

Consignor Guide

Welcome! Thanks so much for consigning with St. Croix Kids Consignment (SCKC)! We are excited to have you join us! **In order to have a successful experience selling with SCKC, it is important that you read through pages 1-9 of this guide BEFORE you start to add items into our Tagging System.** Pages 10-21 give tips/tricks for tagging items by category, you may or may not be selling items from every category.

We totally understand that this is a LOT of information. We just feel like it's best to have it all in one place. If you are feeling overwhelmed, realize that almost all of our consignors come back sale after sale and they all agree that it just gets faster and easier for sure! Take the time to get 8 items into the system, see how easy it is and you'll be hooked!

If you have any questions along the way, we encourage ALL of our consignors to join our Facebook group for St. Croix Kids Consignment Consignors Only (either we or your fellow consignors will answer your questions, post updates, pictures, etc) or email us at stcroixkidsconsignment@gmail.com.

Our website has a FAQ page and resources for consignors too www.stcroixkidsconsignment.com.

Two Ways to Sell with us

With BOTH options, consignors get to shop early before the public, have the option to earn more by volunteering and the referral program (more info on the website), get to watch their items sell in real time through the Tagging Site (super fun), get to decide whether to donate unsold items or come pick them up and get paid within one week of the sale closing.

1. Self-Service Consigning

This is our more popular way to consign. With this option, you price, tag and drop off your items to the sale. Drop off is the evening before the sale starts. You bring your tagged items and place them on the sales floor in the right category (games with games, 2T clothing in the right spot, shoes by size, etc).

- You earn 70% of the selling price of your items
- There is a \$10 Consignor fee for each sale you participate in
- A fee of \$.50 per item will be deducted for each item (beyond 3 items) that are pulled from the sales floor for quality reasons

2. Full-Service Consigning

We understand that not everyone has the time or desire to tag their items. With this option, we do the pricing, hanging, tagging, storing and drop off for you. You just bring your items to us (location will vary), sit back and wait for your earnings! Space is limited, contact us for details.

- You earn 40% of the selling price of your items
 - There is a \$10 Consignor fee for each sale you participate in
 - There is a \$10 Supplies fee for each sale you participate in (for hangers, cardstock, pins, ties, etc)
 - A fee of \$.25 per item will be charged for each item that is rejected for quality (beyond 3 items)
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Additional Consignor Earnings & Fees for ALL Consignors

Below is a list of potential earnings in addition to any fees that could be deducted from your earnings check at the end of the sale so we're all on the same page.

1. An additional 5% of sales can be earned by volunteering for one 3-4 hr shift, with a max of \$20/hr
2. Your \$10 consignor fee will be waived for referring a friend (there are program qualifications on our website)
3. A fee of \$1 per battery will be deducted for any batteries we need to put in your items
4. If an item is returned to us because of quality reasons, the cost of the item + \$5 will be deducted from your earnings

How to get Paid

1. We pay out our consignors by Direct Deposit
2. Payments are made within 1 week of the sale ending
3. Setting up your Direct Deposit: Send us an email stating that you would like to input your details through our bank. We will notify our bank and they will send you an email with details on how to get set up in the system. The email is time sensitive so we don't send it out until you request it.

Our Standards

Our sales are for "gently-used" items only. We are not a garage sale or a donation bin. It is important that we are all consistent with these standards. Having only gently used, great quality items ensures that shoppers will come back sale after sale, they'll spend more time looking through the room and spend more money overall! This means more sales for each of our consignors.

- **We DO NOT want any items at the sale that are stained (even 1 small stain is too much), have holes or are overly worn/pilled, are dirty, missing pieces, broken, etc. Please DO NOT bring them to the sale.**

We realize this means that you may not be able to sell every one of your items with us. But, by selling only those items that meet our standards, you will make more money in the long run.

For items that don't meet these standards:

1. Each consignor will get 3 grace items if we have to pull any items from the floor (we understand it just happens sometimes that you didn't see a stain)
2. **Additional items that are pulled for a stain, hole, overly worn, missing pieces, dirty, etc, will be charged \$.50 each** (deducted from your earnings).

