



# Consignor Guide

Spring 2024

# Spring 2024 Important Dates

Consignor & Volunteer Registration	December 20 <sup>th</sup> – February 24 <sup>th</sup>
Deadline to enter items to sell	Sunday, February 26 <sup>th</sup> @ 11:59pm
Consignor Drop Off	Sunday, February 25 <sup>th</sup> & Monday, February 26 <sup>th</sup> By <a href="#">Appointment</a> Only
Committee Presale	Tuesday, February 27 <sup>th</sup> 10:30am (3 shift workers)
Volunteer Presale	Tuesday, February 27 <sup>th</sup> 11:30am (2 shift workers) Tuesday, February 27 <sup>th</sup> 4pm (1 shift workers)
Donate All Presale	Tuesday, February 27 <sup>th</sup> 4:30pm
Consignor Presale	Tuesday, February 27 <sup>th</sup> 5pm
VIP Pass Shopping	Wednesday, February 28 <sup>th</sup> at 8am
Shopping Open to the Public	February 28 <sup>th</sup> 9am-3pm & 5pm-7:30pm February 29 <sup>th</sup> 9am-3pm & 5pm-7:30pm March 1 <sup>st</sup> 9am-11am
Discount Shopping (select items 50% off)	February 29 <sup>th</sup> 5pm-7:30pm March 1 <sup>st</sup> 9am – 11am
Consignor Item/Check Pickup	March 1 <sup>st</sup> 3:30pm-5pm (Donate All consignor's checks will be mailed to the address on file. Any items not picked up by 5 pm will be donated and checks mailed to the address on file.)

**Thank you** so much for choosing to be a Consignor at the Riverchase Day School Tried-N-True Children's Consignment Sale! The sale is located at Riverchase United Methodist Church and is a great source for gently used children's clothing, toys, gear, books, furniture, and so much MORE! This is our largest fundraiser for the Day School and allows us to help with so many needs across different organizations.

**Keep in mind** as you prepare for our sale:

- \* Consignors receive 70% of the selling price of the item.
- \* Consignors must have a minimum of 10 items to sell.
- \* Consignors have the option to discount your items. If **REDUCE** is checked when you enter the item, the price will be reduced by 50%. Consignors will receive 70% of the reduced selling price.
- \* Tried-N-True Children's Consignment Sale has established a great reputation for our consignment sale and **RESERVE THE RIGHT TO REFUSE ANY ITEMS**. All items will be thoroughly inspected at consignor drop off.
- \* Consignors have the option to donate their items; unaccepted and unsold items will be donated to charity at the end of the sale. Consignors who opt to DONATE ALL will have the option to shop earlier!
- \* Any clothing items marked donate that are not accepted into the sale due to condition, style, season, etc. may be placed on the dollar rack with all proceeds going to RDS.
- \* Recalled, expired, or outdated items cannot be accepted. Clothing with stains, holes, odors, or excessive wear will not be accepted.
- \* Tried-N-True Children's Consignment Sale is not responsible for any items that may be lost, stolen, missing or damaged during the sale. Should any ticket become separated from an item, and we are unable to find its match by the end of the sale, consignors will not be compensated for that item.

# Consignor Instructions

## Consignor Registration

To register, visit our website at [www.riverchase-tnt.com](http://www.riverchase-tnt.com) and click on *Consignor Information*. If you are a first-time consignor with our sale, click *New Consignor Registration*; if you are a returning consignor, click *Returning Consignor Registration*. A \$10 non-refundable consignor fee must be sent via PayPal upon registration. Once you have registered, select a Drop-Off Appointment.

## Dropping off your items

Item drop off is by appointment only. After registering to sell, please make your appointment promptly via our website under the consignor information tab. When you arrive to drop off, please check in at the front desk and provide your consignor number. If you have not completed your Consignor Agreement, you will be asked to complete one and designate a pickup person for your check.

You have three options when dropping off your items:

- 1) **WAIT:** You can wait for your items to be checked and any rejected items will be returned to you at the end of your drop off appointment.
- 2) **DROP & GO:** you can drop your items off at your scheduled appointment time and leave. Any items that are not accepted into the sale will be donated. Any items that are not SOLD during the sale will be sorted and returned to you during item and check pick up.
- 3) **DONATE ALL:** you can choose to donate all your unaccepted and unsold items. If you choose this option, please make sure to select this PRIOR to printing your tags. You may NOT change this designation at drop off. You can simply drop your items off at your designated time and you do not have to wait!

