

Guidelines and Tagging Instructions

Fashion & Home Décor

Fashion

We Accept:

1. Clothing for Fall/Winter
2. Women's Clothing sizes 0-24 (xs-3x) including formal wear (Missy/Petite/Women/Junior)
3. Seasonally appropriate Shoes
4. Handbags** Please note we will accept replica/knock-off designer bags but your tags MUST BE LABELED REPLICA**
5. Jewelry sets, earrings, bracelets, necklaces, etc... • Accessories such as belts, scarves, hats, etc.

Desired Fashion brands include, but are not limited to: Ann Taylor, Anthropologie labels, Anne Klein, Liz Claiborne, Banana Republic, BCBG, Bebe, Chico's, Citizens of Humanity, Coach, Coldwater Creek, Express, Gap, Guess, J Crew, Kate Spade, Lacoste, Louis Vuitton, Milly, Michael Kors, New York & Company, Ralph Lauren, Seven for all Mankind, Splendid, The Limited, Star, Tory Burch, Trina Turk, True Religion, Vera Bradley and MANY OTHERS.

Example brands for TEENS may include, but are not limited to: Abercrombie & Fitch, Aeropostale, American Eagle, Billabong, Deliah's, Gap, Guess, H & M, Hollister, Justice, Lucky Brand, Roxy, Victoria's Secret Pink, Wet Seal and MANY OTHERS.)

**Please note that we will also accept nice quality, gently used clothing with department stores labels from Macy's, Belk, Dillard's, etc.

We do NOT accept:

1. Clothing/shoes out of date or out of season. We prefer items to be no older than 4 years. However, there are some exceptions to this with "timeless" pieces.
2. Lingerie , sleep wear
3. Undergarments, stockings, socks, bathing suits
4. Clothing with stains, holes, fading, wrinkles, missing buttons or broken zippers.
5. Clothing that smells of smoke or moth balls
6. Clothing that is pilling, has lint, fuzz or pet hair.
7. Bridal Gowns
8. Shoes that look worn- ALL shoes must be in like new condition.
9. Maternity wear (only sold at children's sales)

It is not our goal to offend anyone being strict about our standards, but we have limited space so we choose not to include items that are inexpensive to purchase new.

Home Décor & Furniture

We ACCEPT:

1. Furniture (NOTE: Upholstered furniture must be in pristine condition and free from odor, tears, pilling, ware and must be delivered and unloaded by consignor (and picked up if it does not sell)
2. Mirrors
3. Art Work
4. Decorative Accessories
5. Bedding
6. Linens
7. Draperies and Window Treatments
8. Rugs
9. Holiday Décor
10. Wreaths, Wall Hangings, etc.

We do NOT accept:

1. Items that are in poor condition, missing parts or out of style (antiques are acceptable)
2. Books, Videos, DVDs
3. Kitchen items such as dinnerware, pots and pans, flatware, silverware, etc. We are looking for décor items only.
4. Dishes and dish sets. Only decorative plates and serving pieces are acceptable.
5. Pianos, Organs, Musical Instruments
6. Radios, CD Players, TVs, Computers, DVD players, etc.
7. Appliances big or small
8. Anything inappropriate or not family-friendly
9. Mattresses

Tagging Instructions

Supply List

Card stock paper

Black and red pens

Zip ties

A **tagging gun is recommended over zip ties on clothing** from Amazon or The Store for Stores in Norfolk. **PLEASE DO NOT USE SAFETY PINS UNLESS ABSOLUTELY NECESSARY!**

Hangers: all styles are acceptable at this sale!

Clear packing tape (Transparent household adhesive tape—such as Scotch tape—is not effective for this purpose.)

Rubber bands

Preparing Your Tags •

1. Create tags by printing the “tag template” on card stock. The tag template can be found on the FORMS page of www.consign4good.com
2. Fill out a tag for each item. If there are multiple items, tag each item BUT, put the price on only ONE item. Also, mark each tag of the set. For example, if you have 3 pieces, on the first item tag write 1 of 3, on the second item tag write 2 of 3, and on the third item write 3 of 3. On items 2 and three simply put an “X” where the price would go (having the price only on item 1 of 3).