Item Limits

1. **There is no limit to the *total* number of items each consignor can bring to each sale.**
2. **There is a limit of 5 new-with-tag items per consignor/per sale.** Items that are duplicate gifts or items that were never worn are fine. We include this rule to avoid those consignors who buy out the clearance rack at a local retailer and want to resell for a profit. Our sale just isn't the right venue for this business venture. If you have shopped other sales, you know why we are putting this rule into place. These items clog up our racks and cause frustration to shoppers who have to sort through multiples. Our goal is to sell parent to parent and pay fair prices for quality, used items. If you have any questions, just ask!

Seasonal Items

At this time, seasonal restrictions affect clothing and shoes only.

SPRING SALES- the following CANNOT be sold at our spring sale:

1. No Winter gear: winter jackets/snow pants/winter hats/gloves/boots
2. No Winter boots (dress boots and rain boots are OK)
3. Clothing: clothing in heavy fabrics will not be allowed (i.e. corduroy, fleece, thermal, lined pants, etc)
 - As long as it is light weight fabric, any style/length will be allowed.
 - For example: footie sleepers in fleece are not allowed, however footie sleepers in light cotton are allowed
4. No clothing or other items specific to a holiday (including Christmas, Halloween, Easter, St. Patrick's Day), i.e. "Baby's First Halloween", t-shirt w/ Santa on it, etc.
5. Lightweight jackets, sweatshirts and zip up sweatshirts (including fleece) WILL be allowed

FALL SALES- the following CANNOT be sold at our fall sale:

1. Clothing: no shorts, tank tops, short sleeve/tank dresses, skirts (unless they are holiday specific items). T-shirts are okay
2. Shoes: No sandals, water shoes or flip flops

Supplies you may need to prepare your items to sell:

The supplies you need depend on what type of items you're selling at the sale (i.e. clothing needs different supplies than books). In addition to the items you already have lying around your house like scissors, zip lock bags, batteries, cleaning wipes and rubber bands, you **may** need the following:

1. 65lb **White** Cardstock-See next section for details
2. Hangers (7 for \$1)**
3. Safety Pins (100 for \$1)** OR
4. Tagging Gun (use the small ½" barbs to prevent tangled tags)
5. Zip Ties (60 for \$1)**
6. Hole Punch**
7. Clear Packing Tape**
8. Blue Painters Tape
9. Laundry Bag**-You can wash everything in it from tennis shoes to fabric books to shoulder straps for highchairs or strollers and they come out ready to tag for the sale



**Most of these items can be bought at the Dollar Tree.

**Many local retailers like Old Navy & Kohls, give hangers away for free if you call them and ask for some to be set aside.

Pricing Policies

1. **We have a \$3 minimum for each hanger of clothing** (more details can be found under our clothing section below).
 2. **The minimum price for any other item (other than clothing) is \$1.00. Prices will need to be in increments of \$.50.**
 3. **Each consignor sets their own pricing for their items.** Remember, the goal is to sell the items so you don't have to bring them home again. A high sell-through rate is key to a successful sale for each consignor! A good rule of thumb is to price at about 25-30% of current retail for most items. For larger play items and baby gear that are newer and in good condition, you can price higher. Check out the pricing page on our website for more info.
 4. **We will have a 50% off Discount Day on the last day of the Sale.** When you enter each item in the Tagging System, you will have the option to mark each item to be discounted or not (the price is ONLY discounted if the item hasn't sold by the last day). While it is not mandatory to mark ALL of your items for the discount day, we think it is important to have at least 50-75% of your items marked for discount. This will give those items that haven't sold after the first few days of the sale another chance to sell, increasing your sell-through rate and reducing the number of items you have to come pick up and bring back into your house.
 5. **When making your tags, you will also have the option to mark each item as Donate or not** (if you choose not to donate, you will come pick up your unsold items after the last day of the sale).
 - If you are going to Donate your unsold items, mark them for the Discount day as well so they have an extra chance to sell before being donated.
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Prepping Your Items

1. It is the consignors' responsibility to make sure nothing you are selling has been recalled. There are several resources available to you, www.wemakeitsafer.com, www.cpsc.gov or others.
 2. Prep and clean your items first. Items brought to St. Croix Kids Consignment sales **MUST** be clean and in gently used condition!
 3. All items **must** be free of rips, holes, stains, etc. All zippers, buttons, snaps, etc. must work. No excessive pilling, stretching, fading or overly worn. Try to look at each item in natural light which will show stains that light from your laundry room may not.
 4. Batteries **MUST** be included in every item you sell that has a battery compartment. You don't have to put premium batteries in, you just need to prove the item works!
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Printing out Tags

