

Guidelines, Tagging Instructions & Schedule

Items Accepted by Consign 4 Good:

- Seasonally Appropriate Clothing (Spring/Summer for March/April , Fall/Winter or August/September)
- Boys & Girls Clothing Sizes newborn to youth 20 & Juniors for girls, waist size 29-32 and S & M men's sizes for boys
- Children's Shoes
- Maternity Clothing
- Dance Uniforms
- School Uniforms, Scout Uniforms , etc.
- Swimwear (Spring sale only)
- Halloween Costumes (Fall Sale Only)
- Dress up clothes and pretend play items
- undergarments (only new in packaging)
- Socks, tights, hairbows, ties, belts, purses, etc.
- Sports Equipment
- Toys for infants and toddlers
 - Leggos, Duplos, Action figures, Dolls, Learning toys, etc.
 - Bikes, riding toys, outdoor equipment. Little tikes, Swings, Slides. Puzzles
 - Books, Games, Electronic Games and Game systems

-DVD's and Music CD's

-Homeschool Materials

Infant Accessories

– Diaper bags, blankets, potty chairs, bath seats and tubs, bottles (new in package or without nipples), pacifiers (new in package only), breast pumps with all parts and in working order, etc.

-Baby & Children's Furniture

- Gliders, changing tables, bassinets, mattresses, toddler beds, tables/chairs, etc.

-Baby Equipment - High-chairs, strollers, jump-a-roos, bouncy seats, pack n' plays, etc.

-Baby Bedding and Décor

-Quilts, artwork, mobiles, rugs, lamps, laundry hampers, etc.

-Children's Luggage and Backpacks

-Children's Dinnerware Sets/Utensils

-Bedrails and safety gates

Items NOT Accepted by Consign 4 Good:

-Clothing and Shoes that are the wrong season or outdated

-Used undergarments

-Recalled Items

-Clothing with stains, holes, pilling, missing buttons broken zippers, etc.

-Jewelry

-Rated "R" or "M" movies and games

-Toys with missing or non-functioning parts or without batteries (that require batteries)

-Stuffed animals (UNLESS NEW WITH TAGS)

-CAR SEATS

-CRIBS

-Bumpers without seat/safety belts

-Formula or baby food

-Beanbags or Beanbag Chairs

Please note that in an interest to provide only the best in merchandise to parents, Consign 4 Good reserves and maintains the right to reject any item failing to meet our standards and the requirements set forth above.

Tagging Instructions

Supply List

Card stock paper (ANY COLOR)

Black and red pens

Tagging gun or Zip ties

Adult- or child-sized wire hangers (preferred) or thin plastic hangers & clip hangers for bottoms if possible NO THICK TUBULAR HANGERS ARE ALLOWED!

Zip-top plastic storage bags (gallon- and quart-sized)

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

Binder Clips (for hanging pants, skirts, shorts, capris when a clip hanger is not available)

Rubber bands

Hole punch

Easy-Release Blue Painter's Tape

Preparing Your Tags

Create tags by printing the “TAG TEMPLATE” (See forms page of www.consign4good.com) on CARD STOCK ONLY! Tags printed on regular weight paper will be rejected.

□ Use a tagging gun to attach tag. If you do not have a tagging gun, punch a hole where indicated on your tag through which you can fasten zip ties. NO PINS PLEASE! Pins leave holes.

□ In the upper left-hand corner of each card, write your consignor code. Your consignor code will be issued when you email us your name and phone number.

□ In the upper right -hand corner, write size

□ In the center of the tag, write a brief description of the item. Include gender, what the item is, the brand name, and color if applicable. If it is a multi-piece item indicate how many pieces are included.

Pricing: **Prices must be in 1.00 increments** (e.g., \$3.00, \$4.00, \$5.00, etc.). **NOTHING IS TO BE PRICED BELOW \$3.00!**

(If you have several small items that are worth less than \$3, bundle them until the lot of items is worth \$3 or more. They can be bundled as an outfit on a hanger or in large zip lock bags for small toys, bibs, onesies, etc.)

☑ **On Saturday, all items with tags filled out in black/blue will be sold at half price.** 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. SO, if you DON'T want certain items to be reduced on Saturday, use a red pen or red ink when filling out tags.

□ You may donate any unsold items to benefit charity by writing the capital letter “**D**” in the lower right-hand corner of the tag. These items will go to For Kids to be sold in their thrift store.

