

Clean Out! Have Fun! Make Money!

Everything That You Need To Know
About Consigning With The Kids Closet Sale

The Official Guide



The Kids Closet Sale
A Semi-Annual Children's Consignment Event

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A Message from Danielle...



Danielle Andreas

Welcome to Our Official Guide to Consigning with The Kids Closet Sale.

If you are not familiar with the concept of consignment events, let me explain a little about it.

The reason that we host a semi-annual children's consignment event is to benefit those who are looking to sell their gently used or new children's items for a fair value and to also offer the community really great deals on brand name items.

We host The Kids Closet Sale event semi-annually (usually in the spring and in the fall). We look for consignors, who are people like you, who have gently used or new children's items that they no longer need.

The consigning process is easy! After you register as a consignor, we will set you up with a consignor account, which is accessed from your own consignor homepage on The Kids Closet Sale website. From your consignor homepage, you can enter all of your items that you are bringing to our upcoming event. Each item entered into our system will have a tag generated for it. When you are finished entering your items, you can print out your tags and attach them properly to your items. You drop them off to us, and we sell everything that we can during our three-day event.

While you are busy entering your items, we are busy spreading the word and advertising the event. Each sale we distribute 15,000 flyers to the local communities inviting them to this special event. We also hang 100 posters and put up 50-100 yard signs and place numerous paper ads, too. We do as much as we can to promote the event and draw large crowds, so that you're items have the greatest chance of being sold and are certainly worth coming to the sale to purchase.

The registration fee for consigning is \$15.00 and is non-refundable. Please read through this information before you sign up because it will require commitment.

Consigning is unlike selling items at a yard/garage sale because we guarantee that if your items come in clean and in proper working condition, you will be making a lot more money than you would at a garage sale with much less work and NO WORRY! Don't believe me? Check out some of our Testimonials on our website!

Remember, The Kids Closet Sale is not just for baby, toddler & pre-schooler items. We always welcome items and clothing for tweens and teens, too! In fact, there is a need for bigger kid clothing, especially if it's in good shape and NAME BRAND!

So, are you ready to make some money and have some fun? I hope to see you with your items at our next sale!



Benefits to Consigning

Money: While consigning with **The Kids Closet Sale**, you can make up to half, and in some cases even more, of the cost you had paid for your items in new condition from the store.

Pre-Sale Shopping: As a consignor with **The Kids Closet Sale**, you will receive a pass to the Private Pre-sale. The Private Pre-sale is held one day earlier than the public sale, and it is open to you as a thank you for your participation in the event. It is where you are able to get first dibs at all of the **BRAND-NAME ITEMS AT BARGAIN PRICES**.

Donations: Unsold items don't go to waste! As an optional choice, we have selected a few charities to receive the unsold items after the sale is complete. **This option is available to you but is not mandatory.** You are welcomed to take your unsold items home with you after each event, but if you would rather not, than we make it our personal responsibility that all items marked DONATE will go to a local charity.

Fun, Fun, and More Fun: During the three day event (which is actually closer to a week, including set up and tear down), we invite you to come and volunteer with us, join our family and have some fun. You can meet new friends or reunite with old ones. Volunteering during those four (4) hours will be the fastest four (4) hours of your life, and we will have lots of laughs and good times! We've even heard some say that it is addicting!



What You'll Need To Start...