1. **Tags must be printed on WHITE 65lb cardstock (NOT regular paper).**
 - We found the least expensive to be the Neenah brand on Amazon (roughly 75 sheets for \$5 or 250 sheets for \$13), but any brand of **white** cardstock is fine.
 - Regular paper is too thin and rips off too easily. We can't sell an item if the tag is missing.
 - Cardstock **MUST** be white. Other colors confuse the shoppers and will not be allowed.
2. **Do NOT write on any of your tags for any reason.**
 - If you need to make changes, print out a new tag. We cannot sell any item with a tag that has been written on.
3. **Attach tags securely and use great descriptions.**
 - If a tag is lost, the item can't be sold. The description is the best way to match the tag up with the item if they become separated.

General Rules for Attaching the Tags to Your Items

Following these guidelines prevents tags from becoming separated and maintains consistency throughout the sale. Each item you bring to the sale may be handled several times before being sold. We want to make sure the tags (and any extra parts/pieces) stay with each item to get your items sold fast!

1. **When using tape to secure a tag to an item, make sure the tape does not cover the barcode**, it makes it difficult for us to scan the item at checkout.
2. **Make sure your items are hanging securely and look neat on the hanger.** Give it a shake. Check carefully for stains and iron anything that needs it. Button the buttons, zip the zippers and trim any loose threads. (You've heard this before, right? There's a reason. It works!)
3. **Use Safety Pins or a tagging gun to attach tags to clothing items in the upper right hand corner of the item.** Use a seam if possible or the back tag if the pin would leave a hole in the material.
 - **Use small-medium sized safety pins.** The huge safety pins will leave a hole in the material and shoppers are hesitant to buy the item.
 - **If you want to use a tagging gun, make sure you use small ½" barbs.** The longer barbs cause more lost tags because the tags get caught on other items.
 - **When using the tagging gun, ALWAYS use a seam or the back tag.** If you use the back tag, make sure your tag is not tucked down inside the item. It won't sell if the shopper has to dig for the price.
4. **Ziplock-type bags are great for making sure small pieces stay together.** Use them for manuals, accessories, extra pieces, any items that can come off of a toy (small hands may be touching your items), etc. Once you've closed your ziplock, put a piece of clear packing tape over the seam to prevent it from opening. Then use your hole punch to make a hole through the tape (for reinforcement) for your zip tie to go through and attach your bag to other items.
5. **When connecting a tag to any item that is made of cardboard or paper (i.e. books, games, puzzles, etc), use the blue painters tape.** This prevents ripping when the buyer removes the tag after purchase. ****Be careful not to cover up your consignor #, price or barcode.**
6. **For non-clothing hanging items**, (i.e. baby carriers, bedding, diaper bags, back packs, car seat covers, change pad covers, boppy covers, etc), safety pin the tag to the item AND use a 2nd safety pin(s) to attach the item to the hanger.
7. **Organizing while you tag is key!** Having your items organized prior to drop off will save you tons of time (i.e. all your books in one bin, your toys in another, games and puzzles in another, your clothing sorted by size/gender, etc) so when you get to the sale, all you need to do is bring the bin to that area and unload.



The easiest way to do this is sort while you tag your items. Have a few bins in the room that you are tagging in so as you attach tags, just put them into the bin with like items. A hanging bar is a great way to keep your clothing items sorted as you tag as well. Once you're done tagging clothes, use rubber bands to keep each size/gender together and when you get to the sale, just hang in the appropriate space and be done!

The Tagging Site

The easiest way to get to the Tagging Site is through the link in the upper right corner of our website:

www.stcroixkidsconsignment.com. You would have received an email with your Consignor ID and password when you registered, but if you do not have it, just let us know and we can look it up for you.

