



Consignor's Packet for the Playhouse Consignment Sale

Consignors earn 60% and the remaining 40% is a tax-deductible donation to The Children's Playhouse. If you don't want to consign, but would like to donate we will be glad to help you de-clutter by taking your yard sale items now--just drop them off at The Playhouse. Let's make this the biggest sale yet!

IMPORTANT CONSIGNOR INFORMATION

You tag your items per our instructions, drop them off during the designated drop-off times, and WE SELL IT FOR YOU. The Children's Playhouse will handle all publicity, signage, and display at the Armory to make this a big, big sale! Note: if you have already tagged for another sale, you can just add your initials to the number from that sale. You don't have to re-tag, unless you want your items returned to you at the end of the sale. **refer to instructions below**

How the Sale Works:

- **Fill out the registration form and mail it to the address indicated on the form with your \$5 registration fee.**
- Each consignor is asked to bring a minimum of **\$25 worth** of cleaned, already tagged items to be sold at the designated drop-off times. Each consignor should have at least **10 quality items** to sell.
- We're accepting maternity, infant, children and teen items! (Just about anything "family" related.) High quality furniture and household items are also popular. **Consignors earn 60% of what their item sells for**, with the other 40% going to The Children's Playhouse, a nonprofit play space for families. Donations to The Children's Playhouse are tax-deductible to the extent allowed by law. Tax letters will be available **after** the sale is over.
- **Please arrive within designated drop-off times.** If you need to drop off at another time, please make an appointment. We will do our best to minimize the time it takes to complete your drop off. You will be asked to place your items on the appropriate racks or tables. Our goal is to have **high quality** items for our sale!

We hope to have room to include ALL of your items. However, we reserve the right to stop accepting items when we no longer have room for them. We hope this doesn't happen. Thank you for respecting our guidelines and making this sale a successful one for all involved!

Schedule of Events

9:30-1:00 Wednesday, April 14	Consigner Drop-Off
10:00-12:00 pm & 1:00-3:30 Thursday, April 15	Consigner Drop-Off
4:30-6:00 pm Thursday, April 15	Volunteer/Consigner Presale **Invitation Only**
8:30-1:00 pm Friday, April 16	Early Bird Sale-\$5 admission
8:30-1:00 pm Saturday, April 17	Consignment & Rummage Sale and Baby Fair **Free admission** ½ price consignment and rummage from noon-1:00.

Note: Consigners must pick-up remaining merchandise by 2 pm or it will be donated!

Guidelines for Organizing and Pricing

PRICING GUIDELINES: Minimum price for any item will be \$2. You may sell shirts and pants together as a set. Safety pin hangers or clothing together. If you have gloves, hair pins, belts, etc. that go with an outfit, include them and price the entire outfit accordingly. Mention these items in the description area of your card. Competitively price your own items (no cents please).

PRICE TO SELL! What would you pay? We suggest 1/3 of the original price, depending on name brand and condition. We have noted from other sales that first time sellers tend to overprice their items. When in doubt, go low.

SHOES: Only shoes in EXCELLENT, clean condition will be accepted. Tie or pin shoes laces together. Even if in a shoebox, make sure they're tied or laced together. Buckle straps together or use rubber bands on loafer type shoes. Securely attach price card to shoes with a large safety pin, string or ribbon. On the bottom of each shoe put a piece of tape and write your consignor number and price in case shoes become separated. **DO NOT** put shoes in plastic bags.

TOYS: Toys sell very well, especially large items, such as Little Tikes dollhouses, kitchen sets, wagons, etc....

Any item requiring batteries, such as a toy, swing, or game, should have fresh ones

installed so that buyers can see how it works. Any toy or puzzle with pieces should be put in a Ziploc bag or held together in some way so that they will not come apart.

****We will not be responsible for lost pieces, so protect yourself by securing all pieces together.****

DO NOT BRING STUFFED ANIMALS (they don't sell) except for ones that move/sing and are recognizable/copyrighted, such as Barney, Elmo, Pooh etc.