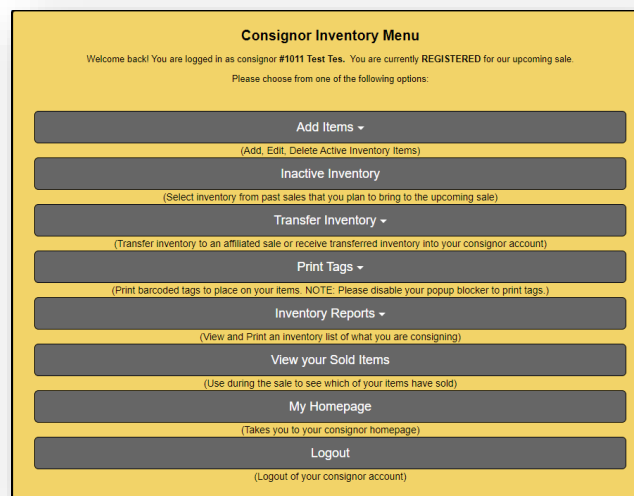
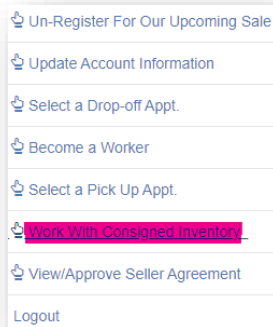
## Picking up Checks & Unsold Items

Checks and unsold items that are not to be donated can be picked up during designated pick-up hours (see the schedule for details). Anything not picked up by the end of the designated pick-up time will be donated to charity. If you choose to donate all unsold items, you do not have to come in person to pick up your check. Your check will be mailed to the address on file. You MUST know your consignor number to pick up your check, and only the designated person will be permitted to pick up. You can designate a pickup person in the Consignor Agreement or at drop-off.

## Entering Inventory

All items must be entered into the system prior to the sale. Items will be given a unique barcode that is printed on the tag. These tags cannot be manually altered after they are printed.

To enter inventory, go to [www.riverchase-tnt.com](http://www.riverchase-tnt.com) and click on Consignor Information, then Item Entry & Tag Printing. You will login with your consignor number and password. Once logged in, click on Work with Consigned Inventory. From there you can add items, work with your active/inactive inventory, print tags, etc.



## Adding Items

Please refer to the Accepted Categories and Items list below. Items can be entered at any time during the designated time frame – you can enter as you gather items, or all at once!

When entering an item, please choose the category that best fits the item. Clothing and shoes should be selected as BOY or GIRL based on the category. For gender neutral clothing and shoe items, pick either option. Size should be listed with number size only, not S, M, L, etc. If no size is listed, estimate as close as you can. For non-clothing items, please select See Description in the size dropdown.

Descriptions should be brief, but include the color, brand, type, design, shirt, dress, etc. (enough to tell that the tag belongs on that item if lost).

Items should be priced starting at \$1.00 or higher and in half dollar increments. When determining price, a general rule is to price items at  $\frac{1}{3}$  of the purchase price if in **excellent** or new condition,  $\frac{1}{4}$  the price for **fair or good** condition. Items of lesser value can be combined with like items (i.e., pjs, onesies, leggings).

Items designated as *Reduce* will be reduced by 50% on selected discount days. Items designated as *Donate* will be donated to charity if not sold/accepted. We highly encourage you to donate any unsold items. Donations benefit several local charities and eliminates the need for you to wait during drop off. Be sure to select this option prior to printing tags as this cannot be changed during drop off.

Any items not sold during the sale (excluding those designated as Donate) will be returned to you at the end of the sale during the pickup window (see schedule for times). These items will also remain in your inventory to allow you to make them active again for a future sale.

### Work With Consigned Items (Active Inventory)

Use this screen to Add, Edit, or Delete Items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. Fields with an asterisk are required. For the best experience, avoid using the BACK button in your browser while working with inventory.

**Things To Remember:**

- Only items you plan to bring to our upcoming sale ("active items") are listed here. Click [HERE](#) to "activate" items from past sales.
- You can quit and finish later, your items will be saved.
- You may not price an item less than \$1.00 and you must price items in .50 cent increments.

<b>Category*</b>	Clothing - Girls	<b>Size*</b>	12 Months
<b>Description Line 1 (24 characters max)*</b>	Cat & Jack Pink Dress	<b>Description Line 2 (24 characters max)</b>	
<b>Price*</b>	5.00	<b>Quantity*</b>	1

Item can be DISCOUNTED

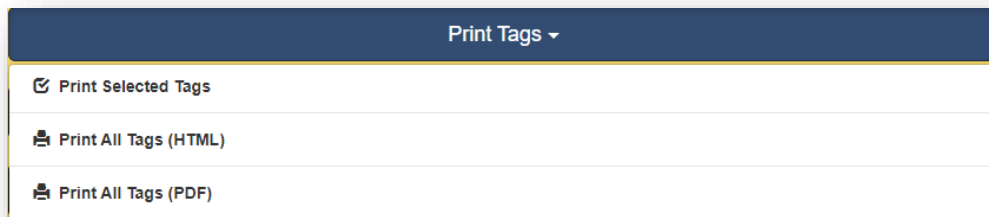
Item can be DONATED

[Return to Inventory Menu](#)

[Print Tags](#)

## Printing Tags

Once all your inventory is entered and you are ready to print your tags, select Print Tags from the Consignor Inventory Menu. You can choose to Print Selected Tags or Print All Tags.



