



# Fall Consignment Sale Instructions

Friday September 28, 9am-1pm and 4-7pm

Saturday September 29, 8am-12noon (Half-price Sale on Most Items)

## → Drop Off Dates and Times ←

*Tuesday, September 25 - 9am-noon & 5-7pm*

*Wednesday, September 26 - 9am-noon & 5-7pm*

*Consigners will receive 60% of the selling price. 40% will benefit Grace House Preschool.*

## TAG GUIDELINES ON THE BACK OF THIS SHEET

### ACCEPTED ITEMS

- fall/winter clothes\*  
(sizes infant to teen and maternity)
- shoes\*
- toys/sports equipment\*
- books
- movies (No VHS please)
- furniture/room decor
- baby equipment\* (Car seats must not be expired or within 3 months of expiration.)

NO USED UNDERWEAR OR OPENED PERSONAL CARE PRODUCTS (perfume, baby meds etc.) will be sold.

### \*CLOTHING GUIDELINES

1. Clothes should be clean and odor free with no stains, missing buttons, broken zippers, or rips.
2. Skirts and pants should be safety pinned to wire hangers. No straight pins or clothespins, please.
3. All items must be priced and tagged prior to drop off. You set your own prices. **Clothing on a hanger needs to be priced for at least \$1.50. (Items can be combined on the hanger to meet this threshold. Ex. 2 shirts)**  
Also please make your prices evenly divisible (helpful for half price day) and know that name brand/boutique items can be priced slightly higher. The only accepted tag is 2-7/8" x 1-3/4" WITH STRINGS and they must be attached with a safety pin or taped to 3 sides of the tag for easy removal at checkout.  
If needed, contact preschool office for tags (50/\$1).
4. Use a safety pin through the string to secure the tag to the upper right side of the garment, hanger facing left like a question mark (?).
5. **Before drop off, please sort all hanging items by gender and size.**

### \*SHOE GUIDELINES

1. Place shoes in Ziploc bags (one pair per bag) and tape tag on three sides to the OUTSIDE of the bag. Please DO NOT tape over entire tag.
2. You may also secure shoes together with a zip tie placed in the shoelace holes. Shoes placed in boxes need to be priced on the box and on the shoes itself in case they are separated from the box.
3. Only shoes in good condition please.

### \*TOYS AND BABY EQUIPMENT GUIDELINES

1. All toys/baby equipment should be clean and in good working order with all parts secured.
2. Small items may be grouped in clear Ziploc bags (i.e. diaper covers, small toys, etc.).
3. **Wrap large toys and puzzles with plastic wrap** or they will receive experimentation by young shoppers.
4. Plastic wrap is cheaper than ziplock bags and will keep your puzzle pieces intact with the puzzle.
5. No items should be consigned that have been recalled or violate the Consumer Product Safety Improvement Act (states allowable lead and phthalate levels).
6. Tape tags on **ONLY THREE** sides of the tag on toys, equipment, shoe bags, etc. Please DO NOT tape over the entire tag or tape tags to clothes. **Scotch tape or wrapping paper tape only. Packing tape may damage your item. It tears books, puzzles, and boxes.**
7. Only 5 stuffed animals per consigner.

Unsold items must be picked up on Saturday, September 29 between 3:30-4pm. Items not picked up will be donated to charity. Consignor checks will be mailed within 2 weeks. We gladly accept donations to our sale. Please bring to the office on or before September 7th.



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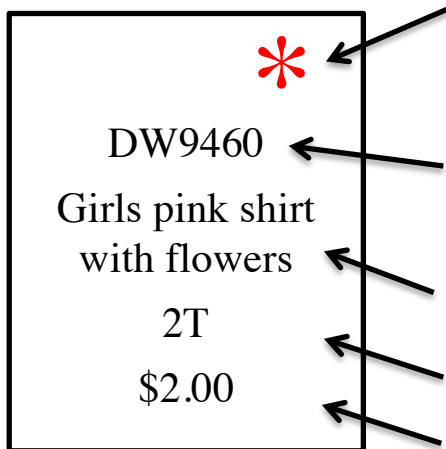
WE  CONSIGNERS!

**There will be a pre-sale for consigners and volunteers only on Thursday night from 5 to 7 pm.**

## TAG GUIDELINES

1. On your tag, indicate your consignor number (first initial of first and last names and last four digits of your phone number), size, description, and price as noted on the example.
2. SAFETY PIN securely to the garments through the looped string. If a tag is separated from an item all efforts will be made to find that item. If unsuccessful, the item will be considered donated to Grace House Preschool and priced accordingly.
3. If you DO NOT want your items reduced for the half price sale, place an easy to read RED STAR in the UPPER RIGHT HAND CORNER of the tag. No other symbols will prevent the item from being sold at half price.
4. If you plan to **donate** your unsold items, please **highlight** your consignor number on your tag.
5. If an item loses its tag we will price it and sell it as a Grace House Preschool item. If an item is not priced or the numbers are too difficult to read, we will set a fair price for it and sell it accordingly.

## EXAMPLE OF TAG:



Mark with RED STAR if you DO NOT want it to sell for 1/2 price on Sat. (dots and other symbols will be sold for 1/2 price.)

Initials of first and last name and last 4 digits of phone number. **Highlight this code if you plan to donate unsold items to charity.**

Description of item (details help in matching a lost item with it's tag)

Size

Price (name brand clothes can be priced higher)

Please use a safety pin to secure the tag through the looped thread to the upper right side of the garment, hanger facing left like a question mark (?). When taping tags to toys, shoes or equipment please do not tape over the entire tag, only on three edges. Do not tape tags to clothing. Use tape that will not damage the book or puzzle. Puzzles can be wrapped with plastic wrap to keep the pieces from falling out of the puzzle.

More tags can be purchased in the preschool office at 50/\$1.