

Drop Off Procedures (New instructions!)



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.
4. There are new drop off stations. When loading your vehicle please keep that in mind: 1) shoes and books 2) large "claim ticket items" 3) GIRLS 4) BOYS clothing and push/pull/sit-on toys 5) maternity clothing, toys, décor, baby/nursing items, games, puzzles, etc
5. Traffic Flow: 4H building to the front of the Merchant Building, around by the track, left towards the back of the 4H building and then around to the BACK of the FFA building.
6. LOOK FOR SIGNS LABELLING EACH DROP OFF STATION
- 7.

When You Arrive for Drop Off:

1. **CHECK IN AT THE "CONSIGNOR CHECK-IN" TABLE, ON THE SIDE OF THE 4H BULIDING NEAR THE LARGE OVERHEAD DOOR. This is where you will receive your Preview Party pass, sign necessary documentation, fill out any "refer-a-friend" sheets, etc.**
 - a. At this drop off station, in addition to checking in with a Sale Assistant (do this FIRST), you will also bring in your shoes & books and any boutique/designer purses.
2. Drive, CAREFULLY, to one of the other drop off stations, paying attention to TRAFFIC FLOW. (4H building, side door to Merchant Building side door by track to Merchant Building BACK OVERHEAD DOOR, to 4H building BACK DOOR by PODS to FFA Building BACK DOOR. **LOOK FOR SIGNS TO HELP GUIDE YOU.** 😊)
3. **CLAIM TICKET ITEMS:** These are items that are TOO LARGE to fit in a blue shopping bag. YOU must complete the claim ticket AND attach it to your item. This will occur at the BACK OVERHEAD DOOR of the FFA BUILDING. DIRECTIONS ARE PRINTED AND POSTED ON THE TABLE. If your item had fiber fill, it will need a yellow tag stapled to the BACK of the TOP half of the claim ticket. If your item needs assembled, SET IT UP.
4. **CLOTHING:** new clothing inspection procedures. More information below.
5. **Maternity Clothing/Nursing Clothing:** dropped off at the back door of the 4H building (near the PODS)

6. **ALL BOY CLOTHING & push/pull/ride-on toys:** dropped off near the overhead doors of the MERCHANT BUILDING, CLOSEST TO THE TRACK. HAVE EVERYTHING IN SIZE/GENDER ORDER OR IT WILL NOT BE INSPECTED
7. **GIRL CLOTHING, JUNIOR GIRLS & ADULT WOMEN:** Dropped off near the large overhead doors on the BACK SIDE of the Merchant Building. HAVE EVERYTHING IN SIZE/GENDER ORDER OR IT WILL NOT BE INSPECTED.
8. **TOYS, DÉCOR, SPORTING GOODS, GAMES, PUZZLES, MATERNITY CLOTHING, BABY/NURSING ITEMS:** dropped off at the BACK DOOR of the 4H building, near the PODS.
9. **SHOES & BOOKS. DESIGNER PURSES:** dropped off near the overhead door on the side of the 4H building (same door you enter for Consignor Check-in)

Also:

1. **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.**
2. 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!
3. Purchases may only be made during Shopping Hours.
4. All bags, totes, purses, etc will be inspected prior to exiting the facility
5. 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.
6. **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.**
7. **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)**
8. **That's it! Now sit back, plan your shopping strategy, and get excited about checking your SOLD totals every morning!**

Clothing Drop Off Inspection Check-List

1. Are your clothes organized by size & gender?
 - a. Infants: 100 pieces max, Spring/Summer ONLY
 - b. Juniors: 15 max; check brands and sizes (Sizes should be SMLXL) Spring/Summer ONLY
 - i. (Older Girls: these would be sized numerically with no max)
 - c. Womens: 15 max; check brands; Spring/Summer ONLY
 - d. Maternity: 15 max, check brand; Spring/Summer ONLY
 - e. Nursing: 15 max, check brand; Spring/Summer ONLY
 - f. Scrubs: 10 max; any season or size
 - g. Kids Clothing: all seasons, all brands. Check for wear, stains, holes, age, etc

2. Inspect each item for qualifications listed above
 - a. COUNT certain categories
 - b. CHECK BRANDS for certain categories
 - c. CHECK QUALITY for ALL
 - d. Items refused at Drop Off will have:
 - i. **A tear through the barcode of the tag (UNLESS a BLUE STICKER!!!)**
 - ii. **A colored dot on the rejected area:**
 1. **Peach – Overly loved**
 2. **Green – Stained or torn (put sticker on the area)**
 3. **Purple – Discount Brand (adults/juniors/maternity) or outdated**
 4. **Blue – wrong season (bring back next time)**
 - iii. Returned items will be put on an “OOPS!” rack and MUST BE PICKED UP BEFORE YOU LEAVE OR THEY WILL BE DONATED THAT EVENING
 - iv. Consignors may be asked to assist putting items on the sales floor.

Toys, Shoes, etc Drop Off Inspections Check List:

1. Inspect each item for qualifications
 - a. CHECK QUALITY for ALL
 - i. Shoes: no scuffs, tears, dirt, obvious wear
 - ii. Toys: no broken parts, electronics turn on, no damage
 - iii. Games: are pieces organized? Do they appear to be present?
 - iv. DVD: once checked place a BLUE sticker to close the container (then it doesn't need re-checked next time in case it doesn't sell)
 - v. Books: no obvious wear/torn pages
 - vi. Stuffed: nothing with fiber fill can be in a bag!
 - b. Items refused at Drop Off will have:
 - i. **A tear through the barcode of the tag (UNLESS a BLUE STICKER!!!)**
 - ii. **A colored dot on the rejected area:**
 1. **Peach – Overly loved/broken/damaged**
 2. **Green – Stained, scuffed, torn (put sticker on the area)**
 3. **Blue – wrong season (bring back next time)**
 4. **Purple – Non-accepted item/discount brand/outdated**
 - iii. Returned items will be put on an “OOPS!” rack and MUST BE PICKED UP BEFORE YOU LEAVE OR THEY WILL BE DONATED THAT EVENING
 - iv. Consignors may be asked to assist putting items on the sales floor.