



# CONSIGNOR GUIDE

Everything you need to know!

## How to become a Consignor

To become a consignor, you must register at our website,  
[www.childrensclothingexchange.com](http://www.childrensclothingexchange.com)

- Please understand the consignor agreement: Consignors keep 65% of their total sales, less a \$12 consignor fee that is paid via PayPal when you register. You will earn 70% of your total sales if you refer two **new** consignors (for that particular sale). Make sure to let us know who you referred.
- All consignors must consign at least 15 items.
- Click on the Consign tab on the website and click “Consignor Homepage” if you are an existing consignor or “New Consignor Registration” if you are new to CCE.
- Returning consignors will log in with their consignor number and password. New consignors will be assigned a consignor number once they have filled out their registration information. This will be your permanent consignor number. Please remember it!
- To complete registration, select a drop-off appointment. This will be the day that you bring your items into the store. You may bring items to drop off more than once. You do NOT have to make an appointment for additional drop offs.
- **Bring a STAMPED self-addressed envelope to your drop-off appointment if you want your check mailed. We will not be able to mail your check without this!**

- Drop & Dash consignors may contact CCE for a list of Drop & Dash contractors. CCE contractors are women who are consignors and past volunteers who will enter, tag, and deliver your items to the store. If you choose to work with a Drop & Dash contractor, you will pay her directly for her services. For more information about Drop and Dash, please see our website. Click “More” and “Drop and Dash.”

### **Gather the items you want to sell.**

- Sales are season specific. The February/March sale is spring & summer items and the August/September sale is fall & winter items.
- Please refer to the website for items that we do and do not accept.
- We will not accept any items with stains, rips, tears, holes, missing buttons, a foul smell, or outdated. All items must have all their necessary parts. Items will be inspected at drop off.

### **Below is a list of items we will not accept at this time:**

- \* Curtains and curtain rods
- \* Bedding of all kinds (not including baby blankets)
- \* Fabric
- \* Bed pillows (nice, GENTLY used nursery or décor pillows are okay)
- \* Baskets (High end wooden/wicker baskets are okay. We deserve the right to turn items away that do not match the CCE standard.)
- \* Books for adults
- \* Stuffed animals (unless battery operated). Character animals or squishmallows that are NEW or in GREAT condition are accepted.
- \* Video Tapes (No VHS!)
- \* Party Supplies (this includes paper napkins, paper plates, gift wrap, etc.)
- \* Copiers, printers, computers, TVs more than 3 years old
- \* Souvenir/plastic cups, single coffee cups (sets ok)
- \* Individual lamp shades
- \* Potties/Diaper Genies (unless new in the box)
- \* Crib mattress
- \* Knives or Knife sets. Do NOT bring these. NO exceptions.
- \* Large wall art (nothing larger than 36"x36"). Limit large artwork to 3 per consignor.
- \* Women’s accessories (scarves, hats, jewelry, etc.). Purses are okay.
- \* Home repair items or out of date home devices.

## Pricing your items

- We recommend pricing items at 1/3 of the retail price if they are in excellent condition, and at 1/4 original price if in good condition. Price them to sell!
- Price infant clothes LOW. We get so many baby clothes that shoppers can afford to be picky. Bring only your best & price them competitively.
- Shoes should be priced 10% - 30% of retail value. Only bring your very best shoes. No scuffed toes or worn soles.
- Furniture, equipment, and toys should be 20% - 50% of retail value, depending on condition and current popularity.

## Tag your Items

You can enter inventory from a phone, tablet, or computer.

- From the website, click on “Consignor”. Scroll down and click on “Consignor Homepage”. This will take you to your log-in screen. Enter your consignor number and password.
- From the Menu tab, click on “work with consigned inventory” and then select “Add Items.”
- Here you will enter the description, gender, size, type (category of item), price in whole dollar increments.
- Please enter a detailed description in case the tag falls off the item. This does happen, and a detailed description helps our volunteers locate the item and reapply the tag. For example, instead of “book”, put in the title of the book. Instead of “dress”, put in the brand and color/pattern.
- You may either hand key in your tag information, or you may choose the voice option mode, whichever you are more comfortable with.

