



CONSIGNOR GUIDE

EVERYTHING YOU NEED TO KNOW

(in baby steps)

Spring & Summer Consignment Sale

January 29-February 2, 2020

SCHEDULE SUMMARY

Saturday, Oct 26th: Registration Opens at 9 AM Central.

Wednesday, Jan 29: This is the day you will drop off your items.

Thursday, Jan 30: As a consignor, you can shop at 5:00 PM.

- 5:00 PM: Consignors
- 7:00 PM: PreSale Ticketed Event (you can bring your kids)

Sunday, Feb 2: Pick up unsold items anytime between 2 PM and 4 PM.

Monday, Feb 17: All sales commission checks are mailed by this date.

REGISTER IN THE SOFTWARE

You are registered when you have a drop-off appointment.

- Understand the consignor agreement: Consignors keep 70% of their total sales, less a \$15 consignor fee that is deducted from the consignor sales check.
 - Go to www.rerunsarefunsale.com. Click on “Login” at the top of any page.
- You should now be at our software login page, which should have the name of the sale and the full schedule. Next, click on “Join” on the left. A four-digit number will be

assigned to you as your consignor ID/number when registering. This will be your username to login and your consignor ID on your printed tags. Contact us if you want to change your consignor number.

- If you are on an Apple computer and receive an error, try Firefox.
- To complete registration, select a drop-off appointment.

GATHER THE ITEMS YOU WANT TO SELL

- For our sales, our inventory will consist of items for the upcoming season. This means our Spring & Summer Sale will have spring and summer clothing. Our Fall & Winter Sale will be stocked with fall and winter clothing.
- Here are the clothing items we accept for Spring & Summer Sales: shorts, sandals, swimsuits, summer pajamas, summer dresses, tank tops, adult summer clothing, summer maternity, or any other clothing meant for warmer weather.
- Here are the clothing items we accept for Fall & Winter Sales: sweaters, snow suits, coats, jackets, pants, winter pajamas, adult winter clothing, winter maternity, or any other clothing meant for the colder weather.
- Miscellaneous items we accept at all sales: t-shirts year round, costumes, toys in working condition with batteries, purses, diaper bags, adult and maternity clothing, large items like bouncers and high chairs, car-seats, swings, strollers, bicycles, sporting goods, electronics in working order with batteries, shoes and boots, books, DVDs and games, puzzles, and board games. All electrical items (whether plugin or battery) must be in good working order.
- We will not accept any items with stains, rips, tears, holes, missing buttons, a foul smell, or outdated. Items will be inspected at drop off.
- Items we never sell: home goods, house slippers/shoes, broken items, and items in poor condition.

Please review the detailed list of what we accept. Everything must be in good condition or better, without missing or broken parts.

- All clothing must be cleaned and odor free.
- All clothing must be current or trendy in style.
- We accept all sizes for both genders, from infant to adult.
- Onesies, socks, and tights will only be accepted if attached to coordinating outfit.
- Maternity clothing has a limit to 20 items/outfits.

- Target clothing brands are accepted if in excellent condition.
- Shoes of all sizes. Limit to 20 pairs if used, unlimited if brand new.
- Cribs (please see recall website for cribs, link listed below), beds, changing tables, bookshelves, toy bins, small tables, chairs, and anything else related to children.
- Car seats that are 4 years old or younger, no accidents, and you are the original owner.
- Bikes, athletic equipment, riding toys, playhouses.
- Limit 20 best toys. All parts must be in zip-loc bag and stapled/tied shut. Use only packaging or duct tape. Toys must be in working order with batteries, if needed.
- All stuffed animals must be battery operated.
- Books, movies (no VHS), games, puzzles, computer-related items, and electronics.
- Play pens, high chairs, strollers, bouncy seats, swings, etc.

Check the [CPSC Recalls webpage](#) and/or [We Make It Safer Simply Check](#) to ensure none of the products you are selling have been recalled.

Please review the list of items that we do not accept.

