

# Seller's Tagging Instructions

We realize the Seller's Tagging Instructions are quite detailed. Please remember all changes are made with the consignor in mind. As with every sale, we strive to improve procedures to better serve our customers and in turn better support our consignors. Please keep the following in mind:

“Any merchandise found not to meet the standards outlined in the Seller's Tagging Instructions will be pulled from the floor. As selling floor space is at a premium, all merchandise meeting LBD's standards will receive priority. As the sale progresses, if time permits, and space is available, merchandise not meeting standards may be labeled as such and placed on a “stained, torn, out-of-date” rack.

LBD is confident this procedure protects both the customer and consignor. As always, we encourage all consignors to visit the sale during Thursday and Saturday mornings to better understand the nature of the sale and any procedural changes.

## Supplies Needed

- Medium or Large Sized Safety Pins (Do not use straight pins, small gold/silver safety pins, or clothes pins to secure your garment.)
- Packing Tape (Do not use scotch tape)
- 65 lb or greater WHITE or LIGHT PASTEL card stock (Do not use designer card stock that is “fibrous” or has a slick surface.)
- Hangers (all outfits are to be on hangers)
- Rubber bands or zip ties (if bundling hangers together or zip ties can be used for shoes)
- Ziploc Bags (for toys with small parts, packaging infant items like onesies, bibs, etc. to sell together)

## Printing your Tags

- Your printer will print 6 tags per sheet.
  - Use only 65lb or greater WHITE or LIGHT PASTEL card stock when printing tags. Do not use designer card stock that is “fibrous” or has a slick surface.
  - Print your tags using “Normal.” Do not print using “High Quality.”
  - Align your print cartridges before printing your tags. Printer cartridges in inkjet printers can get out of alignment, especially when you change cartridges. This can cause the edge of the barcode to not be clean and straight.
  - Don't scale the printing. Print it at 100%, just like the tag generated. If you use a “shrink to fit” option or change the page scaling to something other than 100%, it can adjust the size of the barcode.

## Pricing your Items

- Price only in 50¢ increments (i.e. .50, 1.00, 1.50, etc.)
- If you change the price of an item or the half price designation of an item in the system, you must reprint a tag to avoid shopper confusion. At the register, we will use the lower price for an item if there is a discrepancy between the tag and the online system.
- ONCE SALE HAS BEGUN, PRICES CANNOT BE CHANGED AND HALF PRICE DESIGNATION CANNOT BE CHANGED.

## Important Things to Remember when Tagging

### Description

- Choose the correct category and enter a detailed description of your item (ie. GAP Blue Striped Sweater). If your tag should become separated from the item, a detailed description enables volunteers to properly locate the item and allows us to search our inventory to re-tag an item that has lost a tag.
- Please do not use descriptions such as “book”, “shirt”, “outfit”, “jeans”, etc...

### Size

- Please note sizing. If shrinkage is a factor, please indicate on tag.
- Please do not combine two different sizes into one outfit.
- WE ONLY ACCEPT CHILDREN'S SIZING UP TO 14/16.
- NOTE: WE DO NOT ACCEPT JUNIOR-SIZED CLOTHING. However, we will accept sizes XXS, XS, SMALL, 00, and 0 from retailers such as Abercrombie, Aeropostale, Charlotte Russe, American Eagle, Aerie, Hollister, Rue 21, Pink, Nike, Under Armour, Adidas, etc. All clothes must be labeled correctly, with the exact size of the clothing matching the description on the tag. (For example, you cannot try to sell a size 3 pair of juniors shorts by labeling it as a size S.) The clothing must be stylish and current trends in these sizes. \*\*NO adult clothing styles or sizes.
- Starting in Spring 2019, we ARE accepting Maternity clothing.

### Discount/Donate

- If you DO NOT WANT TO SELL AT HALF PRICE on Saturday, please check the appropriate box when entering your items in MSM.
- A large Red Dot will print on your tag to indicate the item should not be sold HALF PRICE.
- If your half price dot does not print red, please outline with red marker or red pen to avoid shopper confusion.
- If you would like to donate your remaining items at the end of the sale, please remember to check the Donate Box when entering your items in MSM. \*\*If you are choosing to donate your item, please be sure it is also marked as half price. This will give the item a greater chance to sell on half price day.