- **Gently used or new children's items.**
- **A computer with Internet access.**
- **A printer** to print out your tags for the items you will be selling.
- **Hangers** (Preferably non-coated wire hangers, but plastic will do for now.
There are many FREE resources for hangers)
- **Safety pins.** For hanging clothing on hangers and securing tags to clothing.
- **Clear packing tape.** (Has many uses! One use: secure tag to plastic toy items, etc.)
- **Ziplock bags of various sizes.** (All shoes must be in a bag, and toys should also fit nicely in bags but it isn't mandatory.)
- **Masking tape.** (You will want to put a piece of masking tape with your Consignor # and the Item # somewhere on the item in case the tag gets pulled off of the item.)
- **Colorful ribbon or tape.** (Tie a piece of ribbon or colored tape on your items, so that when you come to pick up your items, they are easily identified by you to make pickup quick and easy.)
- **White card stock for your tags.** **MUST** be WHITE, and you **CANNOT** use regular paper. Card stock is a thicker paper that will be less likely to fall off of items during our event.)
- **Batteries.** (Everything that takes batteries will need to have working batteries, so they can be tested during check-in to ensure proper working condition. These can be purchased at the Dollar Tree for only \$1.00!)
- **Cleaning supplies.** (Shout, magic erasers, bleach, etc.) All items **MUST** be clean when dropped off. The cleaner and more new looking they are the better they will sell!
- **Rubbermaid totes or boxes.** (You will want to transport your items to and from the sale in totes or boxes.)



How To Register...



Are You Ready to Register and Make Some Money?

Here Is How It's Done...

- Go online to www.thekidsclosetsale.com and click: **Register as a Consignor**. You will be prompted to enter all of your info into our system. (Name, address, etc.)
- You will have to pay a \$15.00 Non-Refundable Registration Fee, via PayPal. (Even if you don't have a PayPal account, you can still use a credit card). If you choose not to pay with PayPal, write down all of your information as you have entered it online along with a check made payable to: **The Kids Closet Sale** and send them to our office: **160 S 2nd St. Lehighton, PA 18235**, or you can e-mail us at: thekidsclosetsale@ptd.net to make arrangements to drop off the payment to us.

For those using PayPal, please click **Return to the Kids Closet Sale** after your payment is complete. It should be located on the left side of the screen, middle to bottom. If you don't click this, your registration will be lost, but the payment will still go through.

- Immediately after your payment is received, you will receive an email with your Consignor #. After receiving this e-mail, you will have access to your own consignor homepage. You can access this page by going to: www.thekidsclosetsale.com and clicking on the Consignor Homepage button. Enter your Consignor # and password to logon.
- **Drop Off Appointment:** Once you are logged into your consignor homepage, make sure to sign up for a drop off appointment (a half hour time slot for you to come into the sale to drop off your items).
- **Volunteering:** You can also sign up for a volunteer shift from your consignor homepage. You can sign up for 1 or 2 shifts per sale. Remember volunteering earned you a pass to the Private Pre-sale. The more that you work; the earlier you get in. And, it also earned you a higher commission rate.
- **Enter Items:** From your consignor homepage, you create your inventory by adding the items you are planning to sell by clicking: **Work with Consigned Inventory** and then click: **Work with My Consigned Items**. If it isn't your first time consigning and you want to add items from a previous sale, click the button that says: **Work with Inactive Inventory**. The maximum number of items to consign is 300. If you have more than 300, you will have to contact us to allow for more items under your existing consignor number. There is a \$15.00 fee for every 300 items.
- **Print Out Your Tags:** (Must use white card stock). From your consignor homepage click: **Work with Consigned Inventory** and then click: **Print All Tags** or **Print Selected Tags**.

Make sure to check online for the deadline to register and enter items. After the deadline, you will no longer be able to make changes to your consignor inventory, sign up for drop off appointments or volunteer for shifts. However, you WILL be able to print tags after the deadline.

Commission & How To Price...

Consignor Commission Rates:

- **Base Commission Rate Starts at 60% Profit on All Items Sold**
- **Consignors With 1 Volunteer Shift: 65% Profit on All Items Sold**
- **Consignors With 2 Volunteer Shifts: 70% Profit on All Items Sold**

Maximum is two (2) shifts per sale.

All consignor checks can be picked up when picking up unsold items. If you cannot pick up your check during this time allotted, please bring a self-addressed stamped envelope to your drop off appointment, and your check will be mailed in 1-2 weeks after the event. Refer to our web site at <http://www.thekidsclosetsale.com/sell.htm> for the pick up dates.



