

PREPARING ITEMS FOR CONSIGNMENT

Supplies

In addition to other items, you will need the following supplies to prepare for the Sale:

Required Items

- Hangers
 - We only accept items on wire hangers
- Safety Pins
 - We only accept items and tags pinned with safety pins
- Scotch tape and packing tape
- Plastic zip-top bags
 - You may need several different sizes
- Plastic food wrap
 - Useful for wooden puzzles, and other toys where tape would ruin the item

Recommended Items

- Product instructions for toys and equipment
- You can download manuals online or order replacement parts via the product manufacturer's website
- Photographs of pack n' plays, bagged or boxed toys, or other large items that cannot be set up on the Sale floor
 - These should be attached securing to the items and should help your items sell.

[Back to Top](#)

Sort, Clean & Repair Your Items

Items MUST be sorted by size/type PRIOR TO DROP-OFF at the Sale. Please use the following categories and their guidelines to streamline item drop-off and set-up:

- Battery Operated Toys
 - These items should be in working condition with fresh batteries
- Books
 - Tape any torn pages
- Equipment
 - Disassemble and clean every cranny of car seats, high chairs, boosters, exersaucers, strollers, outdoor toys
 - Wash fabric whenever possible (car seats, jumpers, Boppies)
 - Check for excessive wear or damage
 - Check for product recalls online with the manufacturers or www.cpsc.gov
 - Check car seats at www.nhtsa.gov
 - It is recommended by car seat experts that seats more than 5 years old not be sold

Infant Supplies/Layette

- These items are placed in tables and do not require hangers.
- Items that are folded or items that are sold in sets (such as undershirts, socks, tights, hair accessories, and belts) should be placed in ziptop bags that are sealed with clear packing tape
- Hats do not have to be in ziptop bags

Shoes

- Clean the bottoms, wash shoe laces, polish leather
- Footwear that has not been cleaned or which shows excessive wear may not be sold
- All shoes must be in gently used or brand new condition.
- place in ziptop bags
- Tags should be attached to the outside of the bag with packing tape at the top AND Scotch-tape (not packing tape) at the bottom of the tag

Clothes

- Sort clothing by size before you arrive at the sale
 - **Tie hangers together using rubber bands, or twist ties**
 - Do not use tape to secure hangers together
- Newborn to Pre-teen (through size 16) and Maternity clothes accepted (no teenage or adult size clothing other than maternity will be accepted). Please adhere to quantity restrictions.
- Space will be available on a first come, first served basis.
- Pajamas will be hung at the front of each section, by size so please sort pajamas separately.
- Jeans and school uniforms are acceptable at all sales

Furniture

- Acceptable furniture includes: crib mattresses, toddler beds, bassinets, changing tables, child-sized table sets, children's desks and dressers, gliders or nursery rockers, children's rocking chairs, toy bins and organizers. Due to the new strict guidelines on crib sales, we will not be able to accept any cribs for consignment.

Equipment

- Acceptable equipment includes: potty chairs, rocking chairs, bouncers, walkers, high chairs, swings, pack n' plays, booster seats, strollers, exersaucers, car seats, activity gyms, safety gates
- Make sure all items are in clean and working condition

Toys

- Infant toys
- Books, videos, games and puzzles, computer software, electronic learning toys
- Children's dress up costumes and pretend play accessories
- Farm set, toy cars, trains and accessories, trucks, constructions equipment, action figures, remote control cars
- Dolls, dollhouses, doll beds, stroller, vanity sets, Barbies, etc...

- Block, Lego, arts and crafts tools & materials, chalkboards, art easels, Play-doh accessories
- Ball pits
- Inflatable pool toys, swim trainers/floaties (spring/summer sale only)
- Sports toys
- Make sure toys are clean and in working condition prior to bringing them to the sale

Miscellaneous Items

- The following items are acceptable provided that they are tagged and bagged as would be required for all other items at the sale:
 - Feeding items
 - Bottles, burp clothes, bibs, bottle warmers, nursing supplies (new and unused), bottle holders, sippy cups, maternity body pillows, nursing/boppy pillows, breast pumps
 - Bedding
 - Bassinet bedding, mattress covers, crib accessories, blankets, quilts, toddler bedding, crib props and wedges
 - Nursery decorations
 - Changing items
 - Changing table, pads/organizers, changing table sheets, wipe warmers, diaper stackers, diaper pails, diaper genies, diaper bags
 - Bath items
 - Hooded towels, bath toys, sprayers, bath safety items
 - Baby monitors
 - Humidifiers
 - Step stools
 - Stroller accessories
 - Infant headrests and other travel accessories
 - Parenting books and DVDs
 - Infant carriers and slings
 - Children's lunch boxes, backpacks, and suitcases
 - Children's sleeping bags

[Back to Top](#)

Tags

All merchandise tags must be printed using www.myconsignmentmanager.com/kidsclosetwinterschapel. There will be no markdowns other than those chosen by Seller when creating the item's tag using MyCM.

