

Saint Matthew's School Consignment Sale

Prep and Tagging Information

Preparing Items for Sale

We reserve the right to reject any item for any of the following reasons: stains, tears, pet hair, odors, broken, defective, seasonally inappropriate, incorrectly priced/tagged, or for any other reason causing the item to be inappropriate for this sale. Rejected items will be returned to the seller, unless they are BLUE tagged.

Preparing clothing items

- Clothes must be clean, free of stains, tears and mildew smells.
- Dress shirts, dresses, jackets, sweaters, dress pants and outfits must be on children's size hangers. **NO Metal Hangers.**
- Jeans, pajamas, sweatshirts, t-shirts, shorts be must folded.
- Do not pin any items to hangers. Safety pin items to each other, and hang. **NO STRAIGHT PINS, SCOTCH TAPE, RUBBERBANDS, TWINE OR STRING.**
- Shoes should be zip tied together - NO Ziploc bags
- Tags must be attached to the item – **not to the hanger.**
- Clothing should be folded or hung - NO Ziploc bags. Please hang dress shirts, vest, sweaters, dresses, skirts. Pleas fold pants, shirts, leggings, pajamas, sweat shirts.
- **Limit on Infant clothing** - Due to the quantity of size 0-12 month infant clothing that we receive – We have to limit the # of size 0-12 month items to **18 total items**
- **TAGGING GUNS** may be used **BUT**, you must attached it through a tag or at a seam otherwise it puts a hole in the clothing and will be pulled from the floor

Preparing Toys, Games, Puzzles etc.

- All toys and equipment must be clean.
- **Tape or bag all loose parts, and securely attach to main piece of equipment.** We are not responsible for lost pieces. Items that are not properly prepared will be removed from the sale floor.
- We discourage the sale of monster toys, toy weapons, and/or violent toys, recalled toys, as well as any items considered offensive or frightening. Also, we reserve the right to reject such items, and return them to the seller.
- Toys, games, DVDs and play equipment must be functioning, gently used, clean, and **supplied with batteries** as needed.
- Books may be bundled together with rubber bands NO ziploc bags. Please be sure that the title can be read and they are clean, unmarked and not chewed. .
- Puzzles should be in a Zip loc bag or use press and seal to cover the face and secure with tape on the back.. Puzzles must have all pieces.
- Do NOT tape over the bottom portion of the tag.

Preparing Equipment

- All equipment must be thoroughly cleaned.
- **Tape or bag all loose parts, and securely attach to main piece of equipment.**
- Use more than (1) tag if too difficult to tape together (i.e. rocker with foot stool). If using (2) tags on one item that has 2 pieces, put price on one of the tags only. Put 2 of 2 on the second tag so we do not double charge the customer when we are pulling tags.

ONLY PUT PRICE ON ONE TAG

Pricing

- 25% -30% of original cost depending on brand name
- If you have a new item, mark this on your tag as NEW w/ TAG or NEVER BEEN USED. These items sell quickly!
- ALL items must be priced for at least \$.50, in increments of \$.50.

Tagging

Tags will be available from Sandy at school during drop off or pick up, there will also be a bin on the porch of the church office at all times.

There will be three types of tags for this sale: white, red and blue. You can mix and match all types of tags.

White Tags - To be used for all items you want returned to you after the sale. Items with **White tags** will be discounted 50% at 11:00. You will be responsible to pick up these items after the sale, between 2:00-2:30. You have the option to go through your items at that time and place them in the donation pile. **White tags** are available from Sandy or on the church office porch for \$2/50 tags.

Red Tags - To be used for all items you want returned to you after the sale. **Red tags** will not be discounted at 11:00. If the item does not sell, you will be responsible to pick up these items after the sale, between 1:30-2. **Red tags** are available from Sandy or on the church office porch for \$2/50 tags.

Blue Tags - Donation Tags - To be used for all items that will be donated to charity if it does not sell. **Blue tags** will be discounted 50% at 11:00. If an item can not be donated the seller is responsible for picking up the item by 3 PM on Saturday. Blue tags are available from Sandy or on the church office porch at no cost.

100% of Proceeds to St. Matthew's - For those donating 100% of their tag totals to St. Matthew's, please use blue tags. We will donate what is not sold to charity. We thank you for your contribution in advance.

Discounting

ALL white tag and blue tag items will be 50% off from 11-12:30. RED tags are NOT discounted.

Payment

Tags will be tallied and returned to you with your check. This will be completed within 2 weeks of the conclusion of the sale. If you want your check mailed to you please bring a self addressed, stamped envelope to drop off. Sandy will send an email once the checks are ready.

Sellers receive 70% of their tag totals unless they want to donate more to the school. **The \$7 registration fee will be deducted from your total.**

Please note anyone donating their remaining items to charity will not be able to reconcile their sales receipts against donated items. The tags stay on the donated items.

Ready to price

Collect these things to help you to tag your items quickly & easily

Sellers Guidelines
Tags
Safety pins
Children's hangers

Ziploc bags - all sizes
Batteries
Packing Tape

What to do

- Using ink, fill in the top and bottom portion of the tag.
- Tags must be completely filled out with seller number, style, size and price on the top and bottom.
- Tags should be securely fastened to the ITEM - pin tag to label or tie on a button or belt loop,
- If attaching a tag with tape, **ONLY** tape across the top portion of the tag, so the bottom can be removed at checkout.

What not to do

- **DO NOT make or use homemade tags.** Your items will be pulled from the floor if the correct tags are not used.
- **DO NOT** use tags from another sale.
- **DO NOT** use pencil.
- **DO NOT tie tags to hangers.**
- **DO NOT** tape across the bottom of the tags.
- **DO NOT** price for less than \$1 or in increments less than ¢.50.
- **NO** tagging during drop off.
- **Do NOT** use ziploc bags for clothing or shoes

Tag Example

Seller Number - Must be on top and bottom portion

Size - PLEASE use numerical sizes as shown on manufacturer's label; however if item is labeled S/M/L, assign your own numerical size because this is how our tables are organized

No. <u>45</u>	
Style <u>Gymboree</u>	
Size <u>5/6</u>	
Price <u>\$3.50</u>	
<hr/>	
No. <u>45</u>	
Style <u>Gymboree</u>	
Size <u>5/6</u>	
Price <u>\$3.50</u>	

Style - Manufacturer of item

Price - Must be in ¢.50 increments
Use decimals
Nothing under \$1
Using the \$ symbol makes it harder to tamper with the price. Please use \$ symbol.