## Printing Tags

- All tags must be printed on WHITE cardstock. Do not use dark colors. Our scanners can not detect the barcode on dark tags.
- If your tags look outdated, splotchy, or as if your ink is running low, our scanners will not be able to scan them. While we can try to enter information manually, these tags can be difficult to read and can take up time while checking customers out.
- You can choose to print all tags or just print the ones that have not been printed.

## Hanging Your Items

- *All clothing items must be on hangers before your drop off appointment. **We do not supply hangers.*** These can be purchased at Walmart, Target, Amazon, etc. You can also check your local Buy Nothing page (on Facebook) to see if anyone is giving them away.
- You may use any type of hanger (wire or plastic) but make sure to use the correct size for the type of clothing. Adult hangers will stretch baby clothing out. Big kid clothes tend to fall off infant hangers.
  - Adult hangers are great for size 6 and up.
  - Infant hangers can be used for sizes NB-5.
- When hanging your item, make sure the hook of the hanger faces the left. It needs to look like a question mark. This allows each item to be seen from the front with the tag while going through racks.

## Applying the Tag to the Item

- For clothing, attach tag vertically on **right** shoulder (when facing the garment) with a SAFETY PIN. (see example)
- If using a Tagging Gun, please insert gun in seam, under a collar, armpit, or fabric label. Do NOT use a tagging gun in the chest. The tagging gun creates a bigger hole, so place it somewhere discreet. **\*We will not accept clothing with a tagging gun through the chest.\***
- Pants must be hung front facing, **not hung on the crease or folded over.** If using a regular hanger and not a pant hanger with clips, please pin on the **upper part of the hanger ONLY.**
- Clothing sets can either be hung on an outfit hanger, or two separate hangers. If using two hangers, rubberband the hangers together.
- NO straight pins. NO staples. NO exceptions.



## Shoes

- Tie shoes together with string or zip tie through the laces, straps, or holes of shoes. Punch a hole in the tag & thread it through the string or zip tie also.
- Do not bring shoes in a box.

- Shoes that cannot be zip tied (loafers, flats) should be rubber banded together & the tag safety pinned to the rubber band. Do not tape shoes together!

## Toys

- If a toy has several parts, strongly secure them together. Zip tie all parts together. Place smaller parts in ziplock bags and attach to toy using a zip tie. Items not securely attached are highly likely to become separated during the sale. We are not responsible for lost items.
- Hotwheel race tracks must be disassembled. The track pieces need to be in a sealed bag and attached to the main piece.
- Saran wrap can help seal puzzles and then wrap tape over the saran wrap.
- When using plastic bags to package multiple pieces, make sure to fold the seal and tape it closed.
- All toys must have working batteries. Feel free to buy the Dollar Tree kind, but a buyer wants to be sure the item works before purchasing.
- If bringing Legos or blocks, please tape the lid to the box with packing tape.
- Toys must be CLEAN. We will not accept dirty toys.

## Resort Code—this is SO important when using old tags

- You will see a resort code on your Consignor homepage as well as on your tags. This is different than your consignor number.
- We use resort codes to sort all unsold items.
- You do not need to worry about your resort code if you created all new tags.
- \*If you use old tags from another CCE sale, please read “Inactive Inventory” section to make sure you understand the importance of resort codes matching. If the code on your old tag doesn’t match your new one, all of your unsold items will be sorted with another consignor!\*
- Do not worry about the printing stickers option.

## Inactive Inventory and using old tags/resort codes

- At the end of a sale, all of the consignor’s unsold inventory is moved into their inactive inventory. If the consignor would like to try and sell that item in the next sale, the tag attached to that item will work as long as the price on the tag is not changed. If the consignor wants to

change the price of the item, they must print a new tag. If the consignor is using an old tag, they must first reactivate the item. You can do this by going to your inactive inventory, clicking the box next to the items you would like to reactivate, scrolling back to the top of the page and clicking the reactivate button. This moves the items from inactive inventory to active inventory.

