Children's Consignment Sale

Consignor Guidelines

Public shopping hours: Friday, October 6th - 11:00 am - 7:00 pm (two day sale) Saturday, October 7th - 8:00 am - 12:00

We will be accepting your best 200 items.

Seasonal children's clothing (newborn to size teen) and maternity along with toys, baby equipment, book, dvds, games anything dealing with raising children. Fall/Winter Items Only.

No drop side cribs, expired car seats, stuffed animals, undergarments, body pillows, anything dealing with body fluids ie: toilet seats, potty chairs, baby baths, and diaper pails. (Unless New and In Box)

Tagging Information: **Please print/write clearly.**

Seller # (on the top center) assigned by King of Glory

Size *(if clothing)*

Item # 1-200 number your incoming items.

Must use Tag Template Provided – Print on 67lb cover stock

Example

Seller# _____

Size _____ **Item#**_____

Description:_____

_____

_____

_____

Boy Girl Maternity

$_____.00

DESCRIPTION *Be specific. Note: this helps if tags get separated from the item.*

PRICE Pricing is set by you. Must be on the bottom of the tag. Do not price anything under a $1.

USE ONLY ONE PRICE TAG. Clothing item must be tagged, attached with a *SAFETY PIN or retail tagging device.*

For clothing pin the price tag preferably where it will not leave a hole (i.e. clothing size tag inside the garment). Toys, Books (price individually) and equipment attach with removable tape (no packing tape or painters tape) make sure the tape will not damage the sale item. Place tape on ONLY 2 SIDES of TAG this will help to get a finger under tag to remove. We will use the tags to determine each consignor's commission, so they should be clearly written and removable. **All Clothing must be on hangers**. Put the hook of the hanger facing the clothing items right shoulder (not your right shoulder). If the tag comes off and is not labeled correctly, we cannot try to match the untagged item. Put all items with multiple pieces in a clear baggie with one price tag on the outside of the bag. Each large item with multiple pieces should be labeled 1 of 6, 2 of 6, etc. The price should only be on the 1st tag that would be the 1 of 6 tags. If an item is not priced we have the right to price your item in order to sell it.

As a participant it is your responsibility to check the CPSC website http://www.cpsc.gov to ensure that the items you are bringing in are not on any recall list. Please do not bring in soiled, stained, chewed, broken or missing piece items. All Games and Toys with little pieces must be in a Ziploc bag and sealed in the box with the toy or connected to the larger item. Do not tape games and puzzle boxes shut. Shoppers need to be able to open to make sure all pieces are there. Please put all puzzles pieces in a Ziploc bag in box. Do not bring anything in that doesn't have all pieces. All battery operated items must come in with working batteries. All plug in items must come with the electric cords and plugs. We reserve the right to pull items at any time during the sale that do not meet these guidelines. Pulled items will be available for pick up on Saturday from noon – 1:30pm.

Drop off Information: You must be confirmed for a drop off time slot. NO WALK INS

Drop off for sale items will be Thursday, October 5 from 10:00am – 6:00 pm. Please select a time slot from the link provided on your consignor email. You will need to come in and sign our agreement to the terms set forth in these guidelines. No children are allowed in the sale area during Drop off This is for their safety and your sanity. Please take the time to organize your items before you arrive at drop off. The drop off process should take less than 30 minutes. Volunteers may be available to help you unload your car. Your items will be grouped into an area for inspection. If anything doesn't meet our guidelines it will be pulled. **Do not leave until your items have been put in the appropriate place on the sales floor by you.** It is the consignor's responsibility to put items in the right place.

Consignor Shopping Information:

Consignors will be able to start shopping Friday, October 6th at 8:00 am. One adult per consignor ticket admitted. Consignor tickets will be given at drop off check-in.

Volunteer Shopping Information:

Volunteers are needed to work shifts on Wednesday, Thursday, Friday and Saturday. Be eligible to shop Thursday night by working a scheduled 4 hour shift. Want to bring a friend to shop work an extra 4 hour shift for them or have them work with you. As an incentive, if you work two 4 hour shifts and are a consignor your percentage will increase from 65% to 75%. Volunteers can shop Thursday evening from 7:00 – 9:00 pm and again starting at 8:00 am on Friday. Email ccs@kogva.org to get volunteer sign up information.

PICK UP Information:

All unsold items must be picked up by the consignor on Saturday, October 7th between 12:00 and 1:30 pm. NO EXCEPTIONS. Anything remaining will become the property of the Children's Consignment Sale and will be donated promptly at 2 pm.

Consignor Checks and Tags:

A $5 consignor fee will be taken out of the check to cover publicity and supplies. Checks will be mailed approximately 3 weeks after the sale. A notice will arrive with your check giving you instructions on the opportunity to pick up your tags. Make sure you fill out your envelope correctly when you check in during drop off. Checks are only written once. If a check needs to be rewritten for any reason, the bank charge of $35 or fee at that time to stop the original check will be deducted from your check. Consignor tags will not be mailed. Tags will be available for a period of time to pick up, after which they will not be saved.

Children's Consignment Sale volunteers, King of Glory Lutheran Church and King of Glory Preschool School and their staff are not responsible for lost, damaged, stolen or recalled items. All Sales are Final.