- ***All tags shall be printed on light or pastel colored 60-67lb cardstock.***
 - No dark or bright colors, multi-colored, textured or patterned cardstock should be used as these do not scan well and will impede a quick checkout.

- We request that you use only 1 color of paper for all of your tags so that we can better sort your unsold items at the end of the sale
- ***Use an inkjet or laser printer with NORMAL or DRAFT print quality***
 - Do not print your tags using “BEST” quality printing, as the machines will have trouble reading the bar codes
 - Print only on one side of the paper
 - Print with black ink only
- ***Do not cover the barcodes or numbers below the barcodes with pins or tape of any kind***

Failure to follow these tagging instructions may result in mis-reads by the scanners, resulting in another Seller getting credit for your item! Neither the Sale Team nor Winters Chapel United Methodist Preschool will be responsible for tags that do not scan and are not on the correct cardstock.

When entering items into MyCM:

- Clothing
 - Use the clothing size marked on the item’s tag, but note if the item fits larger or smaller if necessary
 - Write a brief description of the item – this is helpful in you keeping track of what sold and what did not
 - For multi-piece outfits, indicate the number of pieces on the tag (i.e. “2 piece outfit”) and attach any accessories (bloomers, belts, hats, etc…) to the main item or to the hanger with a safety pin
- Furniture and Equipment
 - If something has multiple pieces, each and every piece must be tagged with a barcode tag (this is in case something gets separated during the sale). You will have to create each tag, but the cashiers will only scan the Primary Tag.
 - Put your price on the Primary Tag and enter a price of \$0.00 for each additional tag. You must then use a Sharpie to draw a dark line through the barcode and price on all tags except for the Primary Tag.
 - The Primary Tag should be placed on the largest piece in the set
 - Example
 - Infant car seat with 2 bases = 3 pieces
 - Each piece must have a Seller tag indicating that it is part of a multi-piece set (Car Seat – 1 of 3 pieces \$25.00, Base – 2 of 3 Pieces \$0.00, Base – 3 of 3 Pieces \$0.00)
 - Mark through the barcode on all parts of the set except for the Primary Tag which is Piece 1 of 3
 - Equipment with multiple parts must be securely attached together with rope or other means that will not harm the merchandise
 - Hardware for items should be placed in a heavy duty plastic bag and labeled with a Seller tag, and the bag should be securely attached to the item
- Toys

- Toys with multiple parts (Lego, trains, blocks) should be placed in ziptop bags, and then the tops of the bags sealed with packing tape
- If items will not fit into a ziptop bag, secure all piece together with ribbon, string or packing tape

[Back to Top](#)

Attaching Tags

You must tag ALL items for sale using the tags created in MyCM. All merchandise must be tagged BEFORE you drop it off at the sale. DO not bring any untagged items to the sale.



It is very important that your tags are properly attached so that they do not come off during the sale. At the same time, your tags must not be so permanently attached that the cashiers cannot quickly cut them during checkout. Here are some suggestions:

Tagging Do's

- Use Scotch-Tape ONLY at the top and bottom edges of tags for books. Scotch-tape OR packing tape can be used on the TOP part only on toys, furniture, equipment, and other non-hanging items
- For items in ziptop bags, you may use clear packing tape along the top edge of tag for extra security
- If you use safety pins on plastic bags, tape over the pin with clear tape so the tag does not tear and fall off
- Use safety pins for clothing and other soft items
- Use Scotch-tape or packing tape over safety pins to prevent the tag from ripping around the pin and to prevent TAG SWITCHING. This does make more work for you, but it is better than lost items.
- When pinning and taping tags to items, secure the top portion of the tag (i.e. above the www.myconsignmentmanager.com line about 1/3 of the way from the top of the tag. This portion of the tag will remain on the item when the tag is cut off at checkout
- With the front of the garment facing you, place the tag on the UPPER RIGHT part of the clothing, as shown in the picture above

Tagging Don'ts

- Do NOT tape or pin over the barcodes
- Do NOT use masking tape, packing tape, or anything else but scotch tape along the bottom edges of your tags
- Do NOT tape on all four sides of your tags
- Do NOT use straight pins or staples on clothing
- Do NOT tape or pin below the printed www.myconsignmentmanager.com line about 1/3 of the way from the top of the tag

During every sale, a number of tags fall off and get lost. Neither the Sale Team nor Winters Chapel United Methodist Preschool can be responsible for any lost or missing items at the end of the Sale. The Sale Team and/or Winters Chapel United Methodist Preschool will NOT reimburse a Seller for items that the Seller cannot account for. Untagged items or items that do not have the prescribed tags will not be sold, and will be pulled from the sale floor when discovered.

[Back to Top](#)

Hanging and Pinning Clothing

All clothes should be hung with the hook pointing left when you are looking at the front of the garment, just like a question mark “?”. Hangers will not be returned. Clothing often falls off hangers, so please use at least one (1) safety pin to secure all items to the hanger, especially where your outfit has several pieces. Clothing that falls off hangers onto the floor will be less likely to sell. Also, clothing that has been securely pinned to hangers is harder for shoplifters to steal by means of concealment.