



**CONSIGNOR INSTRUCTIONS**  
**Mt. Bethel Children's Consignment Sale and**  
**Baked Goods Sale**  
**Spring 2012**  
**March 7-10, 2012**

Welcome to the Mt. Bethel Children's Consignment Sale! Please read these instructions carefully. There are changes to the tag entry and check-in procedures from previous sales.

**BEFORE YOU BEGIN, PLEASE PRINT OUT A COPY OF THESE INSTRUCTIONS INCLUDING THE BUYER WAIVER.**

**1. IMPORTANT REMINDERS:**

1. This sale features quality (yes, boutique clothing items) children's clothing and accessories items of spring and summer tweens' and teens' (prom dresses-no adult sizes please), toys, books, furniture and more. ***No winter/fall clothes, Halloween Costume, or winter cold gear (coats) please. No cribs. No Car Seats***
2. Each consignor number will be limited to **100 items**. Please consign your best quality children's items. Our shoppers are looking for great clothing in great condition. (no smoke smelling clothes, please)
3. **You may register for more than one consignor number.**
4. A **\$6 fee will be required for registration**. Sale proceeds will be split 70% to the seller and 30% to the consignment sale. We issue checks the same day the sale closes! The portion that goes to the sale is tax-deductible.
5. If register for this sale and then decide not to sell, **you must unregister by Tuesday, February 28th or you may not be allowed to consign at the next sale.**
6. All items will be discounted by 30% on Saturday. You must choose "discount item" for each tag you enter. ***Please remember to select DISCOUNT to all items prior to printing your tags. If you forget to do this, on Saturday, items at check out will cause a delay in check out.***
7. Please consider donating your unsold items. They will go to many worthwhile missions from foster children to underprivileged families in West Virginia. You can use your inventory sheet for the tax receipt!

**2. GETTING STARTED:**

As soon as you register for the sale, you can get started. Remember the **cut off for entering items and printing tags is Sunday, March 5th at 11:59 p.m.**

1. Sign up for drop-off time, [click here](#). This is required!
2. Go to [volunteer page](#) to register to volunteer. You get to shop early and get the best deals.
3. Organize your items according to the chart below. This is how you will enter them in the tagging system.

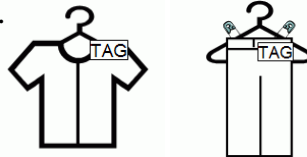
Item type		
1. Clothing	Separated by gender, then put in size order, smallest to largest	Begin with item #1
2. Small to medium items	Shoes, toys, games, puzzles, movies, accessories	Follow your last item from above
3. Baby Accessories	All baby items (except clothing) such as boppies, diaper pails, snugglies, nursery decorations & bedding	Follow from your last item above
4. Large Items	Cribs, changing tables, rugs, bikes, strollers, exersaucers, large toys	Follow from your last item above

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4. **Check** your items against the [Accepted and Non-Accepted list](#).
5. Remember that stained, torn, damaged or smoky items will not be accepted. Check your items for any [Recalls](#).

#### 6. CLOTHES

**Wire hangers are required.** Hang with the hook pointing to the ***left (like a question mark), and the tag safety pinned on the right shoulder.*** Safety pin sets securely together by hanging the shirt first, then turn the hanger over and safety pin the pants by the waist (see example below) to the backside of the hanger, with the pin catching the hanger to support the pants. ***Pants alone should be hung at the waist at the top of the hanger.*** This prevents them from sliding. Sets must be grouped on one (1) hanger only. ***Straight pins are not allowed in any capacity.*** Do not bend adult size hangers to accommodate smaller clothing as they get snagged on other items.



#### 7. SIZING

Please use numerical sizing only. For baby items use the smallest number size listed. Please estimate the numerical size for Small, Medium and Large.

#### 8. BOUTIQUE

Check your items against the [Boutique list](#). Add the word **BOUTIQUE** in the item description.

#### 9. SHOES

Shoes must be placed in Ziploc bags with the tag taped to the inside of the bag. ***Do not box shoes.*** Shoes and laces must be in **excellent condition**. Bring your best!

#### 10. TOYS/GAMES/BOOKS

Toys must be in working order and **MUST** have working batteries. This includes all items including ride on toys, playmates, etc. If we cannot see that it works, we will not accept it. Toys and games must be clean and have **ALL** pieces. Toys with multiple parts should be sealed in ziplock bags and taped shut. ***Please no "grab" bags or fast food giveaway toys.*** Do not apply tape directly to decorative items on toys, games, puzzles as tape can peel away decorative items. Put these items in bags, or wrap in plastic. Do NOT tape over the barcode on the tag. ***NO OPEN TOP BOXES*** unless the entire box is in a plastic bag large enough to seal so **ALL** items stay with in box.

#### 11. VIDEOS, COMPUTER GAMES, VIDEO GAMES

(Gameboy, NintendoDS, Sega, Wii)

We accept videos that are rated G and PG only, Video games for game systems **rated E only**, and computer software for children. Videos, computer software and handheld games need to be in their original cases. VHS tapes are limited to 10 per seller.

#### 12. LOOSE ARTICLES

Loose articles, such as bibs, belts, hair bows, etc. must be placed in clear Ziploc bags with the tag attached to the outside of the bag. Tape bags shut to keep items secure.

#### 13. LARGE FURNITURE AND TOYS

Place the tag where it is clearly visible. Do not tape over the barcode. If you have stored your items outside, please clean them as best you can. We want all items to have the opportunity to be seen in their best condition! ***No Cribs***

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#### 14. PRICE

You set the price! Please price to sell and keep in mind the quality, name brand and condition. Size 18 months and under are very abundant. Please price them competitively and consider placing them in sets. **All items WILL be discounted for Saturday's sale.**

#### 15. MISC

Appearance of your items will greatly help them sell. *Cleaned*, ironed, and needle/thread work wonders! Sets tend to sell better (especially under size 10). Matching things up works!

#### 3. TAGS & INVENTORY SHEET

1. Click on [Link for Item Entry and Tag Printing](#).
2. Enter consignor # and password.
3. Enter your items in the order listed above.
4. If you need to stop, you can save you work for later.
5. When you have finished entering all your items, print your tags and inventory sheet.
6. The system will shut down on **Sunday, March 5<sup>th</sup> at 11:59pm**  
\*\*You must have your tags and inventory sheet entered and printed before then!\*\*
7. Allow plenty of time to safety pin the tags on your items.

#### CHECK-IN:

1. Remember to sign up for a drop-off [time](#). Please keep your scheduled drop off time.
2. **Bring your signed Consignor waiver.** (see below)
3. Bring your inventory sheet printed single-sided on white paper.
4. Be prepared to spend 20 minutes or more for check-in and drop-off. All items will be inspected at drop off.
5. Bring clothes to appointment in the order you entered them in the system (according to the chart above), beginning with #1 and ending with #100. Items must be in number, category and size order. This will make the drop-off process much smoother!
6. A volunteer will hang your clothes, coats and costumes for you. **You will set out your non-clothes items in the proper areas.** If you need help with any items, please plan for that in advance.
7. **You must enter your items, print your tags, & inventory sheets by Sunday, March 5<sup>th</sup> at 11:59pm. The system will close for updates at midnight on March 5<sup>th</sup>.**
8. **Checks will be available for pick up from 4:00-5:00pm on Saturday, March 9<sup>th</sup>. Please bring your ID to pick up your check. Checks are issued to the name listed as the consignor.**

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