-All items not picked up by designated pick-up time will be donated. Details about donated items can be found on the [Pick-Up](#) page.

Limits

You must consign at least 10 items to participate in the sale. There is a limit of 1,000 total items per consignor.

## What We Do/Do Not Accept

<b>CLOTHING- FALL (SEPTEMBER) SALE</b>	
<b>What we DO accept</b>	<b>What we DO NOT accept</b>
<ul style="list-style-type: none"> <li>• Children’s Clothing up to size 14/16</li> <li>• Long Sleeved shirts</li> <li>• Sweaters</li> <li>• Pants</li> <li>• Dresses</li> <li>• Skirts</li> <li>• Clothes with thick/warm materials such as thermal, fleece, flannel, wool, corduroy</li> <li>• Short sleeved onesies</li> <li>• Pajamas (Short and Long Sleeve Pajamas are accepted)</li> <li>• Halloween Costumes (should be on a hanger)</li> <li>• Winter Coats</li> <li>• Maternity/Nursing Clothes</li> </ul>	<ul style="list-style-type: none"> <li>• WE DO NOT ACCEPT JUNIOR-SIZED CLOTHING. However, we will accept sizes XXS, XS, SMALL, 00, and 0 from retailers such as Abercrombie, Aeropostale, Charlotte Russe, American Eagle, Aerie, Hollister, Rue 21, Pink, Nike, Under Armour, Adidas, etc. All clothes must be labeled correctly, with the exact size of the clothing matching the description on the tag. (For example, you cannot try to sell a size 3 pair of juniors shorts by labeling it as a size S.) The clothing must be stylish and current trends in these sizes. <b>**NO</b> adult clothing styles or sizes.</li> <li>• WORN, STAINED, TORN OR OUT-OF-DATE CLOTHING! (Please carefully inspect all items before drop-off. All items deemed unacceptable by LBD staff will be pulled off the selling floor and may not be returned)</li> <li>• <b>**No</b> short-sleeved shirts except for short-sleeved Christmas dresses, short-sleeved Holiday shirts, short-sleeved turtlenecks, short-sleeved sweaters, short-sleeved sports jerseys, short-sleeved fall themed outfits.</li> <li>• If you attach a spring/summer short-sleeved top to a pair of pants, the</li> </ul>

	<p>entire outfit will be returned to you at check-in.</p> <ul style="list-style-type: none"> <li>• Bathing suits</li> <li>• Shorts</li> <li>• T-shirts</li> <li>• UPPER OUTERWEAR (i.e. SWEATSHIRTS AND JACKETS) WITH A NECK OR HOOD DRAWSTRING</li> </ul> <p>(If your upper outerwear has a neck or hood drawstring, please pull out the drawstring and throw it away)</p>
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<b>CLOTHING- SPRING (MARCH) SALE</b>	
<b>What we DO accept</b>	<b>What we DO NOT accept</b>
<ul style="list-style-type: none"> <li>• Children’s Clothing up to size 14/16</li> <li>• Short sleeved shirts</li> <li>• Tank Tops</li> <li>• Thin/light long sleeved shirts</li> <li>• Thin/light hoodies</li> <li>• Skirts</li> <li>• Shorts</li> <li>• Pants (jeans, lightweight athletic pants, leggings, any pants with a lighter material appropriate for spring weather)</li> <li>• Dresses</li> <li>• Clothes with thin/light materials</li> <li>• Short or long sleeve onesies</li> <li>• Short and Long Sleeve Pajamas</li> <li>• Bathing Suits/Cover Ups/Puddle Jumpers/Beach Towels (please hang up)</li> <li>• Light Jackets/Zip Up Hoodies</li> <li>• Maternity/Nursing Clothes</li> </ul>	<ul style="list-style-type: none"> <li>• WE DO NOT ACCEPT JUNIOR-SIZED CLOTHING. However, we will accept sizes XXS, XS, SMALL, 00, and 0 from retailers such as Abercrombie, Aeropostale, Charlotte Russe, American Eagle, Aerie, Hollister, Rue 21, Pink, Nike, Under Armour, Adidas, etc. All clothes must be labeled correctly, with the exact size of the clothing matching the description on the tag. (For example, you cannot try to sell a size 3 pair of juniors shorts by labeling it as a size S.) The clothing must be stylish and current trends in these sizes. <b>**NO</b> adult clothing styles or sizes.</li> <li>• WORN, STAINED, TORN OR OUT-OF-DATE CLOTHING! (Please carefully inspect all items before drop-off. All items deemed unacceptable by LBD staff will be pulled off the selling floor and may not be returned)</li> <li>• UPPER OUTERWEAR (i.e. SWEATSHIRTS AND JACKETS) WITH A NECK OR HOOD DRAWSTRING</li> </ul>