How To Price Your Items:

All items must be priced for at least \$1.50. Prices can then go up in 50 cent increments. If your item is not worth \$1.50, please group it together with another item to make it worth it.

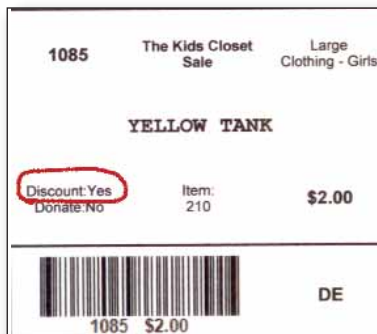
When pricing your items, please consider reasonable prices. We suggest pricing your items one quarter ($\frac{1}{4}$) to one-third ($\frac{1}{3}$) of the price you had paid for the item new. If you do not recall what you had paid, look online at the store website for ideas or visit Amazon or eBay. They are usually pretty good resources for used items and pricing. Be fair to yourself but don't overprice or underprice. Consider a fair selling price and keep in mind what YOU would pay for the item if you saw it while shopping.

Brand Name clothing always sells for more than Wal-Mart, Kmart, Target house brands. If you are selling these retailers' brand clothing consider a fair price for these items, since they aren't name brand. Price these items right, and they will sell, too!

TIP: For more guidance on pricing your items, visit the web site below:
<http://consignmentmommies.com/Resources/ClothingGuide.htm>

(The Kids Closet Sale Shoppers usually are looking to spend on the lower to middle of this chart.)

Discount & Donations...



Half Price Sale:

Our Half Price Sale will be on Friday, March 17th from 10:00 a.m - 2:00 p.m.*

* It is optional to have your items included for the Half Price Sale.

At the Half Price Sale, all items stay on the sales floor, but shoppers come into the sale looking for the **Discount:Yes** on the tags. This is a last chance for the items that haven't already sold. During the last four hours, hundreds of shoppers return looking for the half price deals.

When entering your items into the computer system please note whether or not you want your items sold during the Half Price Sale by checking the DISCOUNT box. If you do not want your items or a specific item sold for half price then DO NOT check the box.



Donations:

When entering your items into the system, you can check the box to have your items donated. This is optional just like the Half Price Sale. If you choose to donate your unsold items, you DO NOT have to come pick them up after the event.

Immediately following our event, all donations are pulled aside, and then you as consignors come and pick up your unsold items that were not marked donate.

If you choose to donate all or some of your items that do not sell during the event, they will be donated to a local organization immediately after the event.

How To Hang & Tag Items...

For Clothing:

Please put tags in **UPPER RIGHT-HAND** corner. Hanger hook must face the **LEFT**.

Note: If you are using a tagging gun you **MUST** put the barb through a seam or else it will leave a hole.



Please reference this picture when hanging pants or shorts. They should **NEVER** be hung over hanger.

- All clothing must be hung up on hangers according to guidelines above.
- Any items with multiple pieces must be put in Ziplock bag taped shut with the tag taped to outside of bag.
- All tags for clothing must be safety pinned on!
- All large items will be joined with a large item claim ticket upon arrival. Just secure the tag to the item temporarily because it will be removed upon drop off.
- If you have toys with multiple pieces, you must somehow join them together with a zip tie or tape, otherwise there is a huge chance they can be separated and then lost.
- If you have large toys with pieces, use the large Ziplock bags or use a garbage bag with a picture of the item on the bag next to the tag. Eg. Racetrack with extra cars; blocks, etc. This method also works for bedding sets.
- It is recommended that you put a piece of masking tape somewhere on your item with the Consignor # and Item # in case the tag gets lost.

ALL ITEMS MUST BE DROPPED OFF ACCORDING TO THESE GUIDELINES. WE WILL NOT ACCEPT THE ITEMS UNTIL THEY ARE HUNG AND TAGGED PROPERLY ACCORDING TO THESE DIRECTIONS.

