

clsedu.org/consignment

KID'S CONSIGNMENT SALE INSTRUCTIONS FOR CONSIGNORS

FEBRUARY 11, 2017

***** Please Read Completely*****

Read and sign the contract. Your consignor number is _____. You must place your consignor number on the 'no.' lines on the **TOP AND BOTTOM** of the tag. This is to insure proper payment to you after the sale.

WE WILL NOT BE ACCEPTING the following items: **CAR SEATS** (seats that are part of a travel system are OK), **CRIBS** (pack-n-plays are OK), **BOOSTER SEATS, USED SIPPY CUPS or PACIFIERS, HELMETS, UNDERWEAR, SWIMSUITS, STUFFED ANIMALS, CLOTHES THAT ARE STAINED, HAVE HOLES, EXCESSIVE WEAR OR PET HAIR .**

CLOTHING

All clothes must be on freshly laundered and in clean sellable condition. All clothing must be on hangers and **SORTED BY GENDER & SIZE** and secured by rubber bands or twist ties. For example: Boys 12 Months; Girls 5, etc. **WE WILL NOT ACCEPT CLOTHES THAT ARE NOT SORTED PROPERLY! DO NOT MARK CLOTHES S, M, L.** Safety Pins are recommended. Do not use straight pins. We also accept maternity clothes, children's footwear and Junior size clothes.. Please mark maternity and Junior clothes as small, medium, large or x-large. Tie all footwear together so they stay in pairs or place in Ziploc bags. No shoeboxes please.

◆ **Toys/Equipment**

We accept all types of toys, bikes, baby equipment, baby blankets, crib mattresses and baby furniture. All must be clean and in working order (batteries improve sales potential). Use Ziploc bags for small items and securely tape the bags shut so they cannot be opened!

◆ **Tags**

We provide two different colored tags depending on whether you would like to donate unsold items at the end of the regular sale or have them returned to you. White tags will be used for unsold items you wish to be returned. Yellow tags will be used for unsold items to be donated. You may request some of each color, but we ask that you return all unused tags at drop off. Only yellow and white tags will be accepted. No handmade tags will be allowed.

◆ **Pricing**

Print the price clearly on both halves of the tag. This will assure that we charge the correct price and afterwards, calculate the correct profit for you. Price all items in \$.50 increments (i.e. \$2.00, \$2.50). minimum price is .50¢ On average, prices should be about 25% of the item's original price. Please white-out any mistakes or changes. Scratched-out tags will not be accepted. Illegible prices will be at the sole discretion of CLS. If we cannot read the price we will do our best to determine a fair price.

◆ **Labeling**

Write the size & description on every tag. This assists us when attempting to match fallen tags to those items that have lost their tags. **You must write your consignor number clearly on the bottom portion of each tag, in order to**

ensure proper payment. We will not be responsible for tags with illegible consignor numbers. We cannot guarantee payment for illegible consignor numbers. *You will not be paid if we cannot read your consignor number.*

◆ **Securing Tags**

Tags must be securely attached directly to the article of clothing – not the hanger. Safety pins are recommended for clothing and mailing/packing tape for toys/equipment. **Please make sure that we are able to tear off the bottom half of the tag at the time of purchase.** While we make every effort to match lost tags with items, we will not be held responsible for items that have lost their tags. Please make sure your tags are securely attached.

◆ **Drop Off**

Bring all items to the Carroll County Agriculture Center on Friday, February 10, 2016 between 10:00 am. – 6:00 p.m. The Ag Center is located at 706 Agriculture Drive, Westminster, MD 21157, near Carroll Hospital Center. Visit their website at <http://www.carrollcountyagcenter.com/> for directions.

Drop off will be in the Shipley Arena via an easy drive-thru process. Just follow the signs.

PLEASE BE SURE TO BRING WITH YOU:

1. Signed contract
2. All unused tags
3. Self-addressed stamped envelope for receiving payment
4. If you are **NOT DONATING** your unsold items (using white tags), you **MUST BRING AT LEAST 1 LARGE PLASTIC TOTE** (more depending on the number of items you have to sell). The tote will be used to sort your unsold items. The **TOTE MUST BE LABELED WITH YOUR CONSIGNOR #** on all sides. This will help insure that the correct items are returned to you. You do not need to bring a tote if you are donating all your items (only using yellow tags).

*****IMPORTANT*** In case of inclement weather, check the school website for up-to-date instructions.**

Pick Up

Consignors are expected to pick up all unsold white-tagged items between 2:30 PM and 3:30 PM on Saturday, February 11, 2017. **Any items not picked up by the 3:30 PM deadline will be considered a donation to Carroll Lutheran School and will be placed in our ½ price sale.**

When dropping off and picking up your merchandise, please remember that all of the people working this sale are volunteers. They have given an enormous amount of their time to make this a great experience for the consignors and shoppers. Carroll Lutheran School thanks you for your continued support! If you need additional tags or have any questions, please visit our website clsedu.org/consignment or call #410-984-6107.