

EVER AFTER

Women's Consignment Sale

HOW TO CONSIGN

Ever After

WOMEN'S CONSIGNMENT SALE



BEFORE REGISTERING FOR ANY OF OUR SALES, PLEASE BE AWARE OF THE FOLLOWING:

- ALL CONSIGNORS MUST BRING A MINIMUM OF THIRTY (30) QUALITY ITEMS. ACCEPTABLE ITEMS ARE LISTED ON EACH SALE PAGE. CONSIGNORS WILL EARN A PERCENTAGE OF THEIR SALES FROM THEIR CONSIGNED ITEMS, ALSO OUTLINED ON EACH SALE PAGE. WE ALSO CHARGE A \$15.00 PARTICIPATION FEE WHICH IS PAYABLE IN ADVANCE VIA PAYPAL AND IS NON-REFUNDABLE.
- ALL CONSIGNORS ARE RESPONSIBLE FOR AGREEING WITH THE TERMS OF PARTICIPATION ON THE CONSIGNOR AGREEMENT. (YOU WILL BE ASKED TO AGREE WITH THE TERMS OF PARTICIPATION BEFORE YOU CAN COMPLETE YOUR REGISTRATION.)
- ALL CONSIGNORS MUST READ THE INFORMATION ON THE WEBSITE ABOUT PRICING TIPS AND TAGGING & PREPARING YOUR ITEMS IN ORDER TO MAKE PARTICIPATION IN THE SALE SMOOTH AND EASY FOR EVERYONE.
- THE DEADLINE TO ENTER (OR MAKE CHANGES) TO INVENTORY FOR ANY SALE, AND TO SCHEDULE DROP OFF APPOINTMENTS WILL BE OUTLINED ON EACH SALE PAGE. CONSIGNORS MUST SIGN UP FOR AN APPOINTMENT AND DROP THEIR ITEMS OFF AT EACH SALE LOCATION. PLEASE VISIT YOUR CONSIGNOR LOGIN HOMEPAGE AFTER REGISTERING TO SELECT A DROP OFF APPOINTMENT.
- ANY CONSIGNOR WHO REGISTERS BUT FAILS TO UNREGISTER ONE MONTH PRIOR TO THE SALE (IF THEY FIND THEY CAN'T PARTICIPATE FOR ANY REASON) WILL BE BLOCKED FROM REGISTERING FOR THE NEXT SALE. THIS WILL ALSO APPLY TO CONSIGNORS WHO FAIL TO SHOW UP FOR THEIR SCHEDULED DROP-OFF APPOINTMENT WITHOUT HAVING MADE PRIOR ARRANGEMENTS. NOTE: THERE IS NO PENALTY FOR REGISTERING (AND THEN UNREGISTERING) ONE MONTH PRIOR TO EACH SALE; HOWEVER, THE PREPAID CONSIGNOR FEE WILL NOT BE REFUNDED.
- CONSIGNORS SHOP EARLY (BEFORE THE GENERAL PUBLIC). DATES AND TIMES FOR EARLY SHOPPING TIMES WILL BE DETAILED ON EACH SALE PAGE. WRISTBANDS WILL BE GIVEN OUT AT DROP OFF.

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Minimum Requirements

Each consignor must bring a minimum of thirty (30) quality items. We will only sell clothing that is “in-style” (purchased new within the last 5 years).

Acceptable Items

Item that may be sold at this sale

- Clothing
- Maternity Clothes
- Shoes
- Accessories (Scarves, belts, socks, hats & gloves)
- Purses/Work Bags
- Luggage/Travel Bags
- Books
- Small Exercise Equipment (Stretchy Bands, Yoga Mats, Yoga Blocks, Hand Weights, Kettle Bells)
- Holiday Decor
- Room Decor
- Swimwear
- Winter/Fall Jackets
- DVDs
- Board Games/Puzzles
- Books

Important Note: Everything you bring to the sale must be CLEAN (odor and stain free), all items MUST WORK, AND HAVE WORKING BATTERIES INCLUDED; all puzzles and games MUST HAVE ALL THE PIECES; all books MUST BE IN EXCELLENT CONDITION (no writing or ripped pages.

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Prohibited items

Item that may NOT be sold at this sale

- Mattresses or bed frames
- Pressed wood computer desks/furniture.
- Entertainment/TV Stands
- Microwave Stands
- Jewelry (no jewelry whatsoever, please!)
- Large Exercise Equipment
- Underwear or undergarments (bras)
- VHS tapes
- Antiques
- Vintage items of any kind

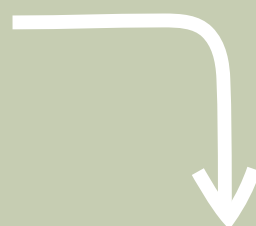
Please remember: We will inspect all items at drop off. It is your responsibility to check through all of your items however, any items found to not meet high quality standards for safety and quality will be returned to you. We will also inspect items during the sale, and reserve the right to "pull" items, if necessary.

