



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)
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 before the Preview Party. Any item found with stains, damage, excessive wear/pilling, etc OR to not comply with our "Items Accepted" will be removed from the sales floor, stamped "oops" and will only be available for sale if/when there is room.
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 4H building to receive your Preview Party Pass, register for "Mommy Money" if you're new, and sign the CPSC form.
2. Clothing will be dropped off in the Merchant Building. Shoes, books, games, toys, etc will be dropped off in the 4H building. (The 4H building is marked; the building to the right of the 4H building is the Merchant Building. The drive forms a circle around these 2 buildings). Directly behind the 4H building is the FFA building, where you drop off your large baby equipment and outside play toys.
3. **Merchant Building Drop Off:**
 - a. Receive a rolling rack to hang all of your clothing items and unload your vehicle.
 - b. Hang items in the correct size (or moms won't find them to buy!)
4. **4-H Building Drop Off:**
 - a. Unload your items and get in line to have them checked by a volunteer. Take unaccepted items home with you.
 - b. 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
 - c. Some items may need claim ticket. Fill them out and attach to each indicated item. The top of both halves on the CLAIM TICKET need completed.
5. **FFA Building:** (directly behind 4H)
 - a. Unload your items and have them checked by a volunteer.
 - b. Each item MUST have a CLAIM TICKET filled out and attached to the item. Be sure to **fill out the top of both halves on the claim ticket.**

That's it! Now sit back, plan your shopping strategy, and get excited about checking your SOLD totals every morning!