You will use the Tagging Site to do the following:

1. The biggest and maybe most obvious thing will be to make your tags.

- **Helpful Hint:** you can auto-populate all of the columns (except description), so if you are putting together outfits in the 5t size for \$5 each or a stack of books for \$1 each, use the drop-downs at the top in the green section to auto-populate each column then you only have to type the description for each one and the rest is done!
- **Helpful Hint:** Tab through from column to column to save time

- **Item Name:** use adjectives with your item description (i.e. “2 GAP cargo pants, blue & red” OR “500 pc fish puzzle-All pieces there” OR “Bluey House w/ car & 4 mini-figs”. Over the course of the sale, tags do become separated from their item. We do our best to match them back up again and a descriptive tag helps us to do that.
 - **NOTE:** If you are selling 2 or more items together, the tag **MUST** say that (our cashiers are trained to look for it).
- **Gender:** the only items we separate by gender at the sale are clothing and shoes
- **Size:** if the exact size you need isn’t on the list, choose the closest one to it
- **Type:** this gives us an idea of what is coming to the sale by category to help us plan for tables, racks, etc. If you’re not sure, just select one that is close
- **Price:** enter the price you are selling your item for
- **DIS:** DISCOUNT. If checked, your item will be eligible to be sold for 50% off on the last day of the sale (Saturday)
- **D:** DONATE. If checked your item will be donated if it remains unsold at the end of the sale.
- **Qty:** Only use this if you are selling more than 1 of the same item (i.e. you’ve made 4 grab bags of infant toys and are selling them for the same price OR you have two copies of the same book). The tags will have the same information, but will have different bar codes.

2. **See your list of Active Items:** once you've tagged your items, you'll be able to see and search a list of your active items. You can sort by date added, item number (found below the bar code on each tag you print), category (type), etc
 - In the middle of the page, there is a drop down that defaults to Items Available (those items that are active in the system and available for sale). Click this to search by sold items, donated items, items unavailable (the equivalent of deleting the item, but you can always make it available again), and more.
 - This is where you'll come to print tags, find a tag that you need to edit or to take items out of the system that you are no longer selling

3. **Select your drop off time for the Wednesday before the sale starts-**you will be directed to select this time once you add/edit items for the next sale
4. **Select a Volunteer time-**Volunteer shifts go live about a month prior to the sale. We will email out all consignors when they do
5. **See the sale schedule-**you can find the dates and times for each day of the sale, including drop off and pick up
6. **See every item that has been tagged and is active in the system-**Select Items from the left hand side of the page and you are able to search the system. Great place to see what is coming to the next sale
7. **Check your sales in REAL TIME-**as previous consignors can attest, it's super fun and addictive! As the sale is going on, you can log on to see what items have sold. Fun to see your total sold, but equally fun to celebrate those items that have found a good home with someone else!
8. **See your earnings after the sale/Pull Reports**

Accepted Items

Please keep in mind our sales are seasonal (see above for more info on what items are seasonal).

