



## How does Receiving Day and Pick Up Day work?

### 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.

### Pick Up Day

- Pick up day will be the Friday after the sale. Please check the website for times.
- Simply walk in, tell the person at the desk your name and consignor number. Our volunteers will gather your items for you.
- All items left after Friday at closing will be donated. **NO EXCEPTIONS.**
- If you cannot come to pick up day, you may send a 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.