Tags can be printed at any time, even after item entry has ended. Please print ALL tags on WHITE CARDSTOCK so barcodes will scan properly. Plain printer paper can tear too easily and results in more lost tags. You may wish to set your print quality to "normal" as other options can print too dark. Print settings will vary with each printer, so do what works best for your set up. Please do NOT reduce the size of your tags as this will cause the barcodes to not scan properly.

After printing your tags, make sure the barcode is CLEAR with no smudges or misaligned bars. Cut out your tags along the lines and attach them with a SAFETY PIN or CLEAR TAPE depending on the item. Please see below for tagging instructions.



## Tagging and Preparing Your Items

All clothing items must be on a **WIRE** hanger. We will not accept plastic hangers. Hanger hook should open to them left and the tag must be pinned on the right side of the garment with SAFETY PINS. No straight pins or tagging guns/barbs will be accepted. If needed, secure the item with safety pins to the hanger. Pants should be safety pinned to the TOP of the hanger and not folded over. Use duct tape to secure the pins on the hanger (see pictures below).

Sleep sacks, swaddles, wearable baby carriers and bloomers should also be on a hanger.

Shoes should be in plastic Ziploc bag with the tag taped to the INSIDE of the bag. The top of the bag should be secured with tape. If you are including a box with the shoes, put the lid on the bottom and make sure the shoes can be seen before putting them in a Ziploc. Please do not use zip-ties to secure shoes or use safety pins to attach a tag to a plastic bag.

Smaller toys can also be packaged in Ziploc bags with the tag taped to the inside and the bag taped shut.

You can attach the tag to larger miscellaneous items (i.e., furniture, strollers, bouncy seats, large toys, bikes, pack n plays, etc.) using packing tape or a safety pin. Do not put packing tape where it will damage the item and be sure not to cover barcodes. If needed, use Ziplocs to hold smaller pieces that go with a larger item, and secure the Ziploc to the item with tape or a safety pin.

For books, you can attach the tag directly to the cover if tape will not damage it. You can also group books together and place in a Ziploc or secure with cling wrap. Some books tend to sell better in bundles.

Please do not tie or rubber band items together. Make sure all items are properly and securely tagged as we are not responsible for lost tags.

*Please review our [Hanging & Tagging](#) page for specific examples of how to hang, package and tag various items.*

*Join our [Consignor Support Facebook Group](#) for more tips & tricks and Q&A Forum!*



# Item Categories

Accessories - Boys	Car Seats	Pack N Play
Accessories – Girls	Changing Table	Pajamas- Boys ☺
Baby Carriers ☺	Clothing – Boys	Pajamas- Girls ☺
Baby Equipment	Clothing – Girls ☺	Pretend Play
Baby Gates	Coats – Boys ☺	Push & Ride On Toys
Baby Jumpers & Activity Centers	Coats – Girls ☺	Puzzles
Baby Monitors	Crafts	Rockers/Gliders
Baby Safety	Cribs	Scooters & Wagons
Baby Seats & Positioners	Crib Sheets	Shoes – Boys
Baby Swings	Dancewear ☺	Shoes – Girls
Backpacks & Lunch boxes	Desks/Bookcases/Easels	Sleep Sack ☺
Bassinets & Side Sleepers	Diaper Bags	Socks – Boys
Bikes & Bike Gear	DVDs	Socks – Girls
Bloomers ☺	Furniture	Sportswear- Boys ☺
Board Games	Hats – Boys	Sportswear- Girls ☺
Books	Hats – Girls	Strollers
Bouncers & Rockers	Highchairs	Swaddles ☺
Bows & Headbands	Infant Accessories	Costumes- Boys ☺
Boys Belts & Ties	Infant Toys	Costumes- Girls ☺
Breast Pumps	Kids Furniture	Toddler Toys
Burp Cloths & Bibs	Outdoor Activities	Toys

