



Consignor Guide

Fall 2024

Fall 2024 Important Dates

Consignor & Volunteer Registration	July 22 nd – September 15 th
Deadline to enter items to sell	Sunday, September 15 th @ 11:59pm
Consignor Drop Off	Sunday, September 15 th & Monday, September 16 th By Appointment Only
Committee Presale	Tuesday, September 17 th 10:30am (3 shift workers)
Volunteer Presale	Tuesday, September 17 th 11:30am (2 shift workers) Tuesday, September 17 th 4pm (1 shift workers)
Consignor Presale	Tuesday, September 17 th 5pm
VIP Pass Shopping	Wednesday, September 18 th at 8am
Shopping Open to the Public	September 18 th 9am-3pm & 5pm-7:30pm September 19 th 9am-3pm & 5pm-7:30pm September 20 th 8am-11am
Discount Shopping (select items 50% off)	September 19 th 5pm-7:30pm September 20 th 8am – 11am
Consignor Item/Check Pickup	September 20 th 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.
- * 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- * Recalled, expired, or outdated items cannot be accepted.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.

Registration

New Consignor Registration

If you are a NEW consignor with our sale, click the [CONSIGN](#) link on the website. Complete the registration form and Consignor Agreement. A \$10 non-refundable consignor fee must be sent via PayPal upon registration. Once you have registered, select a Drop-Off Appointment.

Returning Consignor Registration

Click the [CONSIGN](#) link on the website. Use your previously assigned Consignor Number and complete the registration form and Consignor Agreement. If you do not remember your Consignor number, you can access it with your last name and email address. A \$10 non-refundable consignor fee must be sent via PayPal upon registration. Once you have registered, select a Drop-Off Appointment.

Volunteer Registration

Click the [VOLUNTEER](#) link on the website. We welcome anyone who is willing to help, and you do not have to consign to volunteer! You can pick your shifts based on your availability and schedule. Volunteers get to shop early during the pre-sale shopping based on the number of shifts completed!

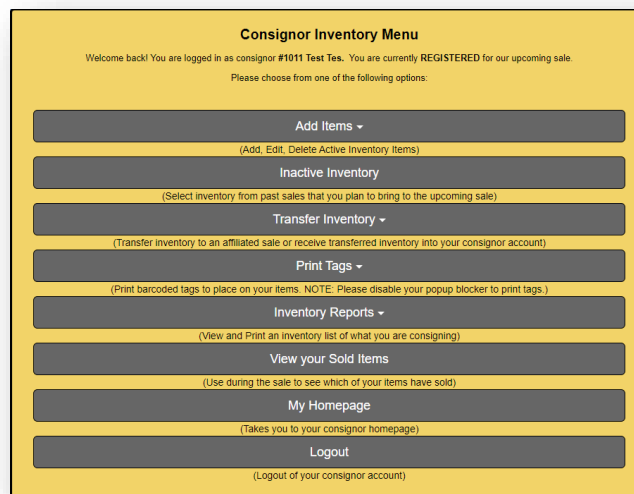
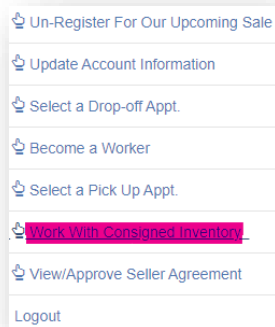
Accepted / Unaccepted Items

Accepted Items	Unaccepted Items
<ul style="list-style-type: none"> ✓ Items that are clean, free of odor, & in good condition ✓ Clothing sizes preemie to Youth 18 ✓ Fall & Winter Clothing ✓ Fall & Winter Shoes – <u>Limit of 25</u> ✓ Costumes/Dress Up/Pretend Play ✓ Sports cleats/dance shoes (not counted in shoe limit) ✓ Leotards, dance costumes, and sports gear ✓ 1-Letter monogrammed items ✓ Hairbows & Fall/Winter Hats ✓ DVDs, consoles, console games & video games meant for children/youth; rated G, PG, E or E10+ (must have label on spine) ✓ Peg and board puzzles ✓ Toys with all pieces included and intact; interactive toys need to be in working condition with new batteries ✓ New in box games / Puzzles (sealed) ✓ Miscellaneous/loose classic Legos (for random building; no sets) ✓ Outdoor toys/riding toys ✓ Car seats that are less than 5 years old and unexpired ✓ Baby equipment such as highchairs, strollers, breastfeeding pillows & covers, etc. ✓ Swaddles & Sleep sacks ✓ Crib sheets ✓ Muslin Blankets / Swaddles ✓ Nap mats ✓ Diaper bags ✓ Children/youth books in good condition (picture or chapter books) – <u>Limit of 20</u> ✓ Backpacks/lunchboxes ✓ Children's furniture 	<ul style="list-style-type: none"> ✗ Any item that is broken, dirty, stained, outdated, ripped, shows signs of excessive wear, or is unrelated to babies/children ✗ Spring & Summer Clothing ✗ Spring & Summer Shoes ✗ Swimwear ✗ 3-letter or full name monogrammed items ✗ Adult/Maternity clothing ✗ Used underwear & cloth diapers ✗ Computer games, CDs and VHS Tapes ✗ DVDs & Video Games rated for teens/adults only ✗ DVDs & Video Games without a label on the spine ✗ Car seats that are 5 years or older or are expired ✗ Recalled toys; go to www.cpsc.gov for more info ✗ Toys or games with broken or missing pieces ✗ Toys without batteries or that no longer work ✗ Stuffed animals ✗ Towels and washcloths ✗ Bathtubs, Bath Seats and Squeezable bath toys ✗ Breast Pumps ✗ Bedding Sets / Throw blankets ✗ Home décor (picture frames, throw pillows, lamps, wall hangings or art) ✗ Jewelry ✗ Used dishes, utensils, baby bottles or sippy cups ✗ Oral/rectal thermometers ✗ Potties/toilets/training seats/diaper pails ✗ Encyclopedias/dictionaries ✗ Parenting/self-help books/free books ✗ RDS merchandise