- **One important step is to check the resort code.** The resort code is found at the bottom of the tag above the barcode; this number can change from sale to sale. Some stay the same, but others change randomly. We have no control over this. The resort code is different from the consignor number. A person's consignor number never changes, whereas a resort code can change from sale to sale.
- **If you are using an old tag**, you need to look at the current resort code listed on a new tag (or found on your Consignor Homepage) and make sure these numbers match. If they do not match, simply mark through the resort code on the OLD tag and write the new number. ***CCE will not responsible for items missing during pick up day due to resort code issues.***

● PIN HERE ●  
Cons#: ~~1234~~ \$15.00 / Item#:960

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**Childrens Clothing Exchange**  
**Consignor Number**

100   
Item #960

Size:  
12 Months

**Cecil and Lou**  
**strawberry bubble**  
Clothing - Girls

**\$15.00**  
(Discount:Yes)

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Resort Code: 10  **Resort Code**



1234 \$15.00 960

## **The more you tell, the more you sell!**

- Tell everyone you know about the sale. Part of what makes our event great is the personal advertising by consignors. One of the best ways to spread the word is engage with our Facebook Page by sharing posts and inviting people to come and shop.

## **Drop off/Receiving Day**

- Please arrive to your appointment on time. Coming too early or way too late may cause longer lines. Appointment times are not a suggestion. They are scheduled to help the day run smoothly.
- Come to the table at the front to check in, get your early entry wristbands, and receive instruction.
- Bring all clothes on hangers and separated by size and gender. Please allow 10-20 minutes for drop-off.
- ALL clothes MUST have a number size (2T, 24m, 6, etc.). Even if the label tag has a letter size (S, M, L, etc.), put a number size on your tag. Use the number size that best corresponds with the letter size on the garment.
- All clothing items and shoes will be inspected. Once approved, our volunteers will put them out.
- All other types of items have specific drop off areas. You will be instructed on where to place those items when you check in.
- Bring a large trash bag. We will use this during pick up day for unsold items.
- If you want your check mailed, please bring a stamped, self-addressed envelope. If you forget to bring one, we will have these available for \$3 at check in. Exact change is needed.

## **Shopping Consignor Priority Night**

- Cash and credit cards only (fee applied when using card). No American Express. No checks will be accepted.
- Everyone must have their priority night wristband to enter the sale. Consignors are allowed entry at two different times (6:00pm and 6:30pm).
- Guest passes are allowed in at 7:00pm.
- Pre-sale passes and those holding a current military ID may come in at 7:00pm.
  - o Pre-Sale passes will need their email confirmation with ID.

- o Military ID will be accepted for active duty or spouses.
- During Priority Night, no children or strollers are allowed. We can not stress this enough! There are too many people and it becomes a safety issue. An infant (under 1 year of age) strapped to their parent is allowed.
- Those purchasing large items must find one of our volunteers working in the large item areas and show them the item desired. The volunteer will pull the tag, write your name & cell number both on the tag and on a sold tag, which they will attach to the item. The volunteer will hold onto the item's tag until you are ready to check out. Once you are ready, you will retrieve the tag from the volunteer, and pay for it. The cashier will stamp the tag as paid, and you will then go back to the large item volunteer, show that you've paid for the item, and then you may take it home. There will be help at the sale to carry larger items.
- Please bring your own bags or laundry basket. We will have a limited number of large IKEA bags available for purchase (\$2) while supplies last.
- Public restrooms are not available.

## **Shopping Half-Price Priority Night**

- Monday night of the sale is Half-Price Priority Night. Consignors must use their Half-Price Priority Night wristband. This wristband is for TWO people and children ARE allowed.
- Consignors are allowed in at 6:30pm, and those holding pre-sale passes, guest passes, or current military ID are allowed in at 7:00pm.
- No children under 10 years of age are allowed during this shopping time.

## **Pick up day**

- Pick up day will be the Friday after the sale. Please check the website for times.
- All items left after Friday at closing will be donated. NO EXCEPTIONS.
- If you cannot come to pick up day, you may send a representative, friend, family member, etc., to pick up your check and items for you. Please let us know by writing a note or sending a text or email.
- Checks that are not picked up will be mailed if CCE was provided with a stamped, self-addressed envelope.
- We will not be able to mail any others.

## **Want to shop before anyone else?**

- We could not operate without our AMAZING volunteers. We need help before, during and after the sale. We work with your schedule and are flexible. Check out our Volunteer section on the website for more information! We would love to have you join us!

## **Have questions? Send us an email!**

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