

Tiny Treasures
Consignment Sale

Seller Information

PLEASE READ

FIRST!



tiny treasures
lutheran preschool

Friday, October 19, 2012

8:00 am to 5:00 pm

Saturday, October 20, 2012

Half-price Sale 8:00-11:00 am

Gloria Dei Lutheran Church

8301 Aurora (Urbandale)

The Tiny Treasures Consignment Sale will be accepting Children's, Teen's and Maternity clothing, accessories and bedding, décor, toys, books, videos/DVDs, equipment and furniture. Items must be clean and in excellent condition. **Housewares will not be accepted.**

Clothing

*All clothing (except tiny baby clothing) should be neatly placed on a hanger and pinned together if there is more than one piece in a set. (please see detailed instructions under preparation) **Clothing must be in very good condition with no stains or tears and smoke-free. We will not be removing hangers from clothing, so hangers will not be returned to the seller.***

- Children and Teen– applicable to current season
- Children and Teen Shoes
- Maternity – Must be in current style
- All buttons, snaps, and zippers should be closed and working
- When bringing shoes to the sale, please tape the tags to the bottom of the shoes if possible. If the shoes are small enough, please put the pair in a Ziploc bag so that they do not become separated. Please tie or use a twist tie to attach the shoes to one another if they don't fit in a Ziploc bag!

Accessories

- Baby & Toddler Needs – diaper pails, potty chairs, backpack carriers, etc.
- Nursing/Feeding Supplies, diaper bags, blankets, etc.
- Underwear, hats/gloves, pajamas, socks, belts
- Small items (such as socks or sippy cups) may be grouped together in a large Ziploc bag. Please "lock" your bag closed with a piece of clear packing tape. Be sure you write the contents of your bag on the tag!

Bedding & Décor

- Bedding Sets to include comforters, blankets, sheets, etc.
- Picture Frames, mobiles, rugs, lamps and more – Must be child or teen related!!
- Nursery bedding must be clean and neatly folded.

Toys/Books/Videos/DVD's

- Must be in working order with all pieces
- Toys that require batteries must have them.
- Only very unique stuffed animals please
- Videos must have their matching cover. We will not accept videos or DVDs that are not in their original case.
- If toys have multiple pieces, please include pieces in a Ziploc-style bag and attach to toy with clear tape. Please put all board puzzles in plastic bags taped shut to ensure the pieces stay with the puzzle.

Equipment

- Strollers, walkers, high-chairs, exersaucers, etc.
 - Bicycles, tricycles, etc.
 - Cribs, toddler beds, bassinets, dressers, chairs, etc.
 - Beds, dressers, desks, etc. should be very clean & like-new.
- Assembled furniture sells faster and goes for a higher price. If you cannot assemble attach a picture of your item.

• We will only accept car seats that are less than five years old. Please check the following websites for recalls on car seats: <http://www.nhtsa.gov> or www.carseat.org. Car seats must have a sticker on the base that gives manufacture information to be accepted. We will be checking this sticker at check-in.

Please contact office to get your seller number and ask any questions at 278-5544 X 305 or e-mail jolynn@gloriadeionline.com

In order to shop the presale Thurs. from 6:00-8:00pm, you MUST volunteer a minimum of four hours (not necessarily consecutive).

Preparation

The key to successful consigning is preparation. The better your items look the more you can charge, so take the time to prepare your items right. A little bit of work before the sale will lead to a larger check following the sale!

Please price your items in no less than \$0.50 increments, with the minimum price for all items in the consignment sale being \$1.00. If you have items that are less than \$1.00, please put them with something else and combine them so that they are valued at more than \$1.00. Grouping items together in a Ziploc bag will help you sell these items. Please tape the seller tag to the outside of the Ziploc bag with clear packing tape. Please lock your Ziploc bag closed with a piece of clear packing tape. **For items that are \$20.00 or more, please highlight the print on your tag with a yellow highlighter, to alert the cashiers that this is a higher priced item.** At very busy times during the sale when we are ringing up many items, mistakes are possible. Any help we can give the cashiers to alert them to a higher priced item is appreciated.