1. **Clothing**: preemie through big kids size 16-18 (XXL Youth) children's clothing AND maternity
2. **Shoes**: Newborn up to big kids size 6
3. **Non-Clothing Hanging Items**: Car Seat Covers, Shopping Cart Covers, Nursing Covers, Infant Carriers: wraps, bjorns, moby wraps, etc. Sleep Sacks & Swaddles, Bath Towels, Boppy Covers, Diaper Bags, Costumes/Dress Up
4. **Bedding**: sheets for change tables, cribs, bassinets, pack/n' plays, toddler beds, twin and full are accepted (clearly state the size on the label description), receiving blankets, afghans, sleeping bags, etc. NO bedding sets or large comforters.
5. **Toys**: infant and toddler toys all the way to big kid toys like lego and American Girl
6. **Baby Gear**: high chairs, bouncy seats, pack n' plays, exersaucers, strollers, activity centers, play mats, bassinets, high chairs, booster seats, etc. **We do NOT accept cribs or car seats.
7. **Furniture**: changing tables, gliders, toddler beds, kids tables/chair sets, rocking chairs (adult and kid size), fold out kid couches, step stools, bean bags, baby gates, etc.
8. **Large Play**: kitchen sets, wagons, work/tool benches, playhouses, slides, bikes, sandboxes, water tables, ride on toys, toy boxes, picnic tables, dollhouses, mini trampolines, cozy coupes, balance bikes, scooters, etc
9. **Games & Puzzles**: children's games and puzzles, from toddler through teens. Puzzles can be up to 500 pieces and must be kid-themed
10. **Movies, Music & Video Games**: G, PG and PG-13 rated DVD's/Blu-Rays, video games rated teen and younger, Music CD's with children themes
11. **Bath & Swim**: infant bath tubs, slings and seats, floatation devices, goggles, bath toys/storage, etc.
12. **Baby Monitors/Noise Machines**
13. **School & Travel**: backpacks, kid purses, suitcases, etc.
14. **Sporting Goods**: hiking backpacks, bats, golf clubs, baseball gloves, skateboards, ice skates, hockey sticks, nerf guns, , shin guards, balls, cleats, jump ropes, hoola hoops, helmets, goggles, sleds, etc.
15. **Electronic Toys**: leap frog, ds, gaming systems (including Wii, Xbox, Playstation, Switch), games, etc. If cartridges are small, tape to a larger piece of cardboard and sell inside a ziplock bag (to prevent them from getting lost or stolen).
16. **Maternity Aids**: Boppy Pillows, nursing shirts/bras, etc.
 - Breast Pumps are NOT accepted.
17. **Feeding**: Bottles, plates, bowls, snack cups, sippy cups, baby food processors/containers, bibs, bandanas, etc.
18. **Diapering**: change table pads, change pad sheets, diaper caddies, diaper genies, swim diapers, boxes of diapers, cloth diapers, wipe warmers, etc.
19. **Decor: kid themed only** bedroom/bathroom decor, frames, wall hangings, lamps, baskets/organizing, hampers, etc.
20. **Accessories**: hair bows, headbands, ties, belts, hats, purses, jewelry, socks, etc.
 - Hair bows/jewelry: Use ziplock bags to keep like items together.
 - Hats/Ties/Purses/Belts
 - Socks: socks will not sell if they are folded into a ball. Have them in pairs in a ziplock bag so the buyer can see the whole sock. Need to be like-new!
21. **Other**: There is no way to make a totally inclusive list of all items. As long as the item is baby/kid specific and it is not on our "NOT Accepted" list, bring it to the sale!

Items NOT Accepted

1. Any item that has been recalled. It is the consignor's responsibility to ensure no items are recalled. Check your items at www.wemakeitsafer.com or www.cpsc.gov
2. Any item that is worn out, out of date/style, has holes, stains, missing batteries, missing pieces, smells musty/funny, etc.
3. Any item that is dirty, damaged or incomplete
4. Car Seats and infant car seat carriers
5. Cribs
6. Rock-n-Plays
7. Mattresses
8. Breast pumps
9. Used bottle nipples or used pacifiers
10. Bedding sets and large comforters
11. Partially used health care items (i.e. lotions, nail polish, shampoo, etc)
12. Stuffed animals that are not "character" or don't "do" something. *Squishmellows are OK to sell
13. Underwear unless new in packaging
14. VHS movies/R rated movies
15. Any food items
16. Any items that are not baby/kid related
17. No clothing larger than 16/18. No shoes larger than size 6
18. More than 5 new with tag items. Items like duplicate gifts and items that were never worn are fine. We include this rule to avoid those consignors who buy out the clearance rack at a local retailer and want to resell for a profit. Our sale just isn't the right venue for this business venture.

Helpful Tips by Category

Clothing



Front

Back

1. We accept preemie through size 16-18 (XXL Youth) children's clothing AND maternity. We accept shoes up to big kids size 6. All brands accepted.
2. Hang ALL clothing items on hangers with the hook of the hanger facing left so it looks like a "?".
3. Clothing **must** be free of rips, holes, stains, etc. Even 1 small stain is not allowed. All zippers, buttons, snaps, etc. must work. Try to look at each item in natural light which will show stains that light from your laundry room may not. **See our standards on page 1 for information on fees incurred if these standards are not met.**
4. Clothing **must** be in great shape. If clothing is worn, pilled, stretched, etc or out of style, it won't sell, DO NOT bring them. Although we do not limit our clothing to being purchased in the last 5 years or to any specific brands, we reserve the right to pull any items off that do not meet these standards. This helps those items that meet these standards to sell better and for a higher price!
 - Wash every piece of clothing. Iron if necessary! An article of clothing sells better if it looks and smells great!
5. **We have a \$3 minimum per hanger of clothing items.** Group like items/sizes together to make your tag at least \$3. So if you have 3 long sleeve t-shirts of the same size, rather than tagging each one for \$1.00, group them together to price at \$3.
 - This saves you time in the tagging process, reduces the number of hangers you need and helps your items sell faster.
 - Keep items of the same size together, but they do not need to be the same brand.
 - If you are selling multiple items together, make sure they are safety pinned together so they don't get separated. **Include the hanger in the pin** so the weight of the 2nd item doesn't pull down on the 1st item. **Or** distribute the clothing on both sides of the hanger and let the pin sit on the notch of the hanger (as pictured below).



