

Consignor Drop Off Checklist

Use this checklist to make sure you are ready for drop off on Monday/Tuesday!

_____ I signed up for a drop off appointment on my consignor homepage. The length of my appointment will depend on how many items I am consigning and how organized I am. I understand that it is my responsibility to place all my items out on the floor. This includes building any large items I am bringing (furniture, pack and plays, etc.).

_____ I checked my items to be sure that I am not selling anything that is recalled. I understand that it is illegal to sell items that have been recalled.

Please double check that your tags are correct by looking at the following:

_____ Any clothing that I brought is hanging with the hanger facing to the left, like a question mark. My tags are pinned to the UPPER RIGHT SIDE of the items.

_____ If I DO NOT want my items to sell at half price, I made sure that the RED dot for no discount printed on the tag. If I did not have color ink, I made sure to go over the dot with a red marker

_____ If I am donating my unsold items, I double checked to make sure that a “D” printed at the bottom of my tags.

Organization Tips:

_____ When loading items into bins/boxes, sort items into like categories: boys toys, girls toys, home accessories, infant accessories, etc. Sort clothing by gender, size, and type (see below).

_____ Sort clothing by gender and size. We hang clothes by category within the racks, so after sorting by gender and size, sort by type:

Girls: tops, bottoms, dresses, outfits (2T and below)

Boys: tops, bottoms, outfits (2T and below)

_____ Remember that we have separate sections for: dance, sports, pajamas, coats, costumes/dress up, maternity.

_____ Place all shoes in one bag, bin, box, etc. as you will turn these in to be checked for cleanliness.

_____ Keep toys/items with batteries separate from ones that do not have batteries. Items with batteries will need to be checked to ensure they are in working order.

Are you picking up your unsold items? *If you are, please bring box(es)/bin(s) clearly labeled with your consignor number to be left after drop-off. These will be used for sorting your unsold items at the end of the sale.

Are you consigning a car seat/booster seat? If you are, please let us know at check in, as you will need to fill out a car seat waiver.

If you have a lot of items, we recommend loading the back of your vehicle with the clothes/shoes, so that you can get to those FIRST. These are the items that take the longest to check.

We look forward to seeing you for drop off!