

# Seller Instruction Packet

## 2019 Spring & Summer Sale



Thank you for choosing Holy Cross Consignment Sale!

Consign your gently used teen, children's, maternity & baby items with us, and you get 60% (volunteers 70%) of the selling price of your items! We hope that selling with Holy Cross is an enjoyable experience for you. The proceeds of the sale benefit our youth ministries at Holy Cross Lutheran Church.

### HOW TO BE A SELLER

**1: Register to be a seller.** Seller registration forms may be downloaded at [www.holycrossjenison.org](http://www.holycrossjenison.org). Fill out the form and mail it to Holy Cross Lutheran Church. Your \$5.00 registration fee will be deducted from your final earnings. **If you send in your application by Friday, February 22, you'll receive the EARLY BIRD discount and the \$5.00 registration fee will be waived.**

**2: Prepare your items.** Clean out your house and garage for all of the gently used items (birth through teen) that you do not need or use anymore. **Clothing must be spring & summer attire, current trending styles, clean, and in excellent condition.**

**3: Tag your items.** Follow our tag guidelines below to ensure that your items will be accepted for sale. Sellers are required to have either \$50 worth of clean, tagged items ready to sell at the time of drop-off, or a minimum of 15/maximum of 250 different clean, tagged items ready to sell.

**4: Consider volunteering.** Volunteers receive 70% of their sale proceeds (instead of 60%) and are eligible to shop at the pre-sale on Thursday, March 21 from **7:30 p.m. – 8:30 p.m.** Please indicate on your registration form which shift you are interested in working. **There are only a certain number of volunteer positions per shift. Shifts will be filled in the order registration forms are received.** Please contact Katie Hueseman at [kmhueseman@yahoo.com](mailto:kmhueseman@yahoo.com) if you have any questions.

**5: Drop off your tagged items: Drop off at Holy Cross Lutheran Church on Wednesday, March 20 from 4:00 p.m. – 6:30 p.m. or on Thursday, March 21 from 4:00 p.m. - 6:30 p.m.**

**6: Shop at the sale on Friday, March 22 and Saturday, March 23.**

The sale is open to the public from 9:00 a.m.- 3:00 p.m. on Friday and from 9:00 a.m. - 1:00 p.m. on Saturday. Select merchandise on the floor will be sold at half-price ALL DAY SATURDAY.

**7: Pick-up your unsold items ONLY on Saturday, March 23 from 3:00 p.m. – 3:30 p.m.** You may also choose to donate them to Love, INC.—items not picked up by 3:30 p.m. will automatically be donated. **Your check will be mailed on Monday, March 25.**

Although we make our best efforts to secure your merchandise, Holy Cross Consignment Sale is not responsible, nor will compensate for lost, missing, stolen or damaged items. We do not keep or store any items that are not picked up following the sale.

## What Items Are Accepted

We accept children's Spring & Summer clothing, and accessories from infant to girls, junior and boy's up to size 20, toys, baby and child equipment, baby and child furniture, shoes (must be in brand-new condition), bikes, outside toys, children's books, games, videos, DVDs, children's sports equipment, and maternity clothing.

**PLEASE NOTE: We will NOT accept any used CAR SEATS or CRIBS or BREAST PUMPS—no exceptions!**

We reserve the right to reject any items submitted for sale. Please follow the guidelines below or your items may not be accepted at drop-off.

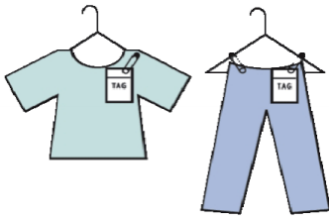
## Merchandise Prep Instructions

### Clothing

- **Bring clothes in first-class condition, clean, and current trending styles. Spring & Summer clothing ONLY.** We CANNOT accept stained, badly worn clothing with excessive fading or lint balls, torn clothing, items with missing buttons, or broken snaps. Underwear will not be accepted, this includes nursing bras.

- **Clothes must be hung on wire hangers.**

The hook pointing to the left and the tag on the right shoulder if you are facing it (make a question mark with the hanger). Holy Cross has wire hangers and we can give them out on a first come, first serve basis.



**A few tips:** Please sew loose hems and make sure zippers, buttons and snaps work properly and are fully buttoned and snapped.

- Items that are cleaned and ironed, with all pieces attached, and loose threads clipped, sell much better.
- When selling more than one item together, the items MUST be attached with safety pins. The items can easily become misplaced if they fall off of the hanger. We will not be held responsible for any items not properly secured.

- Socks and accessories should be placed in Ziploc bags and bags should be taped shut with the tag taped to the outside of the bag.
- Shoes must be in **brand-new** condition. Shoes can be placed in Ziploc bags & taped shut. We will also allow shoes to be rubberbanded together & pin the sale tag to the shoes. If you put the shoes in a shoebox, then the box needs to also be in a bag so that we can ensure that the shoes stay together.