Clothing should be hung up with Seller Tag pinned to the top left corner. Please use safety pins or a tagging gun, straight pins will not be accepted. Please pin seller tag to the top left shoulder (when being worn) of shirts, jackets, etc. and to the top left pocket area on shorts, skirts, pants, etc. Please place all maternity clothing on hangers. Please have hanger facing away from the tag so that customers can view all clothing in the same direction.

If clothing has more than one item, such as a short set, please pin items together so that they do not become separated. Place the top on the top and pants on the back and pin with a safety pin so that customers can see all items!!

You MUST have a seller number (from the preschool office-278-5544 X 305) before writing your tags. This number MUST appear on all tags. You will be receiving 70% of the price for all of your merchandise that is sold!!!

Drop-Off

All items are visually inspected at drop-off. We keep standards very high so that shoppers can shop with confidence, knowing our quality control is top-notch. Please allow 30 minutes for drop-off. You may drop off on Wednesday night between 8:00-9:30pm or Thursday morning between 9:00 and 11:30am in the FLC. **You must display your own items in the designated areas where they belong.** Signs will be posted and volunteers available to guide you where to put your items.

Volunteer to Work

We require **EACH SELLER** to volunteer to work **2 hours**. The hours that are worked can be during set up or during the sale. Volunteers will begin the clean-up process at 11:00, and then we need all sellers to assist with clean-up at 11:30 a.m. The clean up must be finished quickly because Gloria Dei has services in the FLC on Saturday night at 5:30pm.

Completion of Tags

Be sure to include the price, size (if applicable) and seller number on EVERY tag! Please describe your item with a short description that will help you sell it!! For example, "Osh-Kosh Sundress", "Only worn once" or "Like New".

You will have the option to select whether you want your leftover items from the consignment sale to be returned to you or donated to a local charity. For this sale, leftover items will be donated to Wee Ones Care and Share. If you choose to donate your items, you will receive a spreadsheet of your sales that can be used for tax purposes. If you would like the items returned to you, please circle the "N" on the tag. If you would like the items donated, please circle the "Y".

If it is OK with you to charge ½ price for an item on the last day of the sale, use a black pen to write your tags. If you DO NOT allow us to put your item on discount, use red pen to write out your tag. If someone uses both red and black pens to mark the price, we will assume that the item can be half price. Do not change prices on tags. If you want to alter a price, write out a whole new tag. No sticker prices or tags from other sales are allowed.

If you want the preschool to get ALL of the money from an item, please write "99" for the seller number on that tag. Former sellers will have their numbers reserved for reuse up to 1 week before the sale and then released if the seller has not registered for the new sale.

Pick Up

We are asking all sellers to assist with clean-up at 11:30 am after closing on Saturday. All items NOT PICKED UP by 12:30 pm on Saturday will be loaded and delivered to a charity at that time. All unsold items must either be picked up or donated. You will be asked to fill out a short form at drop-off time that indicates your pick-up plan. Please mark your calendar today if you plan on picking up unsold items. We will donate all your items if you do not make it to pick-up on time. **If you are picking things up at the end of the sale, you need to leave boxes with your seller number clearly indicated on them.** At the end of the sale, we will use those boxes to collect your things for pick up. You will receive your check within two weeks of the sale. All sales are final. We are not responsible for lost or stolen goods. We are not responsible for unsold goods due to lost tags.

Times to Know:

Drop Off:

Wednesday 8:00-9:30 pm FLC

Thursday 9:00-11:30 am FLC

Set Up:

Thursday 9:00-11:30 am FLC

PreSale (for 4 hour+ volunteers only)

Thursday 6:00-8:00 pm

Sale Hours:

Friday 8:00am-5:00 pm

Saturday (half-price) 8:00-11:00am

Clean Up/Pick Up:

Saturday 11:00am-12:30pm FLC