



## Bring your best!

Your consignor number will stay the same. However, you must register to participate in each event.

For most people, the hardest event to get ready for is the very first. After your first event, it will become easier to get ready for the next season.

**LFA is a very large, very busy sale.** The better your items are prepared, the better they present to the customers, and the better they sell! So bring your best! Consign only the items you would want to purchase for your own child. Be picky; our customers will be!

When preparing your things for the sale, take a tip from professional organizers...sort into three different piles--'Toss', 'Donate', and 'Sell'--this will save you a lot of time and increase the likelihood of your selling your items, with much less left over. Also, when addressing the pile you deemed suitable for donation, please make alternate arrangements to deliver those items directly to the charity, and do not bring them to the sale.

**We use a bar coding system** (your labels/consignor # and price) to pay each consignor. Cashiers scan each bar code during checkout. At the end of the event, the computerized system provides a report by bar code (consignor #) with the total amount sold. It's our way of paying you securely - reducing human error.

### Supplies Needed:

- Index Cards or sheets of card stock cut into 2x3 pieces (approx.)
- Avery 5160 labels for bar code printing
- Sharpie pen
- Ink pin
- Various size ziploc bags
- Hangers - any type
- Safety pins
- Scissors
- Twine for shoes - optional
- Clear plastic wrap
- Packaging Tape
- Batteries (try the Dollar Store)

- Children's safety and well-being are very important to us. It is against the law to resell products that are on the Consumer Product Safety Commission website as having been deemed unsafe for children. To see if your product has been recalled, go to: [www.cpsc.gov](http://www.cpsc.gov). If you have a product that has ever been recalled, it will not be accepted.
- Mom to Mom.... If you as an LFA consignor, volunteer, or shopper see an item that should not be on the sales floor, please alert us to pull it as we work together to keep our children as safe as possible.

### **We can Accept:**

- MATERNITY Clothing: Limit 10 maternity clothing items per consignor. Please no nursing bras or under garments.
- Children's seasonally appropriate clothing infant-teen, shoes, toys, outside toys (no swing sets), riding toys, videos, video games, books, children's CD's, computer games, Nintendo type units and games, board games, puzzles, dolls, Little Tykes, baby equipment, strollers, high chairs, swings, play pens, toddler beds, nursery needs, changing tables, bassinets, diaper disposals, kids room/nursery decorations, potty chairs, bed rails, diaper bags, pajamas, bathing suits (spring and summer events only), Halloween costumes (fall and winter event only), dancewear, sports equipment and much more.

### **We Cannot Accept:**

- Out of season or dated clothing; adult clothing; underwear not in unopened original packaging; **car seats**; mattresses; stuffed animals; items that are dirty, smell of smoke, with stains or tears, missing buttons, broken zippers; jewelry; puzzles or games with missing pieces; nonworking electronics; DVD/CDs, VHS/cassette tapes that are not in good, working condition.
- **CRIBS** - there are not exceptions. For more information, please visit [www.cpsc.gov](http://www.cpsc.gov).

### **Tagging Basics:**

Start by **ordering your bar code labels** through our online ordering system and print them from your computer onto standard Avery 5160 labels.

If you want your unsold **items donated** to charity, please make sure to mark a "D" in the lower right hand corner of each tag.

If you do not want your item to be marked down during the **discount sale days**, please highlight the price and bar code clearly. Use an actual highlighter-type marker and mark through the price and bar code. A small mark with another type of pen elsewhere on the tag might get missed.

**We can prepare your items.** (There is a 160 piece clothing limit.) No time to tag, price and hang your stuff? We will do it for you! Please understand that you will get 40% of the sold price. Simply refer to the drop-off times to bring your items. [Click here](#)

Put **fresh batteries** in any items that need them; we cannot accept a battery-operated item

that won't turn on and work properly. Dollar Store batteries are a great alternative to the more expensive ones sold in most stores.

**All items must be priced by the consignor** (A pricing guide is available to all registered consignors). Keep in mind you are competing with many items of similar quality, and the best price will sell first.

We suggest you ask yourself: "What would I pay for this?" Think about what you would be willing to pay for the item if you were considering purchasing it. If you would pay a particular price, someone else probably would, too!

Consider original retail price -- whether you paid original or not -- and take around 75 % off. This gives you a thinking range. For example, if an item's original cost was \$20, take 75% off and think of pricing the item in the general area of \$4.50 to \$5. If it is a "boutique" item or a current brand that is highly desirable like Abercrombie, Justice, Polo, Gymboree, Lilly Pulitzer, Mini Boden, etc., you can price a little higher. The same is true for items New with Tags. After determining what you think is a fair price, ask yourself, "Would I pay \$?? for this item?" or "Would I pay more than this?" If you would pay more, add a dollar or maybe two to the price.

*The people who make the most money have higher quality items priced in the ranges of \$5.00 - \$15.00. Keep in mind that your goal is to sell your items, otherwise, you will be taking it home with you at the end of this sale, so be careful to not over price.*

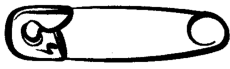
**We make every effort to properly handle, display and care for your items placed in the sale. However, items do get removed from their original packaging and tags fall off. We have thousands of shoppers and all items are handled several times. Please bring items packaged/hanging correctly, with your tags securely attached.**

### **CLOTHING ITEMS:**

Use white **card stock** to make each tag.

Each clothing tag should look like the one below (with the exception of the "D" for donate). **All information MUST** be on the front of the tag. Please do not place bar code labels on the backs of your tags.

