

Drop Off Procedures



Before Drop off:

1. Schedule your drop-off time by using the Consignor Log-in link to access the online system. (If you do not schedule an appointment, please arrive sometime during the drop-off timeframe per the website's "Complete Event Schedule" link.)
2. Be sure you are only bringing items & quantities as listed in the "Items Accepted".
 - a. A separate "quality check" will be done on ALL clothing items. Unacceptable items will go home with you. Check your items for stains thoroughly prior to tagging!
3. Have all clothing organized by size & gender BEFORE arriving. **Remember, all clothing must be hung with the hook facing "left."** (The hook of the hanger should resemble a question mark when looking at the front of the garment.) **We will not check your items until they are hung on the rolling rack in size/gender order.**

When You Arrive for Drop Off:

1. **DROP OFF INSTRUCTIONS COMING SOON. CHECK BACK FOR MORE DETAILS.**
2. Additionally:
 - a. Consignor MUST complete the Claim Ticket, not volunteers. Claim Tickets are ONLY to be placed on items that do not fit in one of our blue shopping bags. If you put Claim Tickets on smaller items \$.50 will be deducted from your check per Claim Ticket.
 - b. Running late or missed your appointment? NO WORRIES! Come anytime during drop off hours (Listed in the Complete Event Schedule) and we'll fit you in!
 - c. Purchases may only be made during Shopping Hours.
 - d. All bags, totes, purses, etc will be inspected prior to exiting the facility
 - e. Removing items from the sales floor, setting items aside for personal use, Parking Lot Sales, "hiding or misplacing items" do constitute theft and will be prosecuted.
 - f. **Check all baby equipment, etc for recalls at www.wemakeitsafer.com If your item has not been recalled place a checkmark on the barcode tag (do not use red ink). Recalled items are now illegal to sell.**
 - g. **Knock-Off Purses are illegal to sell. We will only allow Designer Bags with a receipt attached or replica bags (a replica bag does not use the exact brand name i.e. "Coach" or logo but something similar)**
That's it! Now sit back, plan your shopping strategy, and get excited about checking your SOLD totals every morning!