



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 Edwards building to receive your Preview Party Pass, "Mommy Money" for new consignors and to sign the CPSC form.
2. **Clothing 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 so moms can find them to buy!
3. **All other items 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.**

That's it! You're done! Now get your shopping list together and have fun checking your SOLD totals each day!