

# Consignment Sale

You price everything! CONSIGNORS make 50% of the selling price.

Drop off times will be Thursday, March 18 from 2pm-5pm and Friday, March 19 from Noon-8pm. No appointment is necessary, but emailing us the time you are coming is helpful for staffing purposes. Email us at [barnold@his-star.org](mailto:barnold@his-star.org). Your name must appear on all items you consign with us.

Clothing of all sizes accepted. Gently used shoes, slippers, & boots for all ages accepted. Please ensure everything is clean. We also take all books, CDs, DVDs, videos, household items, computers, furniture, strollers, bikes, sporting equipment and more. Please make sure all items are complete sets and in working order.

PICK-UP of items (for consignors' unsold merchandise) will be between 3-4pm on day of sale, March 20. All items not claimed become the property of Epiphany Preschool. If you can't come, please ask a friend, and give them a signed permission slip.

All commission checks will be mailed as soon as we can get them processed.

Epiphany Preschool is not responsible for lost, stolen, or abandoned items but we work very hard to keep this at a minimum.

If you have items you specifically wish to donate which may not be suitable for our sales, please bring them in during our receiving times. We'd be happy to pass your things along. We will be donating items to WFCM (Western Fairfax Christian Ministries).

Please consider that the items you bring would be items that you would purchase. The best way to maximize your profit is by bringing gently used items only.

## **How to Label Items**

All items must be tagged and priced before they are brought in for the sale. You must tag each item with a 3x5 index card. Please use only 3x5 cards.

On the front side of the 3x5 card put the following:

Write a brief description of the item in the middle of the card. Place in the upper right corner if you would like to split 50/50 or give 100% to the preschool. Put the size of clothing (if applicable) in the lower left. Then put your price in the lower right. Then attach the 3x5 card to the article, using either a large safety pin. Example to the side.

Attach Here	Last Name 50/50 or 100%
Brief description of item	
Size if clothing	Price

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On the back side of the 3x5 card put the following:

Write your name, address, phone number and email. You can create your own mailing label and affix to the card if you wish. Be sure to also state donate item or pick up item, should your item not sell. All items to be donated will be donated that day. If you choose to pick up any items that may not sell you must pick them up between 3 and 4pm on the day of the sale (March 20), or your item will be donated. Example to the side.

Name		
Street Address		
City, VA Zip Code		
Phone Number		
Email		
Donate Item	or	Pick up Item

## How to Tag Items



On clothing, attach the card to the left sleeve of the item and make sure the card is on the outside of the rack. In other words, away from the "pointy prong" of the hanger. See the illustration of a blouse above. When you attach a pair of pants to a hanger, please attach with safety pins (no straight pins please) to the top rung of the hanger, so the pants won't slip off. If it is not clothing, attach via twine (through hole punched in card) or use masking or painters tape. For books, attach the card on the outside rear cover. For other items, use your best judgment, we don't want to lose the connection between the 3x5 card and the item. Please do not use staples!

Bring all clothing on hangers ready to sell. The hook of the hanger should point to the right sleeve of the article of clothing. Please match children's clothes where possible — DO NOT MIX SIZES — as that is how things are sorted at our sales. When preparing shoes, write your name on masking tape and place on the inside sole of each shoe for identification purposes. Shoes still require a card. Safety pins work well keeping the shoes together, but you can also tie the shoes together, use string or cable ties.

Toys with multiple pieces must be secured properly. Group bibs, sheets, socks, newborn T-shirts, receiving blankets, blocks, puzzles, small toys, etc., in clear plastic bags. All items wrapped in plastic should have a description of contents. Place your customer consignment 3x5 card inside bag with description of contents on it (for example: 2 crib sheets; 3 bibs; 3 t-shirts, size 3-6 months; 4 small diaper wraps; doll w/4 outfits; etc.). Puzzles and games with missing pieces will not be accepted.

We look forward to having you be apart of this exciting day!