

Premier Consignor Procedures:



- Arrive 15 minutes early to learn your position. Watch our instructional videos and power point slides to help you know what is expected. (Emailed prior to your shift)
- Check in with a Sale Assistant when you arrive.
- SIGN IN and SIGN OUT for your shift to count.
- Put on a 3BF apron (or wear your 3BF t-shirt) and your NAME BUTTON or name tag (provided)
- Wear comfy (and warm) shoes. Usually the fairground buildings are colder than you would expect. Dress in layers.
- Eat before you come. Bring a snack or drink if desired.
- **If your shifts overlap, you must make up the difference: arrive earlier or stay later. All shifts are 3 hours. You must be there for the entire shift for the shift to count towards your Incentives.**
- We all have children (that's why we have stuff to sell). Due to liability and safety concerns, do NOT bring your children with you during your shift. Please barter childcare with a neighbor, friend or family member. **If you bring your children with you, your shift will not count! Exception: Newborns (our definition of "newborn" is "not yet mobile". If you must bring your newborn (only) bring someone with you to care for them.**
- Only sign up for shifts you can actually do. If you are expecting or have physical limitations there are a few "sit down" positions available during Public Shopping Days Only. Contact DeAnn prior to scheduling. Do NOT schedule yourself during set-up or tear down!
- Do NOT plan on dropping off your items during a Drop Off Premier Consignor Shift. You are there to help other moms. Drop off before/after your shift.
- YOU sign up for the shifts that YOU want. Always check back, especially in the week, day and even hour before the Premier Consignor Schedule closes as many shifts open up or new ones have been added.
- Husbands are part of your Premier Consignor Agreement. If a relative will be coming instead of yourself or your husband, request approval first. (Only relatives will be considered.) **Written permission from DeAnn is required and a copy of the approval must be given to the Sale Assistant when you check in for the shift to count.**
- Do NOT plan on picking up your own items during a Premier Consignor Pick-up shift. Have someone else pick up your items. You are there to assist with the Pick up process.
- DeAnn's contact info: Text: 614-325-0063 Email: DeAnn@threebagsfull.info Email responses are delayed during sale week. Do NOT leave a voicemail- takes too long for me to check it. Text or email. Smartphones are great. ☺

There are many ways you can help during Sale Week! You will be assigned to a position when you arrive.

- *Department manager:* organize the sales floor making everything easy to shop
- *Inspection manager:* quality control—help us maintain high standards
- *Security:* welcome shoppers, manage the check-out line, inspect at exit and assist shoppers.
- *Check-out:* veteran consignors who thoroughly and accurately ring up sales totals.
- *Set-up & Tear-down Crew:* Ideal for dads or anyone that loves using tools! Bring muscles!
- *Advertising:* Pass out fliers and put out Yard Signs

As Three Bags Full has grown, so has the "Sale Family." We look forward to getting to know you during sale week! Be sure to stop and say hi and let us know how you're doing. ☺ See you at the sale! ~ Kurt & DeAnn