### Toys/Books/Games/Sports Equipment

- We discourage the sale of toy weapons, as well as any item that may be offensive or frightening to children.
- Toys that require batteries MUST have working batteries in them. Batteries can be purchased at the dollar store. **Upon check-in, you will be asked to demonstrate that it works.**
- Toys and games must have all pieces. **Toys with pieces should be sealed in zip lock bags and bags should be taped shut with the white 3 x 5 index card taped to the outside of the bag.** Use packing tape to keep larger pieces together. Small toys may be combined in zip lock bags and sold as one item.
- Puzzles need to be in large Ziploc bags. Do not use packing tape on puzzle pieces as this may deface the pieces.
- Stuffed animals will NOT be accepted.
- All toys (large & small) and outdoor play equipment must be clean, free of dirt and water, and must include all pieces.
- It is the Seller's responsibility to be certain that all toys sold in our sale have not been subject to a recall!

## Tagging Guidelines & Instructions

It is important that all tags be easy to read, consistent in design, and that the information is in the correct area – **please see example below**. Please write legibly. If you make a mistake on a tag, PLEASE make a new tag. Please do not make up your own style of tags or use purchased tags; please follow our tag guidelines closely.

**Note: Failure to comply with our tag guidelines may result in items being rejected.**

**Supplies you may need to prepare your items for the sale:** wire hangers; plain, white 3x5 index cards; safety pins; Ziploc bags, and clear packaging tape.

**Paper: USE PLAIN, WHITE, 3 x 5 INDEX CARD** (unlined, or use the back of a lined index card).  
**DO NOT ALTER INDEX CARDS IN ANY WAY. SEE EXAMPLE BELOW.**

**Seller Number:** You will receive your seller number after you register. Write your seller number about 1 inch down from the top, on the left-hand side of every tag, leaving room for the pin or tape (see diagram below). All tags without a seller number will be considered a donation to Holy Cross.

Example of Hand-written Tag:



The image shows a rectangular index card tag with a safety pin at the top. The tag is divided into sections by a horizontal line. Above the line is a drawing of a safety pin. Below the line, the text is as follows: "# 555" in the top left, "X" in the top right, "Girl" in the center, "Gymboree Pink with Flowers 2 piece pants/shirt" in the middle, "2T" in the bottom left, and "\$5.00" in the bottom right.

**Half-Price Code:** The half-price sale runs all day Saturday (9:00 a.m. to 1:00 p.m.). An “X” in the top right hand corner indicates that the item will be sold at full-price on Saturday. No “X” in the top right hand corner indicates that the item will be sold at half-price on Saturday. Most Saturday shoppers are only looking for half price items.

**Boy/Girl/Maternity:** In the middle of the tag, please indicate if the clothing is a boy, girl, neutral (write “boy/girl”) or maternity. This is only necessary for clothing items and shoes.

**Description:** In the middle of the tag, underneath the boy/girl/maternity/nursing designation, please write a description of the item. Include the brand, color, and type of item (pants, shirt, and 3 pc. outfit). If the tag falls off the item, the better the description, the easier it is to match it up with the item.

**Size:** Write the size of the item in the lower, left-hand corner. Do not use S, M, L, for anything other than maternity clothing. Use numbers, such as 0-3mo, 3-6mo, 6-9mo, 9-12mo, 12-18mo, 18-24mo, 2T, 3T, 4T, 5T, 6, 7, 8...20

**Pricing:** Please write the item’s price in the lower, right-hand corner of the tag. **ALL ITEMS MUST BE PRICES AT \$1 OR ABOVE**, in whole or half dollar amounts (i.e.;\$1.00, \$1.50, \$5.00, \$3.50). Items of lesser value may be combined.

Price your items so they will sell quickly. A good rule of thumb is 1/3 of the new price if it is in good condition. Evaluate your prices; would you pay that price for the item? See the [Pricing Guidelines](#) for help with pricing your items.

## Pricing Guidelines

This guide is going to give you tips and ideas for pricing items so that you are putting money in your pocket and not taking your items back home. You are certainly welcome to price your items as you see best, but here are a few things to keep in mind when considering your pricing:

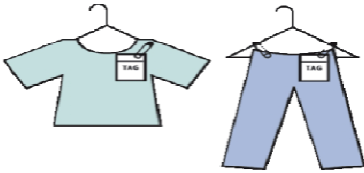
- The most important thing to consider is who shops at consignment sales...BARGAIN SHOPPERS.
- When setting an item's price, a good rule of thumb is 1/3 of the new price if it is in good condition and 1/4 of the purchase price if in fair condition. Consider this a great opportunity to clean out closets and kid's rooms. Do not let your time and energy go to waste by not selling everything you put in the sale. Price items to sell!
- Clothing in excellent condition—boutique, specialty, and brand name (Gymboree, Gap, Limited Too, Talbot's, Oshkosh, Lands End, Abercrombie, etc.)—usually sell on the higher end. Example: A \$40 pair of jeans from Limited Too could sell for \$10.
- Infant items (clothing, undershirts, linens, bathtubs, potty seats, bottles, etc.) should be marked low, as there tends to be numerous items. Same type items sell better if packaged together in plastic bags and sold as a set (example: 3 onesies, 5 bottles, 4 towels, etc.).