	<p>(If your upper outerwear has a neck or hood drawstring, please pull out the drawstring and throw it away)</p> <ul style="list-style-type: none"> <li>• Fall/winter outfits</li> <li>• Corduroy, thermal, wool clothing, or fall/winter sweaters</li> </ul>
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<b>SHOES/ACCESSORIES</b>
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<b>What we DO accept</b>	<b>What we DO NOT accept</b>
<ul style="list-style-type: none"> <li>• Dance Wear (should be on a hanger)</li> <li>• Sports equipment</li> <li>• Back packs</li> <li>• Lunch boxes</li> <li>• Socks</li> <li>• Underwear</li> <li>• Tights</li> <li>• Belts</li> <li>• Purses</li> <li>• Scarves</li> <li>• Totes</li> <li>• Hair accessories</li> <li>• Hats</li> <li>• Shoes with little to no wear (*All shoes must be clean, in good condition, and checked by a worker before being put out on the sales floor.)</li> </ul>	<ul style="list-style-type: none"> <li>• Helmets that have expired</li> <li>• Shoes in need of cleaning will not be accepted</li> <li>• High end/designer purses</li> </ul>

<b>INFANT ITEMS</b>
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<b>What we DO accept</b>	<b>What we DO NOT accept</b>
<ul style="list-style-type: none"> <li>• Diapers-disposable and cloth</li> <li>• Bumbos with a buckle</li> <li>• Play mats</li> <li>• Boppy pillows</li> <li>• Infant carriers</li> <li>• Car seats</li> <li>• Car seat accessories</li> </ul>	<ul style="list-style-type: none"> <li>• Bumbos without a buckle</li> <li>• Fisher Price Rock n Plays</li> <li>• Boppy Loungers</li> <li>• Pregnancy Pillows</li> <li>• Bathtubs/Bath Seats</li> <li>• Infant Diaper Genies/Pails</li> <li>• Breast Pumps</li> </ul>

<ul style="list-style-type: none"> <li>• Feeding accessories and equipment</li> <li>• Nursing covers (Please do not place in Ziploc bag)</li> <li>• Grocery cart covers (Please do not place in Ziploc bag)</li> <li>• Diaper bags</li> <li>• Bibs, burp clothes, and receiving blankets</li> <li>• Bath toys, towels</li> <li>• Potty seats</li> <li>• Stools</li> <li>• Swaddles</li> <li>• Gates</li> <li>• Bouncers, high chairs, seats, exersaucers, jump-a-roos, strollers, swings</li> <li>• Play yards, bassinets, co sleepers, cribs</li> </ul>	<ul style="list-style-type: none"> <li>• Formula or other food items</li> <li>• <b>CAR SEATS 5 OR MORE YEARS OLD</b> -Please double-check for up-to-date information regarding your car seat.</li> <li>• <b>CRIBS MANUFACTURED BEFORE June 28, 2011</b></li> </ul>
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**TOYS/BOOKS/PUZZLES/GAMES/MEDIA**

