

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! Kids Korner will not sell recalled items.
- Recall Info: DROPSIDE CRIBS CAN NO LONGER BE SOLD. KIDS KORNER WILL NOT BE ACCEPTING DROPSIDE CRIBS FOR SALE.

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
- Clothing must be clean, odor-free, wrinkle-free, and not in need of repair
- Infant clothing (sizes preemie - 9 months) - limit of 30
- Shoes that are season appropriate and in excellent condition
- Baby furniture and equipment - note new guidelines on cribs www.cpsc.gov
- Nursery accessories
- High quality toys, books and video games
- Riding toys, bikes & other outdoor toys

What will not be accepted at receiving?

- Out-of-date clothing - It will not sell!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.
- The following brands will not be accepted for sale as well as any brands not listed that are sold exclusively by WalMart, Target, Kmart or any other discount store: Faded Glory, No Boundaries, George, Garanimals, Gerber, Simply Basic, Cherokee, Circo, Xhilaration, Calypso, French Toast, Basic Editions



How do I tag my items?

Please follow these instructions carefully when completing your tags online:

- **CATEGORY:** Choose the appropriate category from the drop down menu.
- **SIZE:** Choose number sizes only for clothing and shoes from the drop down menu. Do not use S, M, L for clothing or shoes. In the past our racks have been sized as follows: 0-3 Months (includes preemie & newborn), 3 Months, 6 Months, 9 Months, 12 Months, 18 Months, 24 Months, 2T, 3T, 4 & 4T, 5, 6, 7, ... 16
- **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.
 - * 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 #:** *Returning consignors* can use their previous seller number. *New consignors* will be issued a seller number at the time of registration.
 - * We will not accept tags with scratch-outs, white-outs, changes of any sort, writing on the back or tags from another consignment sale.
- **DISCOUNT:** If you want an item to be sold at half price during our half price sale, please check the box labeled: *check to discount*
- **DONATE:** If you want an item donated to charity after the sale, please check the box labeled: *check to donate*

Sample Tag

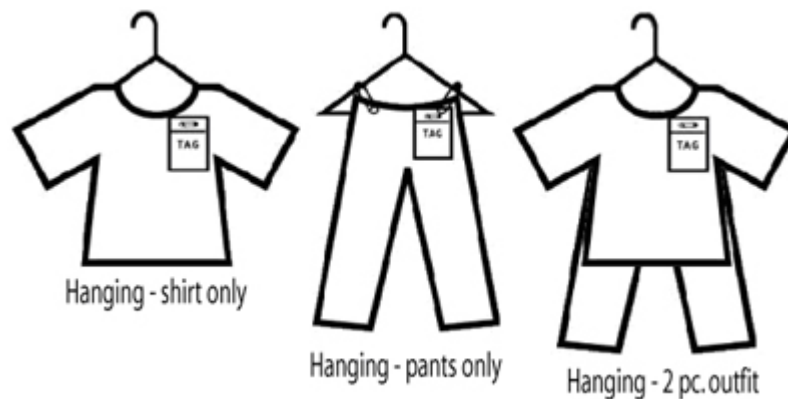
- tags should be printed on **white cardstock only**
- tags should be approximately 3" X 3"
- barcodes should be legible - scanners can not read smeared barcodes
- printers should not be set for "best quality" printing - it will smear the barcodes
- if your tags are not the proper size, you may need to adjust your printer settings
- tags larger or smaller than approximately 3" X 3" will not be accepted

00 PIN HERE 00		
5913	Mountain Chapel Kids Korner	4 Clothing - Girls
Hannah Kate blue smocked romper with sheep		
	Item: 1	REDUCE \$15.00
 5913 \$15.00		

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.



- Two piece outfits should have the pants hung on the **outside** and **pinned to the hanger-not to the shirt**.
- 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 bring only 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.
 - Do not tape the bag closed as buyers may want to try the shoes on their children for size. (Note: We realize that not all shoes will fit inside a Ziploc bag so please do your 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 clear packing tape. Then safety pin the tag to the bag.
- 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.
- 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.
- Note: When using clear packing tape, the tag has to be removed at checkout so **only tape one edge of the tag**.
- Wrap puzzles in plastic wrap so that pieces do not fall out.
- LARGE ITEMS: Secure tags with packing tape. Put seller number and price on a piece of clear packing tape and secure it to the item in addition to the sales tag.
- 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!

Special Note: Please check your toys, baby furniture, car seats, etc. to make sure that those items have not been recalled before you bring them to consign. Please be considerate for future buyers! Websites: www.cpsc.gov & www.recalls.gov & www.carseat.org.

What should I expect at receiving?

1) Before you arrive:

- Make sure that all of your items have been tagged &/or properly hung on wire hangers.
- SEPARATE YOUR CLOTHES BY GENDER AND SIZES.

2) When you arrive:

- Enter through the double glass doors, on the back side of the gym, next to the kitchen.
- Let us know if you will need assistance with your items and someone will be available to help you.
- You will be given designated areas to place your items.
- Once all of your items are in the gym, you will need to stay while your items are reviewed & 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 you arrive at a time other than your scheduled time, you may have to wait longer. If something happens and you need to re-schedule, please call the Kids' Korner Hotline: **240-5913**.