

# 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, holes, animal hair and odors.
- 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, RUBBER BANDS, 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 or rubberbands. Please hang dress shirts, vest, sweaters, dresses, skirts. Please fold pants, shirts, leggings, pajamas, sweat shirts. Pajama sets should be safety-pinned together.
- Limit on Infant clothing - Due to the quantity of size 0-12 month infant clothing we receive – We limit the # of size 0-12 month items to **40** 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
- All toys and equipment must be clean with a disinfectant wipe.

# Preparing Equipment

- 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 violent toys and 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 with disinfectant.
- 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 an 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 10:30. 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 \$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 \$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 10:30. If an item can not be donated the seller is responsible for picking up the item by 2:30 PM on Saturday. Blue tags are available at no cost.

# Discounting

ALL white tag and blue tag items will be 50% off from 10:00-12:30. 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 \$9 registration fee will be deducted from your total.

# 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

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
- Do NOT use tape to attach tags to clothing