YES



YES



YES



NO



NO

6. **You must provide your own hangers.** We do collect as many hangers as we can throughout the sale and make them available to our consignors when they come to pick up unsold items at the end of the sale.

- One tip to try is going to Old Navy. They throw away their hangers and will often give you a bag or two of hangers for free. Just call them next time you're going through Woodbury.

7. **Attach tag to the upper right corner or the back tag of the item with a small safety pin or tagging gun (using ½" barbs).** Attach the tag through a seam if possible to prevent holes. DO NOT use stick pins or staples. DO NOT use huge safety pins. DO NOT over-pin; one pin to attach a tag is just right.



8. All baby/kids clothing needs to be hung on child size hangers up to size 6-7 or so. Clothing 8 and larger must be on adult hangers. Use your discretion with the middle sizes but baby items on adult size hangers WILL NOT sell, they look stretched and weird. And larger clothing on child hangers end up on the floor.

9. Give your item a little shake. Is the hanger big enough for the neck hole so it doesn't slip off? Safety pin the items to the hanger *if necessary*. You don't want your items ending up on the floor because they fell off the hanger. However, do not over-pin. One small safety pin through a seam should be all you need to keep the item on the hanger.
10. Even small clothing items must be on hangers; onesies, infant pants, etc.
11. **Skirts/Shorts/Pants:** Safety pin these items to the **TOP** of the hanger. Do **NOT** fold the pants over the hanger or pin to the bottom of the hanger (they will slide as pictured and do not sell).



YES



NO

12. Clothing sets that you are selling with accessories (i.e. hat, bow tie, head band, etc): either safety pin the accessory to the hanger or clothing item or place in a zip lock bag and pin or zip tie to the hanger.
13. Remember, **our sales are seasonal**. See the list above for what is accepted at each sale.
14. **A note about selling Maternity:** Maternity clothing has traditionally not had a high sell-through rate. If you are selling your maternity items, only sell recent items (last 5 years) and at very reasonable prices.
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Non-Clothing Hanging Items



Car Seat Covers (heavy ones are winter sale only)



Shopping Cart Covers



Nursing Covers



Diaper Bags



Blankets-ALL Bedding should be hung-sheets, blankets, sleeping bags, crib skirts, bumpers, curtains, etc



Sleep Sacks



Wraps



Baby Carriers



Bath Towels



Boppy Covers



Swaddles __

1. At our SCKC sales, we try to hang as many items as we can. We find that it is easier for shoppers to browse items. **Fabric items packaged in zip lock bags, just DO NOT sell.**
 2. **Items to hang:**
 - Bedding: Sheets for change tables, cribs, bassinets, pack/n' plays, toddler beds, twin and full are accepted (clearly state the size on the label description), blankets, sleeping bags, etc.
 - Car Seat Covers: the extra warm ones will only be allowed at the winter sale
 - Shopping Cart Covers
 - Nursing Covers
 - Infant Carriers: wraps, bjorns, moby wraps, etc.
 - Sleep Sacks & Swaddles
 - Bath Towels/Beach Towels
 - Boppy Covers
 - Change Table Pad Covers
 - Diaper Bags
 - Kids Backpacks
 - Life Jackets
 3. Standards are the same for all hanging items: they **must** be free of rips, holes, stains, etc. Even 1 small stain is not allowed. All zippers, buttons, snaps, etc. must work. Try to look at each item in natural light which will show stains that light from your laundry room may not. **See our standards on page 1 for information on fees incurred if these standards are not met.**
 4. Items **must** be in great shape. If items are worn, pilled, stretched, etc or out of style, it won't sell, DO NOT bring them. We reserve the right to pull any items off that do not meet these standards. This helps those items that meet these standards to sell better and for a higher price!
 5. **Hang ALL items on hangers with the hook of the hanger facing left so it looks like a “?”.**
 6. These non-clothing items must be on adult hangers. Hangers with clips are ideal, but if you don't have them, safety pin these items to the hanger. **Do NOT fold over the hanger without securing it in place.**
 7. **Attach each tag to the upper right corner with a small safety pin or tagging gun (using ½” barbs).** **Attach the tag through a seam** if possible to prevent holes. DO NOT use stick pins or staples.
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Accessories



We have a rack specifically for accessories to help display them as best as possible. There will be signs for each category of items on the racks and you'll use the clippy hangers that we provide to hang your items.