If an item is found with a stain or tear or is not in working condition, we will have to turn it away. It is easy to miss things like this at home, but unfortunately, we will have to send these items home with you to ensure the quality and cleanliness of the items being sold at the sale. However, you are welcomed to take a soiled item home, clean it and resubmit it to us as long as you do so by the Private Presale.

Items You Can Sell...

What Items Can You Sell? Anything for Kids!

We want only the best for both consignors and shoppers; therefore, we want this consignment event to be something the community can depend upon season after season...

Brand Name Items at Bargain Prices!!

Here are some examples of what you sell...

- All Children's Clothing (Size Newborn-18 and Even Some Junior Sizes)
- Shoes ● Baby Accessories ● Children's Bedding
- Baby Equipment (Such as: Strollers, Cribs, Walkers, Bouncy Seats, High Chairs)
- Halloween Costumes ● Toys (Indoor and Outdoor)
- Games (All Types Including Video- G and PG ONLY) ● Books
- Videos For All Child Ages (G, PG ONLY) ● Bikes
- Just About Anything Else You Can Think of That Is Children and Baby-Related

Other Guidelines:

- You must have 15 or more items to consign! The maximum # of items per consignor # is 300.
- Remember, the sales are seasonal; therefore, winter coats/hats/gloves, sweat shirts/pants and long sleeved shirts **will not be accepted** at the Spring/Summer Sale. Bathing suits, shorts, capris, sandals, etc. **will not be accepted** at the Fall/Winter sale.
- We **DO NOT** accept ANY undergarments unless they are NEW IN PACKAGE.
- We **DO NOT** accept any stuffed animals unless they are licensed.
- We **DO NOT** accept any cribs with the drop down sides, car seats, breast pumps or VHS tapes.
- **IMPORTANT!** Every item will be inspected at drop-off for cleanliness, quality, being outdated and working condition. Any unacceptable items will be sent back home with the consignor. We are only accepting items that are in new or gently used condition.
- Please clean your items at home and double check them before your drop off appointment. Please pay close attention to detail, so we can avoid having to send items back home with you. Please don't be offended if we return an item to you as it is easy to miss spots or tears. If an item is found with a spot or stain, you are welcomed to take it home and clean it as long as it's brought back by the Private Pre-sale.
- You will have to set up any big items such as pack and plays, strollers, crib, etc. at your drop off appointment.

***** Please check all items for recalls by using our web site's Recall Finder.*****

Drop Off, Volunteer, Pick Up...



Drop Off Appointment:

After registering to consign with us, please choose a drop off appointment from your consignor homepage. Please pick a time that will work for you to be able to spend about ½ to 1 hour and drop off your items to be checked-in for the sale.

Volunteer With Us:

In order to earn an extra %, you can volunteer with us. The maximum number of volunteer shifts a consignor can have per sale is two (2) to qualify for 70% commission.

The volunteer shifts are four (4) hour shifts during the course of the event, which includes drop off and pickup times. Please logon to your consignor homepage and click on **Volunteer Shifts** to see what shifts are available. Then, sign up to earn extra money toward your commission check. Each shift worked equals an extra 5% you can earn toward your commission with a maximum of two (2).

If you need a light duty position, please email us at thekidsclosetsale@ptd.net after you sign up for a shift. We will then make note of this special request.

Pick Up Your Unsold Items:

After the event is over, you are required to pick up your unsold items unless they were marked **“Donate”** on the tag. You will arrive, find your items, gather them together and ‘Check Out’.

Visit <http://www.thekidsclosetsale.com/sell.htm> for pick up times. Any items not picked up during these times will automatically become property of The Kids Closet Sale unless they are marked **“Donate.”**

At this time, you will also receive your consignor commission check when picking up your items.

The Kids Closet Sale Crew



**We're Here
For You!**



The Kids Closet Sale

A Semi-Annual Children's Consignment Event

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www.TheKidsClosetSale.com