fabric)
- Fleece, flannel, or other heavy fabrics are NOT accepted unless specifically designed for spring/summer
- Only 6 pairs of jeans are accepted, which must be in excellent condition
- Halloween costumes are NOT accepted; general dress-up clothes ARE accepted
- Snow boots and snowsuits, gloves, mittens, and hats are NOT accepted
- Swim suits are accepted
- Maternity clothes of ALL SEASONS ARE accepted

## \*\*ITEM LIMITS PER CONSIGNOR (*We strongly encourage you to pin multiple items on one hanger!*)

- Total clothing limit of 250 hangers
- 50 *total* hangers of NB, 3M, and 6M sized clothing, regardless of gender
- 25 “girl” hangers and 25 “boy” hangers of size 14 clothing
- 15 hangers of maternity clothing
- 10 pairs of shoes per gender
- 50 books

## ADDITIONAL REMINDERS AND INSTRUCTIONS

- Wire hangers are recommended but not required; plastic hangers may be utilized, but since they are thicker, they often present a challenge when pinning on clothes.
- For sizes 4 and under, child-size hangers MUST be utilized; all larger sizes may go on standard hangers.
- No clip hangers may be utilized, including pant hangers.
- All hangers must face the left (the hook of the hanger should look like a question mark); tags should be pinned to the right side of the garment when looking at the front of the garment.
- Clothing should be pinned to the hanger with 1-inch (or larger) safety pins. **Do NOT use a tagging gun!**
- All tags MUST be printed on white cardstock paper (6 tags per page, printed at normal quality – NOT draft)
- Fill in all of the required information in the tagging software (description, price, category, size, etc.). If you are selling an item that falls within a size range (i.e., 18 to 24 months), always choose the SMALLER size (18 months in this example). You may NOT write on tags!
- When hanging multiple items on a hanger, all items MUST be the same size.
- **All clothing MUST be placed on a hanger with the exception of onesies, socks, underwear, etc. Outfits may NOT be placed in a bag.**
- Please view the videos on our website to assist you in tagging and preparing your items. Any items tagged incorrectly may be returned during inspection or pulled from the sale floor during the sale.
- **ANY CLOTHING ON A HANGER MUST BE PRICED AT \$3 OR MORE! NO EXCEPTIONS!**
- **ALL ELECTRONIC ITEMS MUST INCLUDE WORKING BATTERIES (IF REQUIRED FOR USE) AND BE IN WORKING ORDER!**