<b>What we DO accept</b>	<b>What we DO NOT accept</b>
<ul style="list-style-type: none"> <li>• Infant Toys- both hard and soft</li> <li>• Boys’ toys and girls’ toys</li> <li>• Toy kitchens</li> <li>• Play tents/tunnels</li> <li>• Outdoor play equipment (swings/play houses)</li> <li>• Bikes</li> <li>• Ride on toys</li> <li>• Working Electronic Toys <b><u>with batteries</u></b></li> <li>• Books (all pages must be free of writing/damage)</li> <li>• Educational materials</li> <li>• Games and puzzles (with all pieces and parts)</li> <li>• DVDs (please be sure the correct DVD is in the case)</li> <li>• CDs</li> <li>• Video games</li> </ul>	<ul style="list-style-type: none"> <li>• VHS tapes</li> <li>• <b>STUFFED ANIMALS</b></li> <li>• <b><u>-We DO NOT accept any stuffed animals, even if they are electronic.</u></b></li> <li>• Rated “R” movies or any movie or book with teen content and/or deemed inappropriate for children</li> <li>• Music cassette tapes</li> <li>• Puzzles or games with missing pieces</li> <li>• Lego sets with missing pieces (*If you would like to sell your legos, do not advertise them as a set unless you are sure every piece is there. People are always looking for boxes of general legos.)</li> <li>• Coloring books, activity books, or notebooks that have been used</li> <li>• Imagination Library books from Dolly Parton (these are not allowed to be resold)</li> <li>• Non-working electronic toys</li> </ul>

<b>Children's Room Décor/Furniture</b>	
<b>What we DO accept</b>	<b>What we DO NOT accept</b>
<ul style="list-style-type: none"> <li>• Crib sheets, pack n play sheets, twin sheets</li> <li>• Changing pad covers</li> <li>• Picture frames for kids' rooms</li> <li>• Wall hangings/shelves; decorative items for kids' rooms</li> <li>• Nightlights, banks, sound machines, lamps</li> <li>• Kids' party supplies</li> <li>• Toy organization/storage</li> <li>• Rocking chairs/gliders</li> <li>• Changing tables</li> <li>• Dressers</li> <li>• Kids' chairs</li> </ul>	<ul style="list-style-type: none"> <li>• Decorative Pillows</li> <li>• Mattresses</li> <li>• COMFORTERS, QUILTS, BEDDING SETS, PILLOWS or SLEEPING BAGS</li> <li>• Changing Pads with fiber fill</li> <li>• Crib Bedding/Crib bumpers</li> <li>• Home Items Unrelated to Kids</li> </ul>


## Tagging Your Items


All items must be entered into the system by 11:59pm on the Saturday prior to sale week.

All consignors must read & comply with the following instructions. Failure to adhere to the Seller's Tagging Instructions may result in the loss of merchandise.

Please do not spend your valuable time entering items not meeting LBD standards. Our LBD Stain Team will be diligent in pulling items not meeting LBD standards.

### Clothing

Tops	<p>-Hang all garments (tops/shirts/blouses/sweaters/dresses/coats) face front with <u>the opening of the hanger facing to the left like a question mark.</u></p> <p>-Please button, zip or snap garment to help secure garment on hanger.</p>	 <p>*Attach the printed tag to the UPPER RIGHT SIDE using a medium or larger sized pin,</p>
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		going through the card and garment twice.
Pants	<p>-Hang all pants and skirts from the angled part of hanger attached at the waist-band.</p> <p>-DO NOT hang pants off of lower bar on hanger, unless using a hanger with clips designed for pants.</p> <p>-Please button, zip or snap garment to help secure garment on hanger.</p> <p>-Pants hung incorrectly generally fall off the hanger, get dirty &amp; may not sell.</p>	 <p>*Attach the printed tag to the UPPER RIGHT SIDE using a medium or larger sized pin, going through the card and garment twice.</p>
Outfits	<p>-All outfits must be on hangers. Absolutely no outfits are to be placed in baggies. **Be sure that each part of the outfit is the same size.</p> <p>-You may want to consider putting a handwritten tag on each item (ie. black leggings item 1 of 2). This procedure is time consuming, but it will help ensure your outfit remains together. Please enter the outfit only once in the system and use the system generated tag on the main piece of the outfit.</p>	<p>*Attach the printed tag to the UPPER RIGHT SIDE using a medium or larger sized pin, going through the card and garment twice.</p>
Pajamas/Sleepers	<p>-IMPORTANT!!!! All pajamas MUST BE ON HANGERS.</p> <p>-No pajamas with cut-off feet.</p> <p>-No mis-matched sized pajamas on the same hanger.</p>	<p>*Attach the printed tag to the UPPER RIGHT SIDE using a medium or larger sized pin, going through the card and garment twice.</p>
Infant Onesies	<p>-ALL INFANT “ONESIES” (2 to 3 of same size) MUST BE PACKAGED IN ZIPLOC BAGS with the Tag taped to the outside of the bag.</p>	<p>*Please tape the zipper opening of the bag shut with clear packaging tape to ensure no loss of merchandise.</p>