PRICING TIPS

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As a consignor, YOU control your pricing! But where do you start? How should you price your items?



A few tips that you might find useful:

TIP #1: For large items, check their retail price online (ie: Amazon, Target, etc.) and price at approximately 1/3 retail value. You can also check eBay/Facebook marketplace/online clothing swaps to see what your item is going for in the "resale" market.



TIP #2: Consider attaching a print out (or ad) from an online retail store (like Target) that shows what your item cost NEW. This is helpful for both the consignors and the buyers. Often times a more detailed description of the item is included in the print out (more than what you are able to fit on the tag) and it will show buyers how much they are saving!



TIP #3: Sell clothing items as sets, whenever possible. Match a t-shirt and shorts, or a top with a skirt. If you only have tops, consider putting two or three together.

TIP #4: Price items to sell that you really want to "move." Consider checking the DISCOUNT option so your items will go on sale for 1/2 price at the end of the sale. Also consider checking DONATE if you really don't want to take your items home with you.

PRICING TIPS

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REMEMBER

There is a \$2.00 minimum for all items
There is a \$4.00 minimum for all hung items



TAGGING & PREP

Ever After
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It is very important to review & follow the guidelines on this tab outlining Tagging & Preparation of your sale items. If you have any questions about getting your items ready for sale that are not covered on this tab, please contact us.

Please read and review the Consignor Agreement at the time of registration and accept the terms before registering and entering items.

ALL CLOTHING ITEMS MUST BE STAIN-FREE AND ODOR-FREE!

Please wash your clothing and inspect it before hanging it and bringing it to the sale. Any clothing with stains, or with missing buttons, rips, holes, etc. will be returned to you at drop off.



Please CLEAN ALL ITEMS, INSERT WORKING BATTERIES, and CHECK PUZZLE/GAME PIECES before getting started

Do not forget

Please Note: Consignors with a high number of items that are rejected at check in, pulled from the sales floor, or returned during the sale for quality will be blocked from participating in future sales. Thank you in advance for helping us to maintain our high quality standards on items we accept for consignment!

TAGGING & PREP

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Supplies You Will Need

- White or light colored card stock preferred. Printer paper can also be used IF AND ONLY it is completely secured clear packing tape. (the barcode can be covered with the packing tape)
- Wire hangers ONLY! No plastic hangers whatsoever will be allowed! (in you are in a pinch, we have a limited amount of hangers for sale. please contact us.)
- Clear packing tape (no scotch tape), plastic zip or "slide loc" bags (quart, gallon and/or 2.5 gallon), and zip ties (also sold as "cable ties).
- Safety pins. (One inch or larger; no straight pins or small gold safety pins, please.)
- Hanger

Procedure for entering items

- It helps if you gather similar items together in piles beside your computer before you start entering.
- You are now ready to log in to your consignor account and choose "Work with Consigned Inventory" under Activities.
- Click on "Add Items."
- Be ready to answer the following questions about each item you will enter: CATEGORY (from pull down menu; won't display on tag).

PLEASE BE SURE TO ENTER ALL CLOTHING ITEMS UNDER CLOTHING NOT UNDER ACCESSORIES. WE DO NOT COLLECT SALES TAX IN COLUMBIA COUNTY ON CLOTHING AND SHOE PURCHASES UNDER \$110 AND IT IS IMPERATIVE THAT YOU SELECT THE CORRECT CATEGORIES FOR YOUR ITEMS!

TAGGING & PREP

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Sample Tag

- 1010 is your Consignor ID Number
- SIZE (from pull down menu) ie: SMALL
- CATEGORY (from pull down menu) ie: Clothing
- DESCRIPTION OF YOUR ITEM (two lines, you fill in)
- DONATE: YES (if you wish to donate your item.) This will appear as DONATE: NO if you do not. Check as appropriate when entering your items.
- ITEM: Indicates Item Number (ie: 6)
- PRICE (you decide, in whole dollar increments). TWO DOLLAR MINIMUM FOR ALL HUNG CLOTHING ITEMS.
- DISCOUNT? (Again, check, as appropriate.) On the tag, donated items will have the word DONATE: YES in the bottom left corner. The tag will also indicate whether the item is to be discounted (1/2 price) during the discount day or days of the sale.
- **Tags print 6 to a page.**

00 PIN HERE 00		
1010	18-24 Months Clothing - Girls	
Old Navy Yellow Dress		
Donate: Yes	Item: 6	Discount: Yes \$10.00
		A
1010 \$10.00		

TAGGING & PREP

CONTINUED...