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. Please note that if you make changes to the item in the system, you MUST print a new tag.

To enter inventory, go to www.riverchase-tnt.com and click on *CONSIGN* 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 ⅓ of the purchase price if in **excellent** or new condition, ¼ 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.

Category* Clothing - Girs **Size*** 12 Months

Description Line 1 (24 characters max)* Cat & Jack Pink Dress **Description Line 2 (24 characters max)**

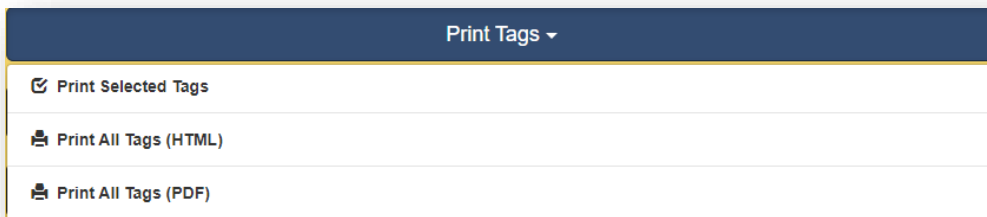
Price* \$ 0.00 **Quantity*** 1

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

Clothing

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 **MUST** be safety pinned to the TOP of the hanger and not folded over. Use duct tape to secure the pins on the hanger.

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

For extra optional protection in the event of a lost tag, you may place a piece of making tape with your consignor number inside the garment by the label/size tag.

Shoes

Shoes should be in plastic Ziploc bag (NO BOXES) with the tag taped to the outside of the bag. Please do not tape over the barcode on the tag. The top of the bag should be secured with tape. Please do not use zip-ties to secure shoes or use safety pins to attach a tag to a plastic bag. There is a **limit of 25** pairs of shoes per category (boys/girls/infants). Dance shoes and cleats are not included in this limit.

For extra optional protection in the event of a lost tag, you may place a piece of making tape with your consignor number inside both shoes.

Toys

Smaller toys can also be packaged in Ziploc bags with the bag taped shut and the tag taped to the outside of the bag. Please do not tape over the barcode.

For toys with multiple parts, you can bag smaller pieces and attach to the larger piece with packing tape or zip ties.

Large Items

Furniture, strollers, bouncy seats, large toys, bikes, pack n plays, etc. are considered large items and will require a *Claim Ticket*. You will fill this out and attach it to the item during receiving. You can attach the tag to larger items 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/zip tie.

Books

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 them in a Ziploc bag or secure with cling wrap. Some books tend to sell better in bundles. There is a **limit of 20** books/book bundles.

Please note that we do not accept parenting/self-help books, encyclopedias/dictionaries, or giveaway books (Imagination Library).

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	Changing Table	Pack N Play
Accessories – Girls	Clothing – Boys ☹	Pajamas- Boys ☹
Baby Carriers ☹	Clothing – Girls ☹	Pajamas- Girls ☹
Baby Equipment	Coats – Boys ☹	Pretend Play
Baby Gates	Coats – Girls ☹	Push & Ride On Toys
Baby Jumpers & Activity Centers	Costumes	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	High Chairs	Swaddles ☹
Bows & Headbands	Infant Accessories	Swimwear- Boys ☹ *Spring/Summer only*
Boys Belts & Ties	Infant Toys	Swimwear- Girls ☹ *Spring/Summer only*
Burp Cloths & Bibs	Nap Mat / Sleeping Bag	Toddler Toys
Car Seats	Outdoor Activities	Toys

☹ = Items should be on a Hanger

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

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.