

Tagging & Receiving Guidelines

IMPORTANT!!!!!!!

- Kids' Korner is committed to selling only merchandise that is safe for our children. Please verify that all items you bring to consign have not been recalled by the manufacturer or the Consumer Product Safety Commission. (www.cpsc.gov) As a consignor YOU are responsible for verifying recalls!
- Also, when the Consumer Product Safety Improvement Act (CPSIA) was signed into law on August 14, 2008, it became unlawful to sell recalled products. All resellers should check the CPSC Web site (www.cpsc.gov) for information on recalled products before taking into inventory or selling a product. We are asking our consignors to pay special attention to certain product categories as per the CPSIA. Among these are recalled children's products, particularly cribs and play yards; children's products that may contain lead, such as children's jewelry and painted wooden or metal toys; flimsily made toys that are easily breakable into small parts; toys that lack the required age warnings; and dolls and stuffed toys that have buttons, eyes, noses or other small parts that are not securely fastened and could present a choking hazard for young children. **PLEASE CHECK YOUR ITEMS BEFORE YOU BRING THEM TO CONSIGN! WE CANNOT ACCEPT THEM!** Thanks.

What will be accepted at receiving?

- Brand name & gently used Boy's & Girl's Children's clothing
 - sizes newborn - 16
- Season appropriate clothing
 - Fall/Winter Sale - pants, sweaters, long-sleeve shirts, coats, Halloween costumes, Thanksgiving & Christmas clothes, jeans
 - Spring/Summer Sale - shorts, swimsuits, Easter clothes, sandals, light jackets
- Clothing must be clean, odor-free, wrinkle-free, and not in need of repair
- Infant clothing (sizes premie - 9 months) - limit of 30
- Shoes that are season appropriate and in excellent condition (ALL brands accepted)
- Baby furniture and equipment
 - Cribs - It is preferred that you assemble your crib for resale. This can be done at your receiving time or during any of the receiving times.
 - Combination infant car seats/carriers, car seats & booster seats - Your car seat must have been manufactured within the past 5 years and have never been involved in a car accident. All car seats have a manufacturer's sticker with the date it was manufactured & you can check www.cpsc.gov for recall info.
- Nursery accessories
- High quality toys, books and video games
- Riding toys, bikes & other outdoor toys

What will not be accepted at receiving?

- Off-Brand clothing
 - For Example: Clothing from Walmart & Target (Athletic Works, Fruit of the Loom, Gerber, Hanes, Faded Glory, Garanimals, George, Dickies, no boundaries, Mary-Kate and Ashley, Riders, xhilaration, Circo, C9 by Champion & Cherokee)
 - Walmart & Target make cute clothes that we all purchase, but it only cost \$3-4 for brand new items from these stores.
- Stuffed animals - unless they are battery operated
- Out-of-date clothing - It will not sell!
- Any item that is stained, torn or extremely worn
- Any item with missing buttons, broken zippers or lost parts
- Battery operated toys without batteries
- Used Underwear
- Violent toys and games
- Baby equipment that is not clean or has been recalled
- Improperly tagged items (make sure you follow the tagging instructions!)
- Clothing with tags that have been removed
- Clothes on plastic hangers (only use wire hangers)
- Maternity clothing
- Any items deemed unsafe or inappropriate by the Kids' Korner Committee Team

How do I tag my items?

GREEN tags marked for donation: Use the green tags *with the hole punched in the lower right corner* for items that you want donated after the sale.

GREEN tags - plain: Use *plain* green tags for items that you do NOT wish to donate after the sale.

THERE WILL BE NO HALF PRICE!! PRICE YOUR ITEMS TO SELL AT FULL PRICE!

Please follow these instructions carefully when completing your tags:

- Use blue or black ink. Print neatly.
- **SIZE:** Use number sizes only, do not use S, M, L. In the past our racks have been set up with sizes as follows: 0-3 Months (includes premie & newborn), 3 Months, 6 Months, 9 Months, 12 Months, 18 Months, 24 Months, 2T, 3T, 4 & 4T, 5, 6, 7, ... 16
- **CIRCLE** the appropriate gender.

