



## PREPARING ITEMS

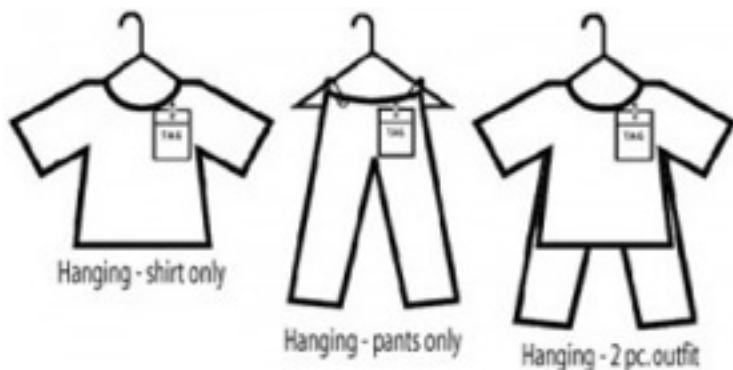
To maintain our sale's reputation for quality, gently-used items, all consignors must adhere to the following guidelines:

**TAGS MUST BE SECURELY ATTACHED:** We can not sell your item if the tag has fallen off, even if a customer really, really wants it!

**CLOTHING:** All clothing must be freshly laundered, clean, of a current style and free of the following: rips or tears, stains, fading, broken zippers, missing buttons, excessive wear, pilling, wear at knee or hem of pants/jeans, and cracked "iron-on" type pictures or graphics on shirts, smoke odor, pet hair.

All clothing must be neatly hung on **HANGERS** (any kind-tubular, plastic or wire are all ok!) Wal-Mart & dollar-stores are both good sources for cheap hangers. Hold on to dry-cleaning hangers and hangers that come w/ clothing you purchase throughout the year.

Try asking friends via social media.



Hang sets on **ONE** hanger by pinning the top and bottom of clothing together. Adult-sized dry-cleaning wire hangers work great for pinning sets together onto one hanger (see photo at left).

Hang clothing so that the **HANGER HOOK** is pointing to the **LEFT** (like a question mark ?)



Hang pants, shorts, skirts, etc by pinning at the waist onto wire child or adult sized hangers (see photo at left).

Use safety pins to attach accessories (bows, socks, belts, etc) that match an outfit.

\*\*\*\* PLEASE, PLEASE try not to pin or attach tags directly into the clothing fabric as it often LEAVES A HOLE. This is extremely frustrating to a buyer when they discover it at home! If possible, attach pins to the thick seams of clothing (waistline, neckline, etc).

Attach tag to clothing using a SAFETY PINS only! Tags should be attached to the RIGHT side of the garment only, unless pinned on garment's label.



**SHOES:** Shoes should be NEW or NEXT-TO-NEW. Buyers are very picky when it comes to purchasing used footwear. Tie shoes together with string/ribbon or plastic zip-ties. Use a hole punch to attach the price tag (at the top of tag) through the string/ribbon or zip-tie. If you choose to put shoes in a ziplock bag, tape the bag shut and tape the tag to the OUTSIDE of the bag so that it can be scanned at check-out.

**BOOKS:** Books should be gently used, clean and in good condition. No rips or tears to binding or pages. No writing on pages. (Dedications written on inside front cover/page are ok.) Multiple books can be sold as a set by placing them in a ziplock bag or by tying the books together SECURELY with string/ribbon or multiple rubber bands. (Be sure the books will not easily become separated!) Use low-tack, "blue" painters tape to attach tags to books. Do not use clear packing or mailing tape as it often damages the book when removed. DO NOT put tape over the BAR CODE at the bottom of the tag.

**TOYS, BABY GEAR, ETC:** Must be CLEAN and in WORKING CONDITION. ALL ESSENTIAL PIECES of toys, games, puzzles, equipment etc. should be included. All items requiring batteries MUST HAVE WORKING BATTERIES installed. Batteries can be found inexpensively at dollar-stores. Make sure tag is securely attached. DO NOT put tape over the BAR CODE at the bottom of the tag. Use low-tack, "blue" painter's tape on items that would be easily damaged when tape is removed. Avoid taping over paper or 'stickers' on toys, these are easily damaged when tape is removed.

ITEMS WITH MULTIPLE PARTS: Items to be sold together should be in a ziplock bag that is SECURELY TAPED SHUT. Attach tag to the OUTSIDE of the zip-lock bag so that the tag can be easily scanned at check-out. Attach a list of the bags contents so the buyer knows exactly what is inside the bag. It is critical that ALL pieces and parts of an item are SECURELY attached to one another. Run clear packing tape around all pieces several times to keep everything together.