<p>Bundling</p>	<p>-When bundling many items together on a hanger, you may want to consider putting a handwritten tag on each item (ie. black leggings item 2 of 5). This procedure is time consuming, but it will help ensure your outfit remains together. Please enter the bundle only once in the system and use the system generated tag on the main piece of the bundle.</p> <p>-When bundling several hangers together, please use rubber bands, safety pins, or zip ties to keep the hangers together.</p>	<p>*Attach the printed tag to the <b>UPPER RIGHT SIDE</b> using a medium or larger sized pin, going through the card and garment twice.</p>
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**\*\*Remember, USE ONLY MEDIUM OR LARGE SIZED SAFETY PINS.**

**-Do not use straight pins, small gold/silver safety pins, or clothes pins to secure your garment.**

**-Utilizing the correct safety pins will help to safeguard your items throughout the entire sale.**

Toys/DVDS/Games/Books/Puzzles

<p>Toys</p>	<p>-All toys/items with <b>SMALL PIECES</b> must have the pieces secured in a ziploc bag, the ziploc opening <b>TAPED COMPLETELY SHUT</b>, and then taped securely to the large item. <b>DO NOT PLACE TAGS INSIDE THE ZIPLOC BAGS</b> – your item may not scan at check-out. Tape securely to the outside of the bag.</p> <p>-In order for toys/items to remain intact throughout the sale, it is very important to “child-proof” them for the general public sale. Many, many little hands touch these toys/items.</p> <p>-Make sure all toys that require batteries have the batteries included.</p>	<p>*Tags must be secured to the toy with packaging tape or safety pin. <b>NO SCOTCH TAPE!!</b></p> <p>*Please be careful as to where you are placing the packing tape when securing your tag to your items so that the tape does not damage a painted or paper surface.</p>
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<p>DVDS/CDS/Video Games</p>	<p>-Open DVD/CD/Video game cases before tagging to make certain DVD/CD/Video game title matches the case.          -DVDs/CDs/Video games are susceptible to scratches. Please make certain items are in GOOD condition before tagging.</p>	<p>*Tags must be secured to the item with packaging tape or safety pin. NO SCOTCH TAPE!!          *Please do not tape video game cases shut, as we will keep the game cartridge behind the counter.</p>
<p>Games/Puzzles</p>	<p>-Count puzzle pieces before tagging.          -Make certain your game has all of its pieces before tagging.          -Please do not apply packing tape directly to the puzzle as it can damage the puzzle.          -Either place the puzzle in a ziploc gallon bag or wrap the puzzle and its pieces in plastic wrap before taping securely.</p>	<p>*DO NOT PLACE TAGS INSIDE THE ZIPLOC BAGS – your item may not scan at check-out. Tape securely to the outside of the bag.</p>
<p>Books</p>	<p>-Books should be in good condition! Please refrain from selling books with writing inside, ripped pages, etc.          -IF BUNDLING BOOKS, PLEASE MAKE A LISTING OF BOOKS ON TAG. This procedure will decrease incidents of book bundles being opened.          -Only bundle books with a similar theme or author.          -Please bundle books securely.</p>	<p>*Tags must be secured to the item with packaging tape or safety pin. NO SCOTCH TAPE!!          *DO NOT PLACE TAGS INSIDE THE ZIPLOC BAGS – your item may not scan at check-out.          *Tape securely to the outside of the bag.</p>
<p>Stuffed Animals</p>	<p>-We do not ACCEPT stuffed animals of any kind, even if they are electronic.</p>	