DO NOT put 3x5 cards **INSIDE** the ziplock bags. They must be removed when the item is sold to give you credit for the sale! Tape the card to the **OUTSIDE** of the bag. **Be sure that your consignor code and price are not covered by tape.** We need to be able to easily remove the tag to give you credit for you items. Tape the bags closed so that items do not fall out or get removed. Use **CLEAR PACKING TAPE** only. Scotch tape does not stick very long.

Tagging Instructions

****TAGGING INSTRUCTIONS HAVE BEEN REVISED****

* Please read these instructions **CAREFULLY**. They have been established to protect your earnings, as well as the reputation of our sale. * Improperly tagged items will not be accepted!

Every item sold must be properly labeled with a 3x5 (or larger) white or colored index card. White cards are for items you would like to be donated at the end of the sale. Colored cards are for items you intend to pick up if unsold at the end of the sale. If you don't want to purchase colored index cards, you may color your cards with a crayon. Please don't use cut paper or stickers, these fall off items easily.

Attach your card with medium or large safety pins (no straight pins will be accepted!) · All clothes need to be on hangers facing left like a question mark. (?) · Your 3x5 cards should be pinned on the **TOP RIGHT** of the garment. For dresses or material that would be damaged by a pin, you may put it through a button hole, or in the tag of the garment.

The card should be on the item **VERTICALLY** (long ways,) with 2 inches left at the top so we can cut the tag off at checkout. Use that 2-inch area to attach your item to its card (safety pin for clothing, tape for just about everything else). Following these rules makes it easier for shoppers to find the items they are interested in and quickly move on to something else.

INFORMATION TO INCLUDE ON YOUR TAGS

- Description & Size of Item: Use this description area to “sell” your item. It’s free advertising!
- Your consignor code
- Price. Circle the price (only) in RED if you do NOT want it to be reduced at the half price sale. All prices without this red circle unsold by Saturday at noon will be sold as half price.
- Donate or No Donate: If you DO NOT wish to donate your item please use a **colored** index card so that we’ll have your items pulled and prepared for you to pick them up during the pick-up time. If you do not have colored cards, you may color them with crayon. If your items are not color tagged and/or you do not pick them up by the Saturday 2:30pm deadline, **they will be donated to our next rummage sale or other appropriate charity.** Please understand that due to the fact that we are renting this sale space and we must be out by 3:00pm. We CANNOT make exceptions to this rule!
- Attach all skirts, pants and shorts to the tops of hangers, rather than folding over. Items pinned to the tops of hangers don't slide. Bedding should be hung over a hanger and pinned beneath the bottom of the hanger so that it won't slip. Blankets do sell better when neatly hung on a hanger. Sleepers and onesies should be hung on hangers or placed into large bags, sealed appropriately. Leave about two inches at the top of the card blank – this will allow us to cut each card at checkout.
- For Toys/Baby Equipment: Attach card to the OUTSIDE the item or Ziploc bag with clear packaging tape (not Scotch tape.)

SAMPLE TAG

SAFETY PIN OR TAPE HERE	
LONG SLEEVE GAP T-SHIRT	
3T	
MJS-73	\$3.00

Playhouse Consignment Sale Registration Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail address: _____

Consignor Code: _____

This code will be your unique identification code for all future sales. Your code will be your first, middle, and last initial, - and the last two digits of your phone number.

For example: Mary Jane Smith 838-8873 would be code: MJS-73

Reminders:

1. Please tag and code each item correctly. When you drop off your items, they will be checked.
2. Inspect your items. Make sure they do not have stains, tears, etc.
3. The sale goes half price from noon to 1:00. If you do not want your item to be reduced, circle the price in red. You may pick up your unsold items between 1 and 2 on Saturday. All items remaining after 2 pm will be donated to charity.
4. **Please include the \$5.00 registration fee. Make out check to "The Children's Playhouse."**
5. If you would like to volunteer to work, please call The Playhouse at 263-0011.
6. Please mail your registration form and fee to:
**The Children's Playhouse
400 Tracy Circle, Boone, NC 28607**
7. Consigners' checks will be available for pick-up at The Playhouse within two weeks following the sale. If you will not be able to pick up your check, please give us a SASE.

Office Use:

Registration form paid? _____ Date _____ Consigned before? _____

