

BASIC GUIDELINES FOR PREPARING AND TAGGING YOUR PRE-LOVED ITEMS FOR LITTLE ANGELS CONSIGNMENT SALES

THANK YOU for consigning with us!

We truly appreciate you and hope that you will have a wonderful experience consigning your items! If you ever have any questions or need assistance please do not hesitate to [contact us!](#)

Below are some guidelines to help you with knowing what to consign, how to enter your items into our online tagging system, and how to prepare your items for sale. Again, if you have any questions just ask! We're here to help!

WHAT TO CONSIGN?

* We accept children's clothing (newborn-Juniors), Maternity clothes, and baby/children's gear (high chairs, strollers, swings, bouncer seats, play equipment, furniture, toys, videos, home school resources, etc.)

* We DO NOT accept bath tubs, potty seats, diaper disposal pails, car seats or stuffed animals of any kind. If you bring them in please know that they will be going home with you.

* **ALL ITEMS ABSOLUTELY MUST MEET CURRENT SAFETY STANDARDS AND NOT BE SUBJECT TO RECALL.**

If we are in doubt about an item we will not accept it.

* Shoe Rule: Please bring only your very best like-new shoes! They must show little to NO wear. Sizes 0-13 and 1-5 only. No adult shoes will be accepted. Each consignor is limited to bringing only 6 pairs.

* **All items must be in EXCELLENT condition and for the appropriate time of year.** Our Spring Sale features ONLY Spring & Summer items and our Fall Sale features ONLY fall and winter items.

* There is a \$2 rule. ALL items need to be priced at a minimum of \$2. LIKE items may be grouped together to form a \$2 bundle (.I.e.-bibs, onesies, small toys, videos, etc.). We cannot accept unrelated bags of items, because they won't sell.

* ALL pieces and batteries must be included with the items. Shoppers want to make sure items work before they buy them, so please put batteries in the swings, toys, etc.!

- * Each consignor is requested to have a minimum of 15 items to consign.
- * There is no limit to how many items beyond the initial 15 can be consigned! That means you can bring 100 items or more if you have them!

HOW TO ENTER YOUR ITEMS ONLINE

* Sort, sort, sort. Before you go to your computer you need to be prepared! Gather all of your items and sort them by **SIZE** and **GENDER**.

This will make things so much easier for you!

* If you will not be around your items when you're entering them online we strongly suggest that you make a simple chart to list: a short item description, the size, the color, and what you'd like to sell it for.

* If someone else will be entering the items for you be sure to let them know if you'd like the item discounted for Saturday's ½ Price Sale and donated to one of our wonderful charities if it does not sell.

* If you do not have access to a computer you are welcome to [contact us](#) and we can enter your items for you for a very small fee.

* Once your items are sorted you will need to log in to the system. You can find the link on the "Consignors" page at the bottom & at the top.

A very simple screen appears that allows you to enter a description of your item, a size, a price, a category (clothes, accessories, etc.) and asks you if you'd like to have it marked down for the ½ price sale or donated to charity if it doesn't sell. You then click "Enter Item" and it will appear in a list below.

* If you ever need to edit the item our wonderful system allows you click on the item in your list and edit the field that you would like to change. It makes it so very easy!

* Once your items are all entered you will need to get white cardstock. You can purchase a package at WalMart for under \$5.

* You then follow the link that tells you to print your tags. Insert a few sheets of cardstock into your printer and print the tags out. Your consignor number and all of the information you've entered will print out. Yeah! You did it!

* Cut the tags apart.

* Using a **MEDIUM SIZED SAFETY PIN** (you can get a box at the Dollar Store very inexpensively) pin each tag to its corresponding clothing item in the **UPPER RIGHT HAND CORNER** of the garment right below the hanger. (This may sound a bit regimented, but when all items are tagged the same way it makes it infinitely easier for shoppers to shop and our volunteers to sell your items!

* For items not on hangers please tape your tag in a **VERY VISIBLE PLACE** on the item with **CLEAR PACKING TAPE**. We **WILL** be removing the tag from the item, so please make sure that it will not

damage them item when it is removed! Please do not use regular tape as it will not hold and your item will get lost!

HOW TO PREPARE YOUR CLOTHING ITEMS

* We cannot emphasize enough how very, very important it is for you to make your items look their absolute best for the sale! Shoppers want items that look new and have been displayed with care. If your item looks sloppy it will probably not sell.