Example Tag

DIG3373 _(consignor #)	(size) 24M
Girls Pink Striped Gymboree Dress _(description)	
\$4.00 _(price)	(D is for DONATE) D

Attaching your Tags

☐ **Clothing on hangers is limited to 200 pieces per consignor.** You may bring more clothing (on hangers) in a labeled tub and we will replenish if stock gets low. So pick your best 200 items.

☐ Place all clothing on hangers with the hook facing left, like a question mark.

-Tag the clothing, not the hanger!

☐ Use a tagging gun or zip tie to secure the tag to the garment. Use a belt loop, button holes, or sizing tag to attach the price tag. Try to keep the tag on the front of the item. Tagging guns can be purchased for a reasonable price on Amazon.com (order from a place shipping from the US to insure quick delivery). When using a tagging gun, always tag in a seam or in a size tag in a garment. The right side of the garment is preferable if using a tagging gun. This way the shopper can easily see the price. Just make sure it is in the seam!!! This will hide holes made by the gun. The gun will make tagging much **FASTER!** **Safety pins should not be used!** They cause damage to the clothing. You may want to purchase a tagging gun. Again, to avoid potential damage to clothing, use the tagging gun in a seam.

☐ If selling a two piece outfit you can hang the top like you would normally hang a shirt on a hanger and then attach the bottoms to the hanger **or** you can place each piece on a separate hanger and secure the hangers together using rubber bands or packing tape. **We do prefer the clip style hangers for shorts, skirts, capris and pants, but they are not required.** **The second best option is to use "binder clips" to hang these items.**

1For toys & equipment, attach the price tag with clear packing tape. Make sure tags are securely attached to all items. Please do not use clear packing tape on items in plastic bags. Painters tape is better for items in Ziploc style bags. When tagging toys with multiple pieces and parts, put the parts in a clear bag and reinforce the closure with clear packing tape so that children cannot get into the toys during the sale and scatter the parts.

For books, attach tags with painter's tape so it won't damage the pages.

Wrap wooden puzzles in plastic wrap so that the shopper can see the puzzle, but the children cannot remove the pieces!

SEE SCHEDULE ON FOLLOWING PAGE!

SCHEDULE of EVENTS

DROP-OFF

ONE DAY ONLY -Tuesday 9am-8pm (Tuesday prior to the start of the sale)

You may come anytime between these hours. We will have you check in and bring us your signed contract and self addressed stamped envelope. **You will be putting your items out in the appropriate place.** Items will be inspected at a later time and we will return any items not meeting our standards to you when you pick up on Saturday. **More Info below- please scroll down ☺**

Bring a self-addressed, stamped envelope so that we can mail your payment quickly and to the correct address.

SHOPPING HOURS

Super Volunteers – Wednesday, **3:30pm-7:30pm** (Those volunteering for two 3 hour shifts)

Volunteers – Wednesday, **4:00pm-7:30pm**

Consignors-Wednesday, **4:30pm-7:30pm**

Public- Thursday

8:30-10:00 am- Early shopping (\$3 admission required)

10am-7:00pm- Free Admission

Friday

10am-7:00pm- Free Admission

Saturday

9am-2pm: Free Admission (1/2 price day for specially marked tags)

PICK-UP SCHEDULE

Saturday 5:30pm-7:30pm NO ONE CAN PICK UP BEFORE 5:30 UNLESS THEY HAVE PRIOR PERMISSION FROM RUTH DIGEORGE!!!!!! TOO MANY PEOPLE COME EARLY AND HAVE TO COME BACK BECAUE ITEMS ARE NOT SORTED. IF YOU COME EARLY, YOU WILL HAVE TO WAIT OUTSIDE THE GYM UNTIL 5:30!

We will be doing an "initial sort". Your items will be placed in an area and you will need to pick out your items. For example: All consignor #'s starting with the letter A will be in an area, B will be in another area, and so on. You will need to pull your items from that designated area. After pulling your items you will need to come to the check-out station and sign out while we double check to make sure there isn't anyone else's items in your pile by mistake. All items not picked up by 7:30pm on Saturday, will be donated. WE CAN NOT HOLD ANYONES ITEMS after 8pm. We rent the church gymnasium and they need to get in and set up on Saturday night in preparation for services on Sunday. Please be respectful as we want to continue to have a good relationship with the church.