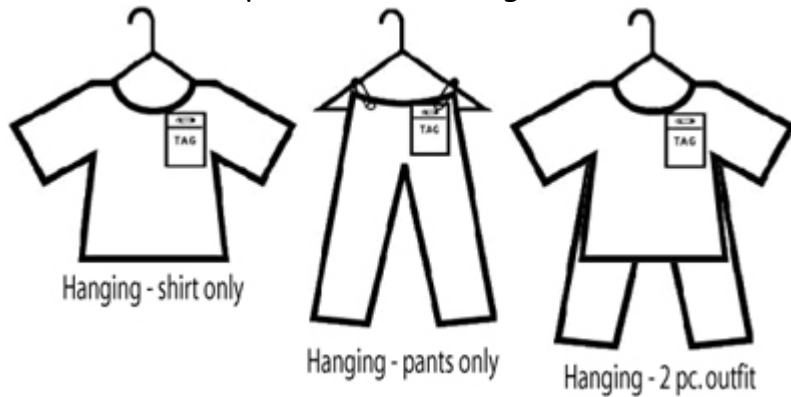
- **DESCRIPTION:** Describe the item by color, brand name and clarify the type of item such as bathrobe vs. bathing suit cover. *Be descriptive!*
 - Example 1: Boy, size 1, Grey New Balance running shoes sounds better than Boy, size 1, shoes.
 - Example 2: Girl, size 4, Gymboree Pink & white striped shirt with pink shorts sounds better than Girl, size 4, shorts set.
- **PRICE: The lowest price you may use is \$3.00.** Price your item to sell.
 - You can group like-items, but they must be like-items.
 - Example 1: 3 t-shirts for \$5 (hang the 1st t-shirt on the hanger as you normally do then safety pin the other t-shirts to that t-shirt & the hanger)
 - Example 2: 5 books for \$5 (put books into a Ziploc bag together.)
 - Example 3: 3 VHS movies for \$3
- Price your items at what you would pay for this item at a consignment sale, not what you think it is worth.
- **Be care about overpricing your items. The majority of items priced reasonably DO sell. We recommend staying on the low side when pricing. Consider it a ministry opportunity to price your items lower so that someone else might be able to afford them!**
- **SELLER#:** Use the LAST FOUR digits of your phone number **AND** your initials as your seller number. For example, Ann Brown at 555-1234 would be seller 1234AB. Please remember to place both initials at the end of your phone number!
- Also, we cannot accept tags with scratch-outs, white-outs, changes of any sort, writing on the back or tags from another consignment sale . If leftover tags are available, you will be able to get a replacement tag at receiving.

How do I prepare my items?

Clothing

- Use **SAFETY PINS ONLY** to attach the tags to the upper right side of the item. Insert the pin where it is designated on the tag. (See picture below.) **NO** straight pins, please. Items with straight pins will be returned to you during receiving.
- Hang clothes on **WIRE/METAL** hangers only. Please do not bend the hangers. Even baby clothes will fit on wire hangers. Clothing on plastic hangers will be returned to you during receiving.
- Hang your clothes with the hanger hook facing to the left of the item.

- Pants should be pinned to the hanger on the TOP wire of the hanger.



- All bows and small clothing items (i.e. socks) must be in ziploc bags. Safety pin the tag to the OUTSIDE of the Ziploc bag and if necessary, secure top of bag with clear packaging tape. Note: When using clear packaging tape, the tag has to be removed at checkout so **only tape one edge of the tag.**
- SHOES: Please only bring your like-new shoes! Shoes are difficult to tag. First, label soles of shoes with masking tape with your seller number and price. Then put the shoes inside a Ziploc bag. Safety pin the tag to the Ziploc bag. (Note: We realize that not all shoes will fit inside a Ziploc bag so please do you best to secure the shoes together so that the matched shoes stay together.)
- **HELPFUL TIP: Clean and press all your garments. The better your items look, the faster they'll sell!**

Toys

- For toys with small parts, place the items in a ziploc bag and secure the bag with staples and/or clear packing tape. Then safety pin the tag to the bag.
- If you are unable to use a safety pin to attach your tag to a toy, use clear packing tape to attach your tag to the item. However, remember the tag has to be removed at checkout so **only tape one edge of the tag.**
- Wrap puzzles in plastic wrap or put into a large Ziploc bag so that pieces do not fall out.
- Please remember - kids love to play with the toys at the sale. The better you secure/wrap/display your toys, the less likely parts will be lost and your toys will sell better!

Items with Multiple Pieces

- Each separate piece of the item should be labeled with masking tape with Your Seller # and number of pieces (i.e.: 1 of 3, 2 of 3, 3 of 3) THEN secure a tag to ONE of the items in the group
 - Example of Multiple Piece Items:
 - Toy Kitchen with food
 - Stroller with car seat & car seat base
- For small items that go with a larger item, (e.g. plastic food with a kitchen), place the small items in a ziploc bag along with a tag indicating what the item goes with. **SECURELY TAPE** the ziploc bag to the larger item. Price only on the first tag of a multiple-tagged item.

What should I expect at receiving?

1) Before you arrive:

- Make sure that all of your items have been properly tagged &/or properly hung on wire hangers. (Check your tags for your Seller # & a price!)
- **SEPARATE YOUR CLOTHES BY GENDER AND SIZES.**

2) When you arrive:

- Enter through the rear doors of the gym.
- Check-in and pick up your Pre-Sale Shopping Pass.
- Let us know if you will need assistance with your items and someone will be available to help you.
- Place your items on designated tables for review. (girl clothes, boy clothes, shoes, toys, etc.)
- Once all of your items are in the gym, you will need to stay while your items are reviewed & clothing is checked for stains, wear, appropriate season, etc.
- Any item that Kids' Korner determines is not consignable will be returned to you at this time.

NOTE: Please arrive at your scheduled time. If something happens and you need to re-schedule, please call the Kids' Korner Hotline: **240-5913**.