

# 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. Remember- consignors with a 90% or higher "sell thru rate" earn a "Get Out of Check-in Pass" for the Fall 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.)

## When You Arrive for Drop Off:

1. Pull to the front of the Edwards building and park. Enter the door to the right to receive your Preview Party Pass, complete the Refer A Friend sheet if you're new, and sign the CPSC form. **If there are any changes to the drop off procedures listed below, you will be notified at the check-in table.**
2. **Clothing Drop Off: (OVERHEAD DOOR, LEFT side of the Edwards Building except for maternity clothing, which is in the Ganyard building)**
  - a. Unload your vehicle and take all clothing to the CLOTHING INSPECTION TABLE. While your clothing is being inspected, you can take your toys and other items to other stations OR assist in putting items already inspected onto the sales floor. Note: We will ONLY inspect the indicated quantity/category. Anything over will NOT be inspected and will be sent home with you. All clothing must be in size/gender order prior to inspections.
    - i. Anything refused will be noted via a "sticker system"
    - ii. We all work at night when we have tired eyes... please do not be offended if we cannot take something!
    - iii. PICK UP all refused items BEFORE leaving. If you leave refused items they will be donated.
3. **Toys, Shoes, etc. Drop Off: (FRONT DOOR of the Edwards Building or OVERHEAD DOOR of the Ganyard Building)**
  - a. Shoes, books, DVD's., crafts, etc will be inspected in the Edwards Building. ENTER THE FRONT DOOR
  - b. Toys and Claim Ticket items will be inspected in the Ganyard Building. ENTER THE OVERHEAD DOOR
  - c. Unload your items and get in line to have them checked. Anything unacceptable will be placed in a bag and must be taken home with you.
  - d. You may need to assist in putting your items on the sales floor. Do your best to put things in the correct areas, so they are seen & shopped
4. Additionally:
  - a. Consignor MUST complete the Claim Ticket, not volunteers. Claim Tickets are ONLY to be placed on items that would 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](http://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! You're done! Now get your shopping list together and have fun checking your SOLD totals each day!