* Please wash, iron (as needed), and hang all clothing items. Make sure zippers are zipped, buttons are buttoned and snaps are snapped.

* When hanging items please make sure that the hanger hook is pointed to the LEFT of the garment. Use medium size safety pins only to hang items that require hanging. (Please do not use small gold safety pins or very large safety pins as they are a safety hazard for other shoppers and our wonderful volunteers!)

* Items that require pinning:

ALL pants

ALL skirts

ALL bathing suits (please ONLY pin along the SEAM as holes will be left in the fabric when you pin anywhere else)

ALL shorts

ALL tank tops, shirts or dresses with thin, spaghetti-type straps

ALL Maternity Pants & Dress bottoms so that they don't drag on the floor

* When hanging pants, shorts, skirts and Maternity pants/skirts please do not drape them over the rod - they WILL end up on the floor!

* Instead, fold the top corners over the top bars of the hanger and pin them with a medium size safety pin to the hanger. You can then pin your tags to the top right of each item

* When hanging thin strapped shirts please pin the straps together over the top angled bars of the hanger. If possible, pin ON THE SEAM if there is one. This minimizes any visible pin holes left on the straps.

* Bathing Suits should never be pinned anywhere but on a seam. The material will not hide the holes once the pins have been removed.

* If you have a set (I.e.- shorts and a top) a great way to hang it is to hang each item on a separate hanger and then rubber band the hangers together. This lets our shoppers see both pieces without having to unpin anything.

* Pin the cuffs of maternity pants or long skirts up so that they don't drag on the floor.

HOW TO PREPARE YOUR NON-CLOTHING ITEMS

* Break out the elbow grease and start cleaning! Just like with clothing, parents want to buy items that look new! The better your item looks, the better it will sell!

* **PROCEED AT YOUR OWN RISK & READ THE CLEANING INSTRUCTIONS FOR YOUR GARMENTS/ITEMS BEFORE TRYING SOME OF THESE SUGGESTIONS:** Mr. Clean Magic Eraser works wonders on toys, strollers, high chairs, baby furniture, etc.! Oxy-Clean and Clorox 2 Bleach for Colors work well on clothing pieces- check your garment first before using them though!

* Wash each part of the item - straps, seat covers, buckles, attached toys, legs, etc. Don't forget to clean the **UNDERSIDE** of your items too! You'd be surprised what sort of things you can find under a highchair seat cushion!

* Place all small parts and pieces in clear zippered baggies and then **TAPE THEM SHUT** with **CLEAR** packing tape. It's a good idea to put a small card with your Consignor ID in the bag too in case it becomes detached during the sale.

* If you have the original manual/instructions it's **GREAT** to include them with the item! Shoppers really appreciate seeing them!

* If you're bringing furniture (cribs, Little Tykes play equipment, etc.) it must be assembled for the sale. You will be solely responsible for assembly of your items. Likewise, if your piece of furniture does not sell and you do not want to donate it, you will be solely responsible for disassembling it.

* **ALL ITEMS ABSOLUTELY MUST MEET CURRENT SAFETY STANDARDS AND NOT BE SUBJECT TO RECALL.** If we are in doubt about an item we will not accept it.

* Toys that require batteries must include batteries. Shoppers want to see your item working, so they'll know how much fun their child will have while using it! The Dollar Store has batteries.

* Puzzles and games are always great, but they absolutely must include all of the pieces! Tape **ALL SIDES** of the box with clear packing tape so that it cannot be opened accidentally. If it's not taped or packaged properly we will not accept it.

* Books must be in excellent condition! No ripped or written on pages and no ripped bindings. You can package them in gallon size zippered bags to make a lot worth \$2. Just be sure that the books are bagged with like books (infant, early reader, Junie B. Jones, Dr. Seuss, etc.).

* Movies in VHS & DVD format must be in excellent condition. Please be sure that they play properly and are free from scratches and defects.

Only G and PG movies will be accepted.

* Music CDs must be appropriate for young children and free from defects.

Please make sure there are no skips or scratches.

* ANY VHS/DVD OR CD THAT IS OBJECTIONABLE TO THE SALE
SPONSORS WILL NOT BE ACCEPTED.

* Battery operated stuffed toys (Tickle Me Elmo, Chicken Dance Elmo, etc.)
are acceptable.

If you have any questions or need help please contact us at
Information@LittleAngelsConsignment.com or call
Brandi at (610) 745-4445.