When **pinning your tag**, make sure the tag is secured by either putting the pin through horizontally (poking 2 times), or far enough from the edge to withstand light tugging. Use safety pins; do not use straight pins or staples.



Size 5

Blue with flowers

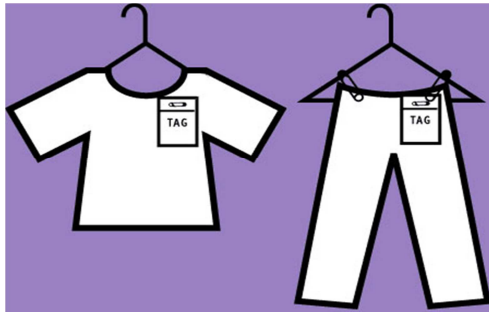
Two piece gap outfit

Bar Code Sticker

D

If you have an **outfit** with multiple pieces, please put a tag on each piece. If the pieces come apart, we can get them back together, or price the items and sell them accordingly.

Try to use only **number sizes** on your tags (do not use S,M,L). Having a number size makes it much easier to place in the racks. Same goes for European sizes; you should certainly put the Euro size on the tag, but please also mark the corresponding US size.



**Hanging:** You may use any type of hanger. Please understand that we are unable to return hangers to each consignor.

Use **appropriately-sized safety pins** for your item; the tiny gold pins are fine for pinning your tag on, but securing heavier clothing items requires a larger, stronger pin.

Hang everything so that the hanger will look like a **question mark (?)** when looking at the front of the garment.

**Pin your tag** to each item as shown. (upper right-hand side of the garment) so it may be viewed quickly while shopping.

**Hang PANTS AND SKIRTS** from the top of the hanger and **NOT** along the bottom "bar." Pin pants/skirts with two safety pins at the waist so they can be seen fully, front and back by simply flipping the hanger over and the pants/skirt will not fall on the floor. For larger sized pants and skirts, attach them with the pins closer to the top of the hanger to prevent the pins from sliding off the top of the hanger.

**TOPS AND SHIRTS, DRESSES, JACKETS, etc.** should be hung properly **ON the hanger**, with the hanger **INSIDE** the garment, to prevent damage. Please do not pin these items onto a hanger unless it's necessary to keep it from falling off (i.e. skinny straps, large neck opening, multiple pieces, etc.). Wire hangers will generally accommodate all sizes of clothing, even infant sizes.

Use only one hanger for **TWO-PIECE OUTFITS**. Hang the shirt first, then turn the hanger over and pin the waist of the pants/skirt to the back of the shirt at the shoulder seams. Be sure the hanger, and not just the shirt, is supporting the pants/skirt. Both pieces need to be in view without unpinning them. You will also use fewer hangers!

**Rubber band SETS together.** Example: pants and shirt on one hanger, sweater on another hanger--both hangers rubber banded together to make the set.

If you need hangers or pins, try your local dry cleaner. You might also try ebay!

*TIP: If you have a clothing item that you would price under \$3.00, we suggest that you put it with something so that the total price will be at least \$3.00. Ex: Put 2 like shirts together*

## **SHOES**

Please only bring your **like-new shoes!** We ask that you simply place your bar code sticker inside each shoe. If you desire, you can also safety pin a tag to a shoe lace or through the shoe eyelet, in addition to the stickers inside. You may also tie them together using twine or string; just make sure to leave enough "slack" for trying them on. Remember that shoppers "untie" shoes to try them on and pairs are separated easily on busy days. Do not use ziploc bags for shoes.

## **LOOSE ITEMS-**

Bottles, bibs, rattles, socks, bows, etc. should be grouped together in ziploc bags. Put your tag inside, where it is clearly visible, and seal the bag with clear packing tape. Also write your consignor number and price on the outside of the ziploc bag with a Sharpie in case the tag gets lost during the sale. Remember to do your best to keep little fingers out of your bags.

## **INFANT everyday CLOTHING**

**Due to such high volume, we can only accept 30 hanging items for ages 0-24 months. Do not use ziploc bags and do not hang onesies or similar type t-shirts and knit pants on a hanger.** Safety pin 3 to 4 similar pieces (and sizes) together at the seams. We will put these items in large containers. You can also prepare plain, basic sleepers in this manner if you wish. As a rule, customers like to see the items without having to remove them from ziploc bags. Infant "basics" such as these are rather inexpensive when new, so do not overprice the group. Indicate on your tag the number of pieces included, brand, and a description of your product.

## **TOYS, BOOKS, VIDEOS, FURNITURE, EQUIPMENT**

Items must be clean and in working order (**batteries included**).

**Small parts** must be bagged/taped closed and attached to the main part very securely. If parts get separated it will not sell.

**Books, videos and small toys** may be grouped accordingly and put into ziploc bags secured with clear packing tape. It is also good to write your consignor number and price on the ziploc bag with a Sharpie in case the tag comes off. These items are often handled numerous times and come apart. If we have a bar code, we can sell the item accordingly. Any ziploc bag should be taped closed using clear packing tape to prevent opening.

## **GAMES AND PUZZLES**

Games and boxed puzzles should be **taped closed**.

Larger wooden-type puzzles that have no box should be wrapped securely in clear plastic wrap to keep the pieces intact.

**LARGE TOYS AND FURNITURE** are in high demand!

When tagging large toys in addition to your descriptive tag, it is best to also attach a piece of masking tape to the toy with your consignor information in multiple spots of the item. This will enable us to sell your item even if the main tag comes off!

**Have a suggestion?** We would love to hear it. **Have a complaint/concern?** We want to hear that too. Always feel free to contact us at anytime. [info@lfaconsignment.com](mailto:info@lfaconsignment.com)