Some of our consignors have printed out the tag template, written their consignor code, and then made copies of it. This saves you the time of having to continuously write your consignor number in. If you have consigned at our children’s sales, your consignor number never changes.

- In the center of the tag, write a description of the item. Include what the item is, the brand name, and color if applicable. If it is a multi-piece item indicate how many pieces are included.
 - Below the description, clearly indicate the item’s price. **Prices must be in \$1.00 increments.** Nothing is to be priced below **\$3.00**. If you have lower priced items, bundle them in zip lock bags
 - On Saturday, from 9am-2pm **all items will be sold at half price unless the tag is filled out with red ink.** Items with price written in **red** will **NOT** be sold at half price on the final day; shoppers will only purchase those items at your original asking price.
 - You may donate any unsold items to benefit charity by writing the capital letter “D” in the lower right-hand corner of the tag.
3. Attach tag where indicated with your tagging gun (or if not using a tagging gun, a hole punch for zip tie to go through).

Example tag:

<u>DIG7337</u>	<u>10</u>
Consignor Number	Size
<u>Calvin Klein Pink Velour Wind suit</u>	
Item Description	
\$ <u>15.00</u>	D

Tagging Your Items (Special instructions)

- Place all clothing that has been washed and pressed on hangers with the hook facing left, like a question mark. Make sure that pants and skirts are on a clip style hanger. This makes trying clothes on much simpler. Other items may be on any style hanger. (If you have difficulty finding clip style hangers, you may attach pants and skirts to a hanger with binder clips. **If you want your hangers back, you MUST LABEL them with yarn, decorative tape, label, etc. To reduce duplication, please use a sharpie to put a distinguishing mark on your tape—i.e., an initial or your consignor number.**
- Use a zip tie, or tagging gun to secure the tag to the inside label of the garment. If there is not an inside label, attach the tag with a tagging gun or safety pin **in a seam (under the arm is usually a good place)**. Try not to cause any damage to the clothing with the safety pin- pinning it to a seam should help deter potential damage.
- If selling a two piece outfit you must hang items on 2 separate hangers. Then attach the hangers together using a rubber band. Make sure that pants and skirts are on a clip style hanger. This makes trying clothes on much simpler. Attach a second tag to second item. Label the second tag with consignor number only and piece 2 of 2. DO NOT include a price on the second tag, just put an "X" in the price space.
- For small items like jewelry – you may put both earrings directly through the pricing tag in the upper right hand corner of the tag and secure them with a piece of tape on the back. For necklaces, you will want to attach the tag with string so that our clientele can try things on.
- Shoes need to be **loosely** tied together with string or rubber band so that they may be tried on. You can attach the tag with tape on the bottom of the shoe.
- Handbags need to be stuffed with paper or bags so that they will display nicely.

Bring a self-addressed, stamped envelope so that we can mail your payment.

You will be hanging and placing your items where they go. Therefore, to make it easier on yourself, it will go much faster if you have your clothing grouped according to size and then according to type (i.e., pants together, shirts together, skirts together within each size). This makes the racks look very professional and easier to shop.

SCHEDULE of EVENTS

DROP-OFF

Tuesday 9am-8pm

You may come anytime between these hours. You will be hanging up your own clothing items and putting your other items in the appropriate location. Please allow ample time for this. We will have you sign in and bring us your signed contract and self-addressed stamped envelope. Your items will be inspected. We will return any items not meeting our guidelines.

SHOPPING HOURS

Volunteers (6 hours of volunteering): Wednesday **3:30-6:00pm**

Volunteers (3 hours of volunteering): Wednesday, **4:00-6:00pm**

Consignors (0 hours of volunteering): Wednesday, **4:30-6:00pm**

LADIES' NIGHT PRESALE PARTY! \$5 admission (even for consignors) Wednesday, 6:00-8:00pm

Public:

Thursday & Friday (Free Admission)

10:00am- 7:00 pm

Saturday

9am-2pm (Free Admission) Most

items ½ off!

PICK-UP SCHEDULE

Saturday 5:30pm-7:30pm

All items not picked up by 7:30pm on Saturday, will be donated. Our donations will be going to local non-profit organization.