Item	Excellent Condition	Good condition (some wear)
T- Shirts	\$1-2	*
Shirts	\$2-4	\$1-2
Short Sets	\$3-4	\$1-2
Pants/Jeans	\$6-10	\$2-5
Dresses - Fancy	\$3-8	\$1-3
Jackets/Coats	\$10-20	\$3-9
Pajamas	\$2-3	\$1-2
Shoes - Stride Rite	\$3-6	\$1-3
Shoes - Other	\$2-4	\$1-2
Strollers- Umbrella	\$3-6	\$2-3
Strollers - Single	\$25-35	\$15-25
Strollers- Double	\$40-70	\$30-40
Highchair	\$10-20	\$5-10
Bedding Sets	\$15-25	\$10-15
Exersaucer	\$15-20	\$7.50-12
Bathtub	\$3-5	\$2-3
Pack N' Play	\$15-30	\$10-15
Book/Video	\$1-2	*
Bouncers	\$7-10	\$3-5
Swings	\$15-20	\$7-10

**\* Items must be priced at \$1.00 or above, in half-dollar (For example:\$1.00, \$1.50, \$2.00, \$2.50). Lower priced items should be grouped together and sold as one item.**

## Completing the Tags

1. Pin tags with SAFETY PINS ONLY to the right shoulder of the garment (when looking at it) as shown below. Please do not use straight pins or staples, as these do not hold tags on securely. Any item without a tag will not be sold, so be sure the tag is secure.
2. All clothes must be hung on **wire hangers** as shown. Make sure the hook is pointing to the left (make a question mark with the hanger). Also, place items such as comforters and bumper pads on a hanger.



3. Pin sets together with safety pins. Use only one tag for clothing sets that are pinned together, such as a shirt and short set. For larger sets, such as a comforter set with multiple items that are not attached, or furniture, each item should have a tag. Fill out the first tag as normal but beneath the price include “1 of X”, where X is the number of pieces. On all of the other tags, write your seller number, the description, and “2 of X”, “3 of X”, etc. DO NOT write the price on any tag except the first. Only use multiple tags for separate pieces; do not use multiple tags for items that are attached together.
4. For small or grouped items packaged in Ziploc bags, **tape tags to the outside of the Ziploc** and seal the bag with tape. Although the tag should be taped securely, please be aware that the cashiers need to remove the tag at checkout – without damaging the item.
5. Use packing tape to attach the white 3 x 5 index cards to toys and Ziploc bags for any items not on a hanger.

## Drop-Off

Seller drop-off is Wednesday, March 20 from 4:00 p.m. – 6:30 p.m. and Thursday, March 21 from 4:00 p.m. – 6:30 p.m. at Holy Cross Lutheran Church located at 1481 Baldwin Street in Jenison, next door to the Georgetown Township Library.

**Clothing items should be grouped by gender and size when dropping off. Please allow ample time for you to drop off your items.**

## Pick-up

All unsold items must be picked up between **3:00 p.m. and 3:30 p.m.** on Saturday, March 23. **Your check will be mailed to you on Monday, March 25. The \$5.00 registration fee will be deducted from your total earnings, unless you had the EARLY BIRD discount. (See page 2 of Seller Application for details.** Items that have not been picked up by 3:30 p.m. on the day of the sale will be donated. Holy Cross Consignment Sale will not return or store any items that are not picked up. Items will already be sorted by seller number for easy pickup. Please check the lost and found table for items that have missing tags.

## Seller Check-List

- My wire hangers are facing the right direction (should look like a question mark when looking at them).
- I have checked my items for any stains or defects & zippers are zipped/buttons are buttoned.
- My seller number is on every white 3x5 index card tag and tagging instructions were followed.
- My items are priced at \$1.00 or above and in half-dollar increments and I have \$50 worth of merchandise (or 15 minimum/250 maximum items to sell).
- White 3x5 index card tags are attached to the right side of shirt/pants (when looking at them).
- Safety pins are located at the top of the tag and secure.
- Items are grouped by gender and size.
- Toys requiring batteries are in good, working condition and were not subject to any recalls.