

Drop Off Procedures



*****NEW 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. 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.)
4. **We will not check your items until they are in size/gender order.**
5. **If any of the drop off procedures listed below change, you will be notified when you check in with a Sale Assistant at the register.**

Please be very respectful of the church facility. ONLY enter the doors listed below and please keep your children with you, if you are bringing them, at all times. Do not let them wander in the halls, climb on the stage, etc. Be sure to take your totes/boxes/trash/etc home with you.

Be sure to read & print page two (below) and bring with you to drop off.



When You Arrive for Drop Off:

1. **Enter parking lot and park on the North side of the building (the doors have stained glass windows). After entering the building, check-in at the Counter in the Sanctuary BEFORE UNLOADING. You will receive instructions as well as your Preview Party Pass and take care of paperwork.**
2. **Unload ALL toys, books, shoes, etc and large “claim ticket” items at the north/stained glass window doors.**
 - a. Claim Ticket items will be checked in the lobby.
 - i. Consignor MUST complete the Claim Ticket, not volunteers. Claim Tickets are ONLY to be placed on items that do not fit in a blue shopping bag. If you put Claim Tickets on smaller items \$.50 will be deducted from your check per Claim Ticket.
 - b. All other items will be taken into the gym and checked
3. **Unload ALL CLOTHING using the back doors near the PODS.**
 - a. You will be asked to lay your clothing on tables in piles of size/gender.
 - b. A Premier Consignor will inspect them using the “Items Accepted/Not Accepted” as a reference.
 - c. Items we cannot take will be hung to the side for you to take home with you.
 - d. While we’re inspecting your items, you’ll be asked to put out items that have already been checked.
 - e. A dot will be placed on your item if we cannot accept it:
 - i. Peach – Overly loved/broken/damaged
 - ii. Green – Stained, scuffed, torn (put sticker on the area)
 - iii. Blue – wrong season (bring back next time)
 - iv. Purple – Non-accepted item/discount brand/outdated
 - f. 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!
 - g. Purchases may only be made during Shopping Hours.
 - h. All bags, totes, purses, etc will be inspected prior to exiting the facility
 - i. 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.
 - j. **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.**
 - k. **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 all you need to do is get your shopping list ready for Wednesday evening and then check your SOLD totals each morning!