- We will NOT accept clothing from discount stores such as Wal-Mart or Costco (i.e., George, McKids, Faded Glory, No Boundaries, NOBO, Kid Connection, etc.)
- Drop-side cribs and cribs made before June 28, 2011.
- Bedding for any age, even infants.
- Stand alone mattresses without a crib/bed.
- Baby bath seats made prior to December 6, 2010
- Children's upper outerwear with drawstrings at the neck & hood in sizes 2T-12. Also, children's upper outerwear clothing in sizes 2T-16 cannot contain drawstrings at the waist or bottom that are longer than 3 inches.
- Children's metal jewelry (CPSC lead safety requirements)
- Strong & rare earth magnet toys
- Growing toys that resemble jelly candy (i.e., polymer water balls).
- Stuffed animals and pillows
- Any item with violent theme or inappropriate for children
- Home goods which are not directly related to children.

HANG/PREPARE YOUR ITEMS

Clothes must be hung on WIRE HANGERS with hook facing to the left.

Only clothes 24 months and smaller may be on plastic hangers.



No straight pins or tiny safety pins (they easily become unclasped).

Clothing sets must be safety-pinned together on one hanger.



Pants/skirts/shorts must be safety-pinned on a hanger. Attach safety pins on the top portion of the hanger (near the hook). Attach with pins relatively close together and waistband tight. This prevents them from sliding down around to one side of the hanger and makes them easier to see when selling. This is especially important for adult clothing and larger sizes.



SHOES must be fastened together with a zip tie or rubber band. No shoes in bags allowed at all (we do not have the space for this). You may leave the shoes in the original box if you have it.

PRICING YOUR ITEMS

We recommend pricing items at 1/3 of the retail price if they are in excellent condition, and at 1/4 original price if in good condition. Price them to sell! Here are some pricing possibilities.

Bargain Brands (Retail \$1-15): Carters, Oshkosh, Old Navy, Target Brands, Children's Place

Better Brands (Retail \$10-30): Gap, Polo, Justice, Gymboree

Boutique Brands (Retail \$25+): Janie & Jack, Matilda Jane, Smocked Dresses, Smocked Rompers

TAG YOUR ITEMS

You can enter from a phone, tablet, or computer. Most people prefer a computer so that they can easily type in good descriptions.

- Login to our software.
- Click on "Consignor" on the left side, the link is directly below "Drop Off/Pick Up"
- Inside the "Consignor" tab, click on "Add Items"

- Here you will enter the description, gender, size, type (category of item), price in whole dollar increments. If you check the red “Dis” box, then the item will be marked half price at the end of the sale. If you check the “D” box, then your item will be donated at the end of the sale.
 - Please enter a detailed description in case the tag falls off the item. This does happen, and a detailed description helps our volunteers locate the item and reapply the tag. For example, instead of “book”, put in the title of the book. Instead of “dress”, put in the brand and color/pattern.
- You can enter up to 10 items at a time. After that click on the green button which says, “Add Items” and these items will be saved. If you want to double check what you just entered (which is a good idea if you are new to the system), then go to the Consignor tab on the left and click on “List Items”. Here you will see every item you have successfully entered.
- Most people enter all of their items into our software before moving on to printing.

Printing Tags (called Cards in the software)

- All tags must be printed on white cardstock. Tags printed on paper will be rejected.
- We recommend using Firefox when printing cards. Other browsers can cause problems.
- Login to our software, go to the Consignor tab, and then click on “print cards”.
- You can choose to print all cards or just print the ones that have not been printed.
- We recommend, if you know how, to make a pdf and print from the pdf.



If you need help, we can make the pdf for you and email it to you. Please try Firefox before asking us to email the pdf.



Applying The Tag To The Item

For clothing, attach tag vertically on right shoulder (when facing the garment) with a SAFETY PIN or using a TAGGING GUN.



If using a Tagging Gun, use two barbs, as tags secured with guns can pull off easily.

NO straight pins or tiny safety pins. Amazon has good prices on safety pins.

Large Items

Do NOT attach the tag to the item. Bring item & tag to drop-off. When you arrive, go to the tagging table. Here you will get a claim ticket per large item with instructions on what to do.

Do not cover any of the printed text on the tag unless using see-through tape. We need to see all of the information that has been printed on the tag.

Books & DVDs

We recommend using Plastic Wrap (or commonly known as Saran Wrap) to keep the tag in place and prevent damaging the exterior. Another option is to use ribbon/string tied around the outside and then hole punch the tag and tie it to the ribbon/string.

