

Hello New Edison Consignor!

Thanks for registering to sell at the upcoming Kidzsignments event. Because you are *new consignor*, I want to make sure you have the tools and information to be successful. If, at any time, you have a question, feel free to email me at laurie@kidzsignments.com. I will respond as quickly as possible. On our website, we have a [Consignor Library](#) for sellers. You will also receive a weekly e-newsletter with tips and reminders.

Here is some important information about how to get ready for the sale. [CLICK HERE](#) for even more tips on preparing your things to sell.

Preparation

-We will only accept items in very good to excellent condition. Be sure to look over all your clothing in natural light and pull out anything that has a mark or hole of any kind. White is a notorious color for turning yellow in spots. Shoes should be in next-to-new condition (limit of 10 pairs but excludes cleats, dress up, dance & skates).

- All clothing must be on wire hangers. We are no longer able to accept plastic hangers because of the amount of room they take up on our clothing racks. Visit the website for specifics on [hanging items](#).

- Toys need to be clean, functioning (battery operated need working batteries) and complete. If your toy has accessories put those in a Ziploc style bag, seal the opening shut and attach it tightly to the toy. There will be many unattended children at our sale who love to play while mommy and daddy are shopping. Keeping your toys and accessories intact will help prevent those children from destroying or separating your items.

- Baby equipment **cannot be older than 5 years** (look on the sticker for manufacturing date). Anything that requires a battery must include working batteries. Do not bring equipment in a box unless it still factory sealed (we will toss boxes otherwise).

-**Item Limits** – we do limit certain items. Infant clothing (sized 0-18 months) has a limit of 25 items per gender, shoes are limited to 10 pairs per seller and you have an overall limit of 350 items.

- We do not accept undergarments (unless new in package), maternity clothing, stuffed animals (unless they do something like "Tickle Me Elmo"), car seats or bike helmets.

TIP - Organize your items first by type and then gender/size. It will be easier to enter all of your like-items together (i.e. videos, size 3T girls clothing, books, toys etc.)

Tagging

CONSIGNOR LOGIN << **click here** to access online tagging program. Same link is available on the website in the menu bar of each page.

- We use a bar coding system so all of your items need to be entered in the MySaleManager system by **6:00 am on Monday, October 4th**. After that time, the system will become unavailable to you. No exceptions. **You may still print tags for items already entered.**

- Tags must be printed on white or very light colored cardstock (NO PAPER or LABELS). You can find cardstock at Michaels Arts & Crafts or any office supply store.

- Tags will print 10 a page and will need to be cut before attaching to your items.
- Be sure to pay attention to your donate and discount options on each tag. Items entered as NO DISCOUNT will say so that on the tag. If your items should go 1/2 price during the half price sale you will not see any designation over the price (if they are NOT to be sold at half price, you will see NO DISCOUNT). Items marked for donation will say DONATE on the tag (items being picked up will nothing on that section of the tag). If you plan to pick up items, your tags will be blank in that same section. No handwritten changes will be accepted. – You may view the tag online >>[preparing items](#)
- If you edit anything on a tag you MUST print a new tag. The barcode is specific to the information on that tag. For example, if you change a price in the system without printing a new tag with updated barcode, the original price will scan at check out creating problems for our cashiers. The same is true if you change the discount option. You MUST print a new tag or the item may ring up at half price when you did not want it sell it at a discount.
- Before printing tags, make sure your Pop-Off Blocker is disabled or your computer may not generate your tags. Some computers, even when the pop up blocker is disabled, require that hit the CTRL (control key) at the same time as you select Print Tags.
- Use safety pins or a tagging gun to attach tags to clothing. Attach the tag to the front of the garment in an inconspicuous place (i.e. care/size tag or behind a belt loop). Do not put a pin hole in the front or anywhere else that a permanent hole may appear. I have tagging guns w/ plastic barbs you may purchase from me for \$12 each includes shipping. You will find the link to purchase on our website >>[preparing items](#)
- Tape or tie tags to toys and other non-clothing items. DON'T TAPE OVER THE BAR CODE. Be careful with packing tape it will destroy toy decals and book covers if placed over top of them. Use scotch or masking tape when attaching tags to books and games.
- Accessories, shoes and books and videos display nicely inside plastic bags with the tag taped to the bag. Tape the bag shut.

IMPORTANT -Include your consignor id number somewhere on any of your non-clothing items. Use masking tape or labels. This allows us to look up consignor information and sell the item if the tag falls off.

PRINTING TIP -Take a few minutes to enter and print at least 10 items now. Printing a few tags now allows us to diagnose any problems you may encounter

with the MySaleManager program. Some MAC users have reported problems as well as those who use browsers other than Internet Explorer.

Drop Off/Pick Up

- Drop off is done by appointment only. You should only need 1 appointment. Drop off appointments are scheduled on a first-come-first-service basis. If you have time constraints schedule now. If you have not scheduled your appointment you can [CLICK HERE](#) to schedule.

- Bring clothing items to drop off organized by size. An inspection team will go through your items and will hand back anything we cannot accept. Once your items have been inspected you will be asked to put them out on the selling floor.

- Drop off will take approximately 30-60 minutes but may take longer if you have a lot of items (especially clothing items that require closer inspection). A volunteer will go through each of your items and inspect them. We will give you back anything that does not qualify due to seasonality, condition etc.

- Pick up is Sunday between 1 and 5 pm. You **MUST** be there between those hours to pick up anything that does not sell unless you marked your items for donation. **Items will NOT be sorted into piles.** You will pull your items directly off the racks and tables. Items left after 5pm become our property and will be donated. You may have a fellow consignor or friend pick up your items, but you need to send a note giving us permission to release the items to them. We will email you with a suggested pick up time based on your consignor number.

Sales

– Consignors will receive 60% of any item that sells. You may increase that percentage to 70% when you volunteer for a shift or 75% when you volunteer for 2 shifts. You may view our available shifts and register online. Click Here to learn more >> [How to Volunteer](#)

Pre sale

– Consignors will receive one pass to shop a special pre sale beginning at 4pm on Thursday, October 14th. If you volunteer, your shopping time is earlier. Volunteers may shop as early as 12:00pm when they work 3 shifts. This benefit is in addition to the increase in percentage. Click Here to learn more >> [How to Volunteer](#)

I am happy to answer any questions you might have. Email works best, laurie@kidzsignments.com but I am also available by phone at 908-788-0433.

Thank you for consigning with Kidzsignments!