

## Instructions for Consigning

### Registration:

- The registration form will be posted on the website about two months before each sale with instructions.

### Drop off:

- Drop off will take place on the Wednesday and Thursday before the sale.
- ALL items must be TAGGED and SORTED before arriving at Faith Presbyterian for drop off.
- Items will be reviewed by a volunteer at any time during the sale and may be removed for any of the following reasons: stains, tears, odors, smoke smell, broken, defective, seasonally inappropriate, lack of cleanliness, incorrectly priced/tagged, or for any other reason causing the item to be inappropriate for this sale. Rejected items will be returned to the seller.
- All padded or upholstered items must be sprayed and tagged by a volunteer. Please have these items ready and available for this procedure during drop off.
- All totes, boxes and other containers must be taken with the consignor after drop off.
- Consignors are asked to please hang/put out their own items.
- The pre-sale will take place in the evening of the Thursday before the sale. Each registered consignor will receive six passes to this sale (received in registration packet). Additional passes are also granted per \$10 registration fee. Consignors may receive an additional pass for each consignor they refer (see the registration form).
- If you have more than 8 items removed from the floor for any reason, \$10 will be deducted from your commission check.

### After the sale:

- Following the sale, you should receive your list of sold items and check within 3 weeks.
- Please note that all tags and hangers from donated items will not be returned - they will stay on the donated items and will not be returned after the sale.

## **Selecting and preparing items for consignment**

### Accepted Items

- Please select your HIGHEST quality clothing items to consign so that we may be able to build our reputation as a high-quality clothing sale. Please remember that items deemed not acceptable will be removed from the sale. Thank you for your cooperation.
- Please include any instructions or manuals for any items that need them.
- Baby and children's clothing up to size 16 for appropriate season. Clothing must be clean, current styles and free from stains. Junior clothing sizes xs-xl – Aeropostale, Hollister, Abercrombie, Gap, etc. (No adult sizes will be accepted with the exception of maternity clothing)
- Baby/children's shoes (up to children's/young adult size 6)
- Toys & games (Must be clean, contain all essential parts, and be in working order, remember to put working batteries in all toys and items that require batteries to function. If a customer can't try the item for themselves, we will remove it from the sale floor).
- Pack 'n Plays
- Outdoor Play equipment
- Tricycles/bikes/riding toys
- Little Tikes beds, toddler beds and twin beds
- DVDs (rated G, PG or PG-13)
- Books for children, pregnancy, or parenting
- Strollers/Double Strollers/Jogging Strollers
- Diaper bags & Baby carriers
- Safety Items (gates, bed rails, plug covers...)
- Nursery equipment/décor/rugs

- Bassinets
- High chairs, booster seats & exersaucers may be sold but not donated (anything a child sits in can't be donated after the sale)
- Baby Activity Mats
- Children's Furniture, Rockers & Changing tables
- Baby swings (less than 3 yrs old)
- Nursery monitors
- Sporting equipment
- Dress up clothes, Princess attire - on hangers, Belts & Purses
- Toy storage racks, bins & shelves
- Mattresses
- Cribs (dated after 2011—drop side cribs will not be accepted)
- Diaper disposals
- Potty Seats
- Halloween Costumes (in the Fall)
- Maternity Clothes (all seasons)

Items that will NOT be accepted

- Adult Clothing
- Clothing from the wrong season
- Clothing that shows signs of wear, pilled, stained, torn, or is out of style
- VHS tapes & Audio Cassette Tapes
- Infant swings more than 3 years old.
- Toys/equipment that have not been wiped/washed clean or with missing essential parts. (e.g.--no exersaucers without toys or accessories)
- Stuffed animals/Electronic stuffed animals (eg. tickle me Elmo)
- Underwear/Undershirts (unless new in package)
- Pacifiers or bottle nipples (unless new in package)
- Car Seats or Car Booster Seats
- Helmets (unless new in package)
- Infant Soft Toys
- R Rated Movies
- M Rated Video Games

### \*\*\*IMPORTANT NOTES\*\*\*

**ITEMS A CHILD CAN SIT IN OR ON** - These MUST be picked up after the sale if unsold because charities cannot accept them.

**PADDED OR UPHOLSTERED ITEMS** - The Pennsylvania Department of Labor & Industry is now strongly enforcing one of their laws, PA Act 249, related to consumer protection that directly impacts all second-hand Sellers and Shoppers. PA Act 249 requires us to treat all padded and upholstered merchandise with a sanitizing spray according to Department guidelines. These guidelines are very specific, and must be followed exactly. Any item that is padded or upholstered must be sanitized. This includes but is not limited to: boppys, jumperoo seats, high chairs, strollers, play mats. When you arrive for drop off, there will be a station where you can take these items to be recorded, tagged and sprayed by a trained volunteer. Inspectors will be visiting all local consignment sales to ensure proper adherence to the laws, and stiff fines are levied on each and every item that doesn't pass inspection. You are responsible for your merchandise; if one of your items should reach the sale floor without being sprayed or tagged you will be responsible for the fine issued by the state.

