

Preparing your items

After reviewing the guidelines on what items are acceptable please follow these simple steps to ensure a successful sale for yourself.

Inspect all items you are planning to sell. Look for stains, holes, rips and tears. Check for all working parts and ensure anything that requires batteries, has them.

CHECK THE CPSC RECALL LIST FOR YOUR ITEMS

<http://www.cpsc.gov/cpscpub/prerel/category/child.html>

<http://www.cpsc.gov/cgi-bin/toys.aspx>

Clothing

Make any necessary repairs and launder all the clothing items. As you are hanging your items please inspect them again for stains, rips and missing buttons. Hang all items on wire hangers with the hook facing the left, so that the hangers look like question marks (?). If you have a two piece outfit please pin the bottoms to the back of the hanger with safety pins. Tags will be placed on the right upper side of the items. They can be affixed with either safety pins or a tagging gun. If it has a bow or tie, tie it. If it has a snap, snap it. If it has a zipper, zipper it. If it has a button, button it. Make your clothing look nice!

Toys/Games/Equipment

Inspect these items making sure that they are in working order. All equipment and toys must be cleaned and assembled. Take a moment to wipe down your toys and gear. Magic eraser works wonders! Put all the pieces in a zipper bag and attach them to the largest piece with clear packing tape. When entering the tag information for items with more than 1 piece please indicate that in the description and print an additional tag to place inside the zipper bag in case the parts get separated from the main piece. (Do not enter the information twice, just go back and print that 1 tag again). Any item that requires batteries must have working batteries installed. Books, games and small items can be placed inside plastic zipper bags. Label should be taped to the outside of the bag with packing tape. PLEASE do not tape over the barcode.

Entering Items into the Consignment Software

Once you have registered for a consignor number and gathered your items, you can begin entering them into the consignment software. It is very easy to use. Choose the appropriate category from the drop down menus. Enter a clear description. This is important in case your tag falls off of your item. For example 3t pink Gymboree

cupcake t-shirt, is a better description than 3t t-shirt. If there is more than one item, please indicate that as well. For example, Ralph Lauren dress and hat.

All items must have a minimum value of \$2.00 and may increase in increments of 50 cents. Pricing is entirely at your discretion. We recommend a general guideline of pricing at 30% of original retail value. Big ticket, high end, boutique and hard to find items will often sell for closer to 50% of regular retail.

You will also need to decide if you would like your items to be sold for 50% off on the last day and if you would like them donated at the end of the sale. This information will be marked on the tag and cannot be changed once the system shuts down to entry and your items are tagged.

Tagging Your Items

Once you have entered your items into the software, you can print them out. You will need White Cardstock to print your tags out on. Regular paper will not work well and will rip. You must use cardstock. Colored cardstock can be hard for the scanners to read, so please use white. In the upper right hand corner of the clothing item, use either large safety pins or a tagging gun to affix your tags to the clothing. Please use the seam. If there is no seam and you have a concern about damage, you are allowed to use a tagging gun to attach the label under the armpit.

Your tags will print 6 to a page. It is easy to cut them out. We also recommend using a scrapbooking cutter if you have one. It makes the process easy.

A Tagging gun is available at:

<http://www.bargainprice4u.com/storefrontprofiles/default.aspx?sfid=52976>