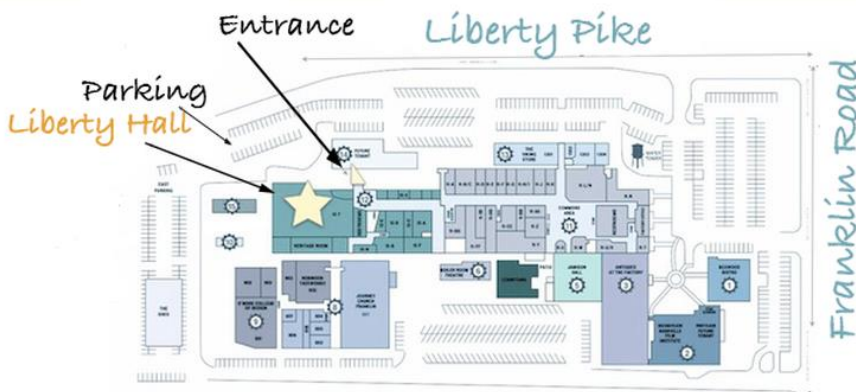
THE MORE YOU TELL, THE MORE YOU SELL

Tell everyone you know about the event. Part of what makes our event great is the personal advertising by consignors. That's why the saying is true, "the more you tell, the more you sell!" One of the best ways to spread the word is engage with our Facebook Page and Instagram account by sharing posts and inviting people to the event.

Also, make sure your friends and family know about our PreFun PreSale, open to the public. Tickets are only \$5 and they sell out fast. Tickets are available on the homepage of the website.

DROPPING OFF

- Bring clothes separated by gender first, then organized by size SMALLEST to LARGEST. This will help you put your clothes out quickly after inspection.
- Please allow 15-30 minutes for drop-off. You might want to consider getting your own collapsible wagon if you will be in a hurry.
- When you arrive, please pull up to the curb and unload your car (see map).



- If you need a rolling rack, please come inside and get one. We have plenty!
- The Factory requests that you park your car immediately after unloading.
- Please do not have any items in the hallway between our glass doors and the outside doors. That is not our space and you will be asked to move by the Factory.
- All of your items must be inside before you can check in.
- You will receive a gift bag and shopping passes during check-in.
- After your items are inspected, you will put out your items on the floor. Help is available if needed.
- If you did not have any rejects, tell the check-in person to place you on VIP for the next sale.
- Leave a box/crate for non-clothing with your name and consignor ID written on the outside. You do not need to leave a box if you are donating everything or only have clothes. The box will be returned to you at pick-up with unsold items.

SHOPPING THE PRE-SALE

Cash and credit cards only. We add \$1 to all credit and debit transactions to help cover the processing fees.

You must have your consignor pre-sale pass (from the gift bag) to enter the sale. A picture of it will not suffice. This is because you can give it away, and we have a strict rule of one person per shopping pass.

The consignor pre-sale begins at 5 PM on Thursday. You can shop then or any time after.

During the pre-sale, no kids or strollers from 5-7 PM. Children of consignors are allowed into the pre-sale at 7 PM. Infants in a sling or wrap are always allowed.

To enter the pre-sale, enter through the green door next to the water fountain, just around the corner from the glass doors we used at drop-off. We use this door for security reasons.

You can use our IKEA shopping bags or rolling racks to help you have a great shopping experience.

We do not have DISCARD racks out during the pre-sale because we have limited help (everyone wants to shop). If you change your mind about an item, please put it where it belongs.

PICKING UP

- Pick-up is from 2 PM – 4 PM on Sunday
- Please check-in at the main door before retrieving your items. We want to make sure you get all of your stuff.
- Any items not picked up by 4 PM will be donated.
- We will close for pick-up at 4 PM. We are not able to accommodate any pick-up times later than 4 PM. Thank you for understanding.

YOUR MONEY

- Your check will be mailed by our bank to the address we have on file.
- Your check will be mailed within two weeks minus your consignor fee (unless you were a worker).
- **Want your check when you pick-up your items?** Work for any shift on sorting day, and we will pay you at the end of your shift.

WANT MORE MONEY?

We couldn't exist without helpers. Here are the perks.

- Shop first, before the consignors and the public.
- Your \$15 consignor fee is waived.
- Earn an extra 5% per shift, up to 5 shifts.
- Free meal per shift, such as pizza and sandwiches.
- We order NICE food while sorting, like BBQ from Whitt's.

CONTACT

- Email is the best and preferred: rerunsarefun@gmail.com
- Texting is preferred, call when needed: 615-379-7378