- If you have little items to sell together like pieces of costume jewelry or hair accessories or socks, use a zip lock and a zip tie.
- If you have multiples selling together like bibs or burp clothes or infant hats or leg warmers, use a safety pin(s) or zip tie to keep them together (not in a zip lock, shoppers want to see each one).

So what items go on the accessory racks? LOTS of items!

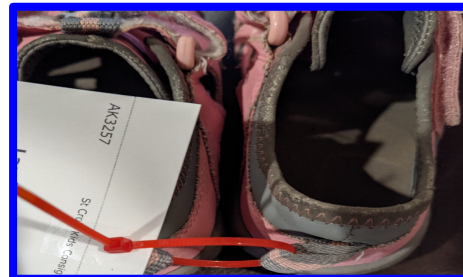
1. Hats of all kinds (baby, baseball, bucket, etc)
2. Mittens/gloves/scarves/winter hats (seasonal)
3. Tights and leg warmers
4. Sunglasses
5. Hair accessories
6. Jewelry
7. Bibs and burp clothes
8. Socks (do not fold in a ball, they will not sell)
9. Paci clips
10. Belts
11. Aprons and art smocks
12. Small purses, wallets and backpacks (large school backpacks will be hung in a different spot)
13. Any small items that are difficult to keep organized and can be hung

It is very difficult to keep this area looking nice, so please do your part to put like items together according to the signage and not just throw everything up there in one spot (not only does it look messy, but your items won't sell as well if they aren't by other like items).

Shoes



1. We accept shoes, boots, slippers, dance shoes and cleats from **newborn through big kid size 6**.
2. **All shoes must be in like new condition**; free of scuffs, dirt, etc. Shoes do not sell well unless they are in great shape, please understand we will not accept shoes if they do not meet these standards.
3. Many shoes can be washed in a laundry bag in your washing machine. This is a great way to get them clean. A magic eraser also works well to get some scuffs off.
4. **Shoes should be zip tied or safety pinned together with the tag attached.** Use packing tape to reinforce the paper before using a hole punch, this ensures fewer lost tags.
 - If you cannot find a place to zip tie or safety pin them together, place in a ziplock bag only as a last resort.
5. Remember, we are a seasonal sale. See above for a list of accepted items per sale.



Large Play/Baby Gear/Furniture

Best Sellers



1. **Accepted items for Baby Gear:** high chairs, bouncy seats, pack n' plays, exersaucers, strollers, activity centers, play mats, bassinets, etc. ****We do NOT accept cribs, mattresses or car seats.**
2. **Accepted items for Furniture:** changing tables, gliders, toddler beds, kids tables/chair sets, rocking chairs (adult and kid size), fold out kid couches, step stools, bean bags, baby gates, etc.
3. **Accepted items for Large Play:** kitchen sets, wagons, work/tool benches, playhouses, slides, bikes, sandboxes, water tables, ride on toys, toy boxes, picnic tables, dollhouses, mini trampolines, cozy coupes, balance bikes, scooters, etc.
4. **Clean it first!** If you can power wash it, take it outside, hose it down and give it a good scrub. For items like strollers and swings with fabric, wash everything you can, so it looks and smells great.
5. **Our SCKC standards also apply to these larger items.** If an item is stained, has a hole, doesn't work, etc, it can't be sold at our sale.
6. **For large items, attach your tags as usual.** We are no longer using rip-off tags for the larger items. It was creating too much confusion for the shoppers. We now have additional helpers to assist shoppers in purchasing large items.
7. **If there are small parts and instruction booklets,** put them in a ziplock bag, tape it shut with clear packing tape, hole punch through the tape and zip tie it to the main item (see picture). If you have the instruction book, definitely include it! Even though most can be found online, items sell faster if it comes with the manual.
8. **If the item needs batteries, you must include batteries with it.** The shopper must be able to see that the item works at the sale. We will not be able to accept items that do not have working batteries.