☺ = Items should be on a Hanger

# Accepted / Unaccepted Items

Accepted Items	Unaccepted Items
<ul style="list-style-type: none"> <li>✓ Items that are clean, free of odor, &amp; in good condition</li> <li>✓ Clothing sizes preemie to Youth 18</li> <li>✓ Fall &amp; Winter Clothing</li> <li>✓ Fall &amp; Winter Shoes</li> <li>✓ Halloween Costumes</li> <li>✓ Sports cleats/dance shoes</li> <li>✓ Leotards, dance costumes, and sports gear</li> <li>✓ 1-Letter monogrammed items</li> <li>✓ Hairbows &amp; Fall/Winter hats</li> <li>✓ DVDs, consoles, console games &amp; video games meant for children/youth; rated G, PG, E or E10+ (must have label on spine)</li> <li>✓ Peg and board puzzles</li> <li>✓ Toys with all pieces included and intact; interactive toys need to be in working condition with new batteries</li> <li>✓ New in box games / Puzzles (sealed)</li> <li>✓ Miscellaneous/loose classic Legos (for random building; no sets)</li> <li>✓ Outdoor toys/riding toys</li> <li>✓ Car seats that are less than 5 years old and unexpired</li> <li>✓ Baby equipment such as highchairs, strollers, breastfeeding pillows &amp; covers, etc.</li> <li>✓ Swaddles &amp; Sleep sacks</li> <li>✓ Crib sheets</li> <li>✓ Muslin Blankets / Swaddles</li> <li>✓ Nap mats</li> <li>✓ Diaper bags</li> <li>✓ Children/youth books in good condition (picture or chapter books)</li> <li>✓ Backpacks/lunchboxes</li> <li>✓ Children's furniture</li> </ul>	<ul style="list-style-type: none"> <li>✗ Any item that is broken, dirty, stained, outdated, ripped, shows signs of excessive wear, or is unrelated to babies/children</li> <li>✗ Spring &amp; Summer Clothing</li> <li>✗ Spring &amp; Summer Shoes</li> <li>✗ Swimwear</li> <li>✗ 3-letter or full name monogrammed items</li> <li>✗ Adult/Maternity clothing</li> <li>✗ Used underwear &amp; cloth diapers</li> <li>✗ Computer games, CDs and VHS Tapes</li> <li>✗ DVDs &amp; Video Games rated for teens/adults only</li> <li>✗ DVDs &amp; Video Games without a label on the spine</li> <li>✗ Car seats that are 5 years or older or are expired</li> <li>✗ Recalled toys; go to <a href="http://www.cpsc.gov">www.cpsc.gov</a> for more info</li> <li>✗ Toys or games with broken or missing pieces</li> <li>✗ Toys without batteries or that no longer work</li> <li>✗ Stuffed animals</li> <li>✗ Towels and washcloths</li> <li>✗ Bathtubs, Bath Seats and Squeezable bath toys</li> <li>✗ Bedding Sets / Throw blankets</li> <li>✗ Lego building sets (miscellaneous lots only)</li> <li>✗ Home décor (picture frames, throw pillows, lamps, wall hangings or art)</li> <li>✗ Jewelry</li> <li>✗ Used dishes, utensils, baby bottles or sippy cups</li> <li>✗ Oral/rectal thermometers</li> <li>✗ Potties/toilets/training seats/diaper pails</li> <li>✗ Encyclopedias/dictionaries</li> <li>✗ Parenting/self-help books</li> <li>✗ RDS merchandise</li> </ul>

# Pricing Guide

## Bargain Brands

Garanimals, Wonder Nation, Circo, Retails <\$10

Resell at:

\$1 - 4

## Basic Brands

Old Navy, Cat & Jack, Oshkosh, Retails \$5-15

Resell at:

\$3 - 6

## Better Brands

Polo, Gap, Gymboree, Retails \$10-20

Resell at:

\$4 - 10

## Boutique Brands

Boutique, Retails \$20+

Resell at:

25-35%

Toys, Gear, Books  
and Everything Else

30%

of Retail Price

## Charge Less for:

- Good condition
- Infant items
- Casual clothes
- Older toys or items
- Small items

## Charge More for:

- New with Tags
- Excellent Condition
- Clothing Sets
- Hot Brands & Toys
- Large Items
- Rare Items

## Pricing Examples:

Matilda Jane Dress	\$12-18
Under Armor Shirt	\$5-10
Name Brand Smocked Dress or Bubble	\$10-20
Carter's Brand Outfits or PJs	\$2-5 (combine 2-3 pcs to raise price a bit)
Convertible Car seat or Basic Stroller	\$30-60
Keds Shoes	\$5-12
Toddler Riding Toy	\$10-12
Toy Sets	\$8-12
Livie & Luca Shoes	\$10-15
DVDs or Books	\$2-6
Exersaucer	\$12-20
Wooden Peg Puzzle	\$3-5