



Tagging & Presentation Guidelines

ALSO WATCH OUR TAGGING VIDEOS TO HELP YOUR ITEMS SELL

- Use the online system to enter info about your items and to print your tags.
- **Use ONLY white cardstock paper to print tags.**
- **Print using the LIGHTEST print setting.** (Fast, draft, economical mode).
- Be sure to cut tags correctly, keeping the barcode with the right item. One tag per item only.
- DO NOT use colored paper and DO NOT use high-quality ink to print.
- All clothing must be hung. The hook of the hanger should face “left” so it looks like a question mark when looking at the front of the garment. (Tag does NOT have to be in the corner as shown in the picture)
- When hanging pants, lay pant over hanger and safety pin through the garment picking up the shoulder of the hanger.
- Affix tags to clothing with a **safety pin or a tagging gun.**
 - Safety pin the tag in the most appropriate place. No straight pins, staples or tape on clothing. Avoid making a hole in the garment. (If the shirt/pant has a cloth tag, try pinning the barcode tag to the tag sewn in the shirt)
- If the tag cannot be pinned, use CLEAR PACKING TAPE.
 - Do not use scotch tape, masking tape, and painter’s tape as the tags WILL fall off and may not be found.
- Use one piece of packing tape across the center of the tag.
 - Do not tape down all four corners; Do not cover the barcode with the tape
 - Test the tag... if your child could remove it, then so will others.
- The description field is for your benefit. If the tag becomes misplaced, we keep it and attempt to find the item. The description allows us to do so.
- Books, DVD’s and VHS: You may place several similar items in a Ziploc bag and place the tag on the outside of the front of the bag. You may also tie / rubber band several together. (DVD’s will be checked at drop off, so tape after checked);
- Video Games, Cartridges, etc: Tape the cartridge to a piece of cardboard, etc and place inside a gallon size Ziploc bag (taped closed). Tape the tag to the outside of the bag. (This helps to keep your coveted item safe and secure) ☺
- Shoes: use a rubber band, zip tie, etc to keep the shoes together. If necessary, place in a Ziploc bag and tape the tag to the outside of the bag.
- Toys with pieces: place the pieces/parts in a Ziploc bag (taped closed) and then SECURELY tape the entire bag to the main part of the toy. If your child can get it apart, so can others.
- Boxed Toys & Games: be sure there are NO MISSING PIECES. These will be taped closed after they have been inspected at drop-off.
- Electronic Items: must be able to turn on!
- Outfits: Outfits sell well, especially when everything matches. **WATCH OUR VIDEO!**
 - If possible, use wire hangers to hang outfits:
 - Put shirt on hanger. Flip it over. Pin pants to the shoulder area of the hanger, catching the shirt in the process.
 - Put hair bows, etc in a bag and pin to the shoulder of the hanger.
 - Sell tops/bottoms together when possible. Outfits sell quicker than pieces.
- Use Clorox wipes, etc to clean your toys, hi-chairs, etc. Febreze gets out musty smells and cigarette odors.
- There is a \$2.00 minimum price. Group books, shirts, one-sies, etc together to make a \$2 value.