## Infant Items

<p>Infant Onesies</p>	<p>-ALL INFANT “ONESIES” (2 to 3 of same size) MUST BE PACKAGED IN ZIPLOC BAGS with the Tag taped to the outside of the bag. Please tape the zipper opening of the bag shut with clear packaging tape to ensure no loss of merchandise.</p>	<p>-DO NOT PLACE TAGS INSIDE THE ZIPLOC BAGS – your item may not scan at check-out.          -Tape securely to the outside of the bag.          -DO NOT TAPE OVER THE BARCODE.</p>
<p>Blankets, Bibs, Etc...</p>	<p>-Receiving blankets, towels, bibs, bottles, etc. are best sold when placed into ziploc bags with the tag taped to the outside of the bag. Please tape the zipper opening of the bag shut with clear packaging tape to ensure no loss of merchandise.</p>	<p>-DO NOT PLACE TAGS INSIDE THE ZIPLOC BAGS – your item may not scan at check-out.          -Tape securely to the outside of the bag.          -DO NOT TAPE OVER THE BARCODE.</p>
<p>Infant Toys/Equipment</p>	<p>-Please remember to include batteries inside those toys/items which require them. Shoppers will not buy items they cannot test.          -It is best to <u>include instructions</u> with more difficult toys or baby equipment. Most of these can be easily found online.</p>	
<p>Pack n Plays/High Chairs/Swings/Strollers</p>	<p>-If there are MULTIPLE PIECES TO A LARGE ITEM (i.e. crib, large baby equipment), please indicate on index card (i.e. item 1 of 5) and be sure to include a detailed description on each card. This procedure is invaluable should a tag come off a part of the set.          -Keep in mind: what will set your item above the rest is</p>	

	<p>taking the time to give it a good cleaning!</p> <p>-When bringing an item like a pack n play, it is your responsibility to put it together out on the sales floor.</p>	
Car Seats	<p>-We only accept car seats that have not expired.</p> <p>-If bringing a car seat with a base, make sure to lift the car seat out of the base and clean the base thoroughly.</p>	

#### Shoes and other Accessories/Misc Items

Shoes	<p>-All shoes need to be secured together with ribbon, string, zip tie or safety pin....no shoe boxes please.</p> <p>-All shoes must be clean, in good condition, and checked by a worker before being put out on the sales floor.)</p>	<p>*Attach tag to shoes with safety pin through lace or eyelet.</p> <p>* Do not put your shoes into ziploc bags; they will sell better if the customer can see them clearly.</p>
Sports Helmets	<p>-Helmets have an expiration date! Please be sure to check the date inside the helmet.</p>	
Purses/Backpacks/Suitcases/Bags	<p>-Remember to empty out each compartment of items before tagging.</p>	

#### Furniture and Other Large Items

-If you are interested in bringing LARGE FURNITURE (i.e. child's bedroom set), please call us at 724-209-4909 or e-mail us at [littleblessingsdressings@yahoo.com](mailto:littleblessingsdressings@yahoo.com) for pre-approval. Space is limited.

-If there are MULTIPLE PIECES TO A LARGE ITEM (i.e. crib, large toy), please indicate on index card (i.e. item 1 of 5) and be sure to include a detailed description on each card. This procedure is invaluable should a tag come off a part of the set.

-You are responsible for assembling all large items on the sales floor.

## **Tagging Errors to Avoid**

-Not using the recommended cardstock for printing tags: Tags printed on regular paper will rip easily, which leads to items not being able to sell because of a missing tag.

-Not reprinting your tag after you have changed it in the system. Please reprint your tag after making changes, so that it does not cause confusion at the register.

-Placing tape OVER the barcode on your tags: Please place the tape only over the top portion of your tag. When the tape is placed over the barcode, it is often unable to scan during checkout. This means that the information on the tag must be entered manually. This greatly increases check out time and is an inconvenience for customers.

-Scotch tape being used to attach tags: Scotch tape WILL NOT hold. This leads to items not being able to sell because of a missing tag.

-Tags printed with “gray dots”: If your printer does not have color ink, you MUST go over your dots with a red sharpie in order for them to NOT be sold at half price.

### **THANK YOU for your cooperation!**

If have any questions, please call us at 724-209-4909 or e-mail us at [littleblessingsdressings@yahoo.com](mailto:littleblessingsdressings@yahoo.com)