#### Preparing clothing items

- Clothes must be clean, free of stains, tears and mildew smells.
- Please take the time to sanitize all toys/items. Consider how YOU would want it cleaned and do the same for our buyers. Plus, clean items sell faster!
- **\*\*\*ALL CLOTHING\*\*\*** must be on hangers (please note that your hangers from sold items will not be returned). Hangers should also be facing the same way (like a question mark).
- Shoes should be tied together with shoelaces. If no shoelaces, attach with a ribbon or cable ties to keep shoes together.
- If a button is missing, state it on the tag (many buyers will gladly replace buttons, but **price the item to sell**).
- Tags must be attached to the item – *not to the hanger*.
- Do not put any clothing in Ziploc Baggies (exceptions: tights, socks, hair bands/bows, accessories).
- Sets of clothing only need ONE tag with an indication that it's a set.

#### Preparing Toys, Games, etc.

- All toys and equipment must be clean.
- We discourage the sale of monster toys, toy weapons, and/or violent toys, recalled toys, as well as any items considered offensive or frightening. Also, we reserve the right to reject such items, and return them to the seller.
- Please familiarize yourself with recalled toys. Please remove any and all recall toys/items from your sale items. For a partial list of recently recalled toys, please visit the following websites: <https://service.mattel.com/us/recall.aspx> or <https://www.cpsc.gov/>.
- Toys, books, games, DVDs and play equipment must be functioning, gently used, clean, and *supplied with batteries* as needed. All toys that require batteries MUST be supplied with working batteries. Try batteries from the Dollar Store!
- Books may be bundled together with rubber bands, string, or in Ziploc bags. Please be sure that the title can be read and they are clean, unmarked and unchewed. Do NOT tape tags directly onto books. Painters tape or masking tape works best on books to prevent damage to book covers.
- All loose parts must be taped, tied or rubber-banded together, and *securely* attached to main piece. For additional security purposes, write seller # on bag.
- Please place sets of anything together in a Ziploc bag.

### Preparing Equipment

- All equipment must be thoroughly cleaned.
- Tape or bag all loose parts, and securely attach to main piece of equipment. For additional security purposes, write seller # on bag.
- If a large item is unsold, it may be necessary for seller to return for pick-up. Charities are unable to handle and store some large items. Please ask if you have any questions about your item.

### Pricing Suggestions

- 25% -30% of original cost depending on brand name
- If you have a new item, mark your tag as BRAND NEW w/ TAG or NEVER BEEN USED. These items sell quickly!

### Things to collect that will help you tag your items quickly & easily

- Instructions for Consigning
- Ziploc bags
- Tags
- Batteries
- Safety pins
- Tape
- Children's hangers
- Blue or black ink pens
- Cleaning supplies
- Painters/Masking Tape

### Tagging Instructions

- Using ink (do NOT use pencil), fill in the top and bottom portion of the tag as shown in the illustration below.
- Use blue tags for items you would like to include in the half-price sale. For all other items use white tags.
- Tags should be securely fastened to the ITEM - attach tag to label or tie on a button or belt loop. Do not attach tags directly to hangers.
- If attaching a tag with tape, ONLY tape across the top portion of the tag, so the bottom can be removed at checkout.
- ALL items must be **priced for at least \$1.00, in increments of \$1.00.** *If this method is not used, cashiers will round item price DOWN to the nearest dollar at checkout.*
- TAG items before drop off.
- If an item has multiple pieces that cannot be easily attached (i.e. rocker with foot stool), use a separate tag for each piece, but **only put the price on one of the tags.** For each additional tag write "2 of 2" (or the appropriate numbers). This is so the customer is not double charged for the item.
- Use only tags provided by Consign for Good. Items without the correct tags will not be permitted in the sale.
- If you make a mistake on a tag, do not cross out information or use white out. Use a new tag instead.

#### Tag Example

No. :	<u>45</u>
Style:	<u>Gymboree</u>
Size:	<u>5/6</u>
Price:	<u>\$3.00</u>
<hr/>	
No. :	<u>45</u>
Style:	<u>Gymboree</u>
Size:	<u>5/6</u>
Price:	<u>\$3.00</u>

- Consignor Number - Must be on top and bottom portion
- Style - Manufacturer of item
- Size - PLEASE use numerical sizes as shown on manufacturer's label; however, if item is labeled S/M/L, assign your own numerical size because this is how our racks are organized
- Price - Must be in \$1.00 increments
- Nothing under \$1.00
- Use decimals to prevent price tampering
- Using the \$ symbol makes it harder to tamper with the price. Please use \$ symbol.

**REMEMBER: BLUE TAGS ARE FOR ITEMS YOU ARE WILLING TO SELL FOR HALF PRICE DURING THE HALF PRICE SALE!  
WHITE TAGS ARE FOR ITEMS THAT WILL ONLY BE SOLD FOR FULL PRICE!**