Toys



1. **We accept all types of toys**, from infant and toddler all the way to older kid toys like lego and American Girl.
 - We accept stuffed animals only if they are character (i.e. Paw Patrol or Disney) or they “do something” (play music, move, etc). We accept Build-A-Bear if they are from the last 5 years.
2. **All toys must be clean and in good working order.**
3. If the item needs batteries, you **must** include batteries with it. The shopper must be able to see that the item works at the sale. We will not be able to accept items that do not have working batteries.
 - If we have to replace the batteries, the consignor will be charged \$1/battery (deducted out of their check)
4. If the toy is missing a piece that is not imperative to its operation, it may still be sold, but please **make note of it on the tag** and price accordingly. For example, if I’m selling a box of duplo blocks and don’t have all the original pieces from the box, make note on the tag so the shopper isn’t expecting the specific pieces shown on the box or sell it without the original box.
5. If there are small parts and instruction booklets, put them in a ziplock bag, tape it shut with clear packing tape, hole punch through the tape and zip tie the tag to the bag (see picture).

Books



Tag goes on back of book

1. **Books sell really well if they are in great shape!** We accept all children's books as long as they do not have any missing pages (or flaps for those board books with lift up flaps), no writing on them (a to/from inscription is fine), no chewed on corners, no rips, do not smell musty, etc.
 - Different bin categories for the books at our sale include: Board Books, Fabric/Plastic Books, Children's Books, Chapter Books, Chapter Book Series, Educational Books, Non-Fiction, Activity Books, Parenting/Pregnancy Books
 2. Books for parents having to do with pregnancy or parenting must be published in the last 5 years.
 3. **Most books should be tagged individually.** Keep in mind, shoppers like to be able to look at each book, check the inside cover, make sure there are no rips, writing, etc, so individual books tend to sell better. If selling multiple books, be clear on your tag what is included and that the books are free of rips, writing, etc and use a ziplock bag to make sure they stay together at the sale.
 4. Attach the tag to the book with painters tape ([the blue stuff](#)). It will sell better if the shopper is confident they will be able to remove the tag without ripping the cover after purchase.
 5. **When using the blue tape to attach a tag, be careful not to cover up your consignor #, price or barcode (see picture).**
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Games & Puzzles



1. We accept children's games and puzzles, from toddler through teens. Puzzles can be up to 500 pieces and must be kid-themed.
2. **You must take inventory of each game and puzzle and make note on each tag that it is complete.**
 - You will be amazed how many companies will replace your missing piece if you give them a call or check out their website. Oftentimes for free!
 - If you don't have the manual, most can be printed out online.
 - If a game is missing a piece that is not imperative to its operation, it may still be sold, but you **must make note of it on the tag** and price accordingly. For example, our Monopoly Jr game is missing a few of the pretend money. The game can still be played, but you must make note of it so the shopper is aware.
 - **If a puzzle is missing a piece, it may not be sold.**
3. For toddler wooden puzzles, you can use a gallon ziplock bag and although most don't completely fit, you can use packing tape to seal the end and keep all the pieces together. Or the Dollar Tree sells 2 gallon bags (6 for \$1) that work great!
4. Attach tags to all games and puzzles using blue painters tape so the tag can be removed without damaging the box.
 - Painters tape is also great to seal the the box to prevent spilling at the sale.
 - **When using the blue tape to attach a tag, be careful not to cover up your consignor #, price or barcode.**

Movies & Video Games



1. We accept children's G, PG and PG-13 rated DVD's/Blu-Rays.
 2. We accept video games that are rated for teen and younger.
 3. When you bring these movies & video games to the sale, you are saying that they are in good condition with no scratches.
 4. We do not accept VHS movies.
 5. **DO NOT tape them shut.** Shoppers will want to see that there are no visible scratches.
 6. Attach tags to all DVD's and video games using blue painters tape (if paper cover) or clear packing tape (if plastic cover).
 7. **When using the blue tape to attach a tag, be careful not to cover up your consignor #, price or barcode.**
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