

Drop Off Procedures

(Restock consignors are assigned once we become full to regular consignors and is based upon the date you register. Restock consignors follow the same directions but drop off items during "Restock Drop Off" ONLY.)



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. Any item found with stains, damage, excessive wear/pilling, etc OR to not comply with our "Items Accepted" will go home with you. Check your items for stains thoroughly prior to tagging!
 - b. Remember- consignors with a 90% or higher "sell thru rate" earn a "Get Out of Check-in Pass" and \$8.50 shopper credit for the Spring 2016 event. Be sure you bring all items you've entered, and price them to sell! The happiest consignors are those with nothing left! ☺
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. Come up the steps and enter the large glass front doors. Receive your Preview Party Pass, complete the Refer A Friend sheet if you're new, and sign the CPSC form. You will also receive further drop off instructions.
2. Unload at the top of the ramp near the large glass doors.
 - a. Receive a rolling rack to hang all of your clothing items. A volunteer will check your quantity, quality and seasons.
 - i. Put your items in the correct size. (Or moms won't be able to find your items to buy!)
 - b. Shoes, games, toys, baby equipment, etc will be inspected in the gym. Take unaccepted items home with you. You may need to assist in putting out items AFTER they have been checked.
3. **Some items will need a Claim Ticket.** Complete the claim ticket and attach to each indicated item. Be sure to **fill out the top portion of both halves of the claim ticket.**
4. Additionally:
 - a. Consignor **MUST** complete the Claim Ticket, not volunteers. Claim Tickets are **ONLY** to be placed on items that are too large to 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!