



# CONSIGNOR GUIDE

## EVERYTHING YOU NEED TO KNOW

### HOW TO BECOME A CONSIGNOR

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

- Please understand the consignor agreement: Consignors keep 65% of their total sales, less a \$10 consignor fee that is paid via PayPal when you register. You will earn 70% of your total sales if you refer two **new** consignors. Make sure to let us know who you referred.
- Click on the [Consign](#) tab on the homepage ◦ New consignors click on the “I am a new consignor” button ◦ Returning consignors click on the “I am consigning again” button.
- 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.
- Drop & Dash consignors may contact CCE for a list of Drop & Dash contractors. These are women who are consignors and past volunteers who will enter, tag and deliver your items to the sale. If you choose to work with a Drop & Dash contractor, you will pay her directly for her services.

## **GATHER THE ITEMS YOU WANT TO SELL**

- Sales are season specific. February sale is spring & summer items, 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- We will not accept any items with stains, rips, tears, holes, missing buttons, a foul smell, or outdated.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.

\*Our new space is in a great location, but it is smaller, so we have had to eliminate certain items because we will not have room for them. 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
- \* Pillows (nice baby décor pillows for nursery are allowed)
- \* Baskets
- \* Books for adults
- \* Stuffed animals (unless battery operated)
- \* Video Tapes
- \* Party Supplies (this includes paper napkins, paper plates, gift wrap, etc.)
- \* Copiers, printers, computers, TVs more than 5 years old
- \* Souvenir/plastic cups, single coffee cups (sets ok)
- \* Individual lamp shades
- \* Potties/Diaper Genies (unless new in the box)
- \* Crib mattress
- \* Large wall art (nothing larger than 36"x36")
- \* Women's accessories (scarves, hats, jewelry, etc.).
- \* Home repair items

## **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 – 20% - 50% of retail value, depending on condition and current popularity.

## **TAG YOUR ITEMS**

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

Login to our software.

- Click on “Consignor” & “[I am consigning again](#)” This will take you to the consignor homepage
- From the Activities Menu, click on “work with consigned inventory”
- 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 light colored cardstock
- From the Activities Menu, click on Print Tags
- You can choose to print all tags or just print the ones that have not been printed.

## Applying The Tag To The Item

For clothing, attach tag vertically on right shoulder (when facing the garment) with a SAFETY PIN or using a TAGGING GUN.

If using a Tagging Gun, please insert gun in seam, under a collar, armpit, or fabric label. 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. Amazon has good prices on safety pins.

## 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. Shoes that cannot be zip tied (loafers, flats) should be rubberbanded together & the tag safety pinned to the rubber band. Do NOT tape tag to shoes. Do not bring shoes in shoe box or plastic bag.

## Toys & Books

If toy has several parts, strongly secure them together. Use zip ties, storage bags wrapped with clear packing tape to attach items together. Items not securely attached are highly likely to become separated during the sale.

Saran wrap can help seal puzzles and then wrap tape over the saran wrap.

Be careful using tape (especially packing tape), when removing it, it can tear paper to which it is attached.



## INACTIVE INVENTORY & 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, by going to their inactive inventory, clicking the box next to the items they 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 number.** The resort number is found at the bottom of the tag above the barcode; this number can change from sale to sale. The resort number is different from the consignor number. A person's consignor number never changes, whereas a resort number can change from sale to sale. If the consignor is using an old tag, they need to look at the current resort number listed on a new tag, and if the resort numbers on the old and new tag do not match then they need to mark through the old resort number and write the new resort number on that reused tag. **CCE will not responsible for items missing during pick up day due to resort code issues.**

## THE MORE YOU TELL, THE MORE YOU SELL

Tell everyone you know about the event. Part of what makes our event great is the personal advertising by consignors. That's why the saying is true, "the more you tell, the more you sell!" One of the best ways to spread the word is engage with our Facebook Page and Instagram account by sharing posts and inviting people to the event.

## **DROP OFF/RECEIVING DAYS**

- Bring all clothes separated by size and gender. Please allow 10-20 minutes for drop-off.
- ALL clothes MUST have a number size (2T, 24 mo, 6, etc.). Even if the label tag has a letter size (S,M, L, etc.), put a number size on your tag. Whatever number size corresponds most closely 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 shown where to put those items

## **SHOPPING CONSIGNOR PRIORITY NIGHT**

Cash and credit cards only. NO CHECKS WILL BE ACCEPTED.

Everyone must have their priority night pass to enter the sale. Consignors are allowed entry at two different times (6:00pm and 6:30pm).

People holding a pre-sale pass are allowed in at 7:00pm.

Guest passes and those holding a current military ID may come in at 7:00pm

During Priority Night, no children or strollers are allowed. Infants strapped to their parent are 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.

## **½ PRICE PRIORITY NIGHT**

Monday night of the sale is ½ Price Priority Night. Consignors must use their ½ Price Priority Night pass. This pass 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.

## **PICK UP DAY**

- Pick up day will be the Friday and Saturday after the sale. Please check the website for times.
- You must have an appointment for pick up day.
- All items left after Saturday 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.
- All checks not picked up that day will be put in the mail.

## **WANT TO SHOP BEFORE ANYONE ELSE?**

We couldn't exist without volunteers. We need help before, during and after the sale.

### ***CCE Volunteer Opportunities:***

#### **8 Hour Volunteer:**

8 hours of your choice

Hours can not be split with a family member.

You will be to shop before we open to the public on volunteer day from 12pm-3pm.

You will also get to shop the Half-Price sale early.

#### **12 Hour Volunteer:**

12 hours of your choice

Hours can not be split with a family member.

You will get to shop before we open to the public on volunteer day from 11am-3pm.

You will also get to shop the Half-Price sale early.

**16 Hour Volunteer:**

12 hours of your choice + 4 hours for opening day or receiving/sorting days  
Only 4 hours may be worked by a "helper" to count towards your total. You will get to shop before we open to the public on volunteer day from 10am-3pm.  
You will also get to shop the Half-Price sale early.

**20 Hour Volunteer:**

16 hours of your choice + 4 hours on sorting/pick up day  
Only 4 hours may be worked by a "helper" to count towards your total. You will get to shop before we open to the public on volunteer day from 9am-3pm.  
You will also get to shop the Half-Price sale early.

- All volunteers must be registered consignors and consign a minimum of 15 items.
- Volunteers must show up ten minutes before their shift.
- If your obligation for the hours you volunteered is not fulfilled, you will not be able to volunteer at future sales.

**CONTACT US**

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