



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. Check in at Front Doors. Receive your Preview Party Pass, register for “Mommy Money” if you’re new and sign the CPSC form.
2. Unload
 - a. **FRONT DOORS (clothing):** Receive a rolling rack to hang all of your clothing items. Be sure to put your items in the correct size. (Or moms won’t be able to find your items to buy!)
 - b. **SIDE DOOR (baby equipment, toys, etc):** Shoes, games, toys, baby equipment, etc must be checked by a volunteer and will be put on the floor for you. Take unaccepted items home with you. You may need to assist in putting out items AFTER they have been checked.
 - c. **Some items will need a Claim Ticket.** Complete the claim ticket and attach to each indicated item. Be sure to **fill out the top portion of both halves of the claim ticket.**

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