Helpful Tips

- Please give some thought to these categories before you start entering items! Visit our Pricing Tips page for some general guidelines on pricing your items to sell. Use the two lines of description to your advantage! Is your item “NWT” (New with Tags), “Hardly Worn,” “Too cute!” SELL IT!
- Remember that items marked DISCOUNT will go on sale at 1/2 price during our advertised “Half Price” day or days of the sale. If you don’t want to have your item discounted, please don’t check this box.
- If you wish to have your item(s) DONATED to charity at the end of the sale (rather than pick them up), please remember to check this box as well.
- Please see the ACCEPTED ITEMS on our sale page for more information and our clothing guidelines.
- **PLEASE: There is a \$2 minimum for all hung items.**

Procedure for Printing

- Insert your card stock and or paper (IF AND ONLY IF THE PAPER TAG IS SECURED WITH CLEAR PACKING TAPE)
- Click on WORK WITH CONSIGNED INVENTORY and scroll down to PRINT TAGS.
- Remember to disable pop up blocker on your browser or your tags won’t print!
- Print all tags or just certain tags. Tags will print 6 to a sheet.
- Cut tags carefully with scissors, or a paper cutter.
- If you make a mistake while printing your tags, please print a new tag. Do NOT print on both sides of the card stock; please print on one side ONLY.

TAGGING & PREP

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Procedure for Hanging/Affixing Tags

Once you have printed your tags you are now ready to affix them to your items.

CLOTHING ITEMS

- Hang clothing on a WIRE hanger ONLY, with hook pointing to the left (like a ?). Bend the hanger sides DOWN (not "back") for smaller sizes, if needed. For single items, its preferable to also place safety pins on the shoulders, securing the item to the hanger.
- Secure all buttons, snaps, zippers, etc.
- ALL TAGS ARE PLACED ON THE LEFT SHOULDER OF THE GARMENT (OR THE RIGHT HAND SHOULDER IF YOU ARE LOOKING AT IT.) Do not place tags on the hanger. Do NOT tag through the clothing itself, as this will leave a hole. Pin the shoulder of the garment to the hanger, especially if the item may slip off the hanger easily.
- Remember: Only ONE ITEM or ONE OUTFIT per hanger! If you have two pieces, (ie: two t-shirts, or two pairs of pants) that is acceptable, as long as all items can fit on one hanger, with only one tag. To hang two items correctly you will need to hang or pin the first item, then turn the hanger over ("flip it") and pin the second piece to the back of the hanger, facing out. This will allow us to inspect both items at drop off, and helps the shoppers as well!
- Consider putting a piece of MASKING TAPE on the inside collar or waistband with your consignor number, item number and price. Again, if a tag becomes separated from an item, this information will help us find the item for you in the computer quickly and sell it!

TAGGING & PREP

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TAGGING & PREP

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NON-CLOTHING ITEMS:

- We recommend that you place books, lamps with shades, or any other items that can become separated in a large zip loc bag and tape the top; affix tag with tape, but do not tape over the bar code. Use packing tape only (scotch tape doesn't stick) and you may also pin the tag if you like. Consider using a piece of masking tape with consignor number/item number/price in case the tag becomes lost.
- Use enough tape to secure the tag on your items, but be careful that they won't be "ruined" when tape is removed.
- PLEASE DO NOT BAG SHOES! Review our procedure on how shoes should be prepared for the sale:
 - Shoes should be zip tied together (use a hole punch and place the tag in the middle of the zip tie.)
 - Shoes should be CLEAN, DRY, and the EXACT SAME SIZE.
 - You will also need to include your consignor number, item number, price, and whether the shoes are DISCOUNT/DONATE on masking tape and affix tape to the bottom of both shoes OR on the inside heel or bottom of the shoes. This will help us sell them for you in the event that the tag becomes separated.
 - Whenever possible, shoes should be zip-tied together.
- Hats, scarves, etc. should have the tags affixed with a safety pin (again, through the seam, top or tag as not to damage the item), and then bagged. Seal the bag with heavy duty packing tape. We will scan the bar code through the bag or open it at checkout, if needed.
- Remember, there is a \$2 minimum on all items. All items should be priced in \$1 increments (\$2, \$3, \$4, etc.) If you wish to sell something for \$1 you should check "discount" or group your items (ie: books) together.

DROP OFF & PICK UP

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Drop Off Procedure

- Please log in and pick a drop off date and time. Please check the website for available dates/times.
- Please bring your CONSIGNOR INVENTORY SHEET with you at your assigned drop off time. A \$5 fee will apply if we have to print your inventory sheet at drop off.
- After you sign up for a drop off date, please review the procedure for the Tagging & Prep of your items. This will help ensure that drop off is quick and easy. Please remember to allow yourself at least an hour to complete the drop off process, depending on how many items you have. Each consignor is responsible for placing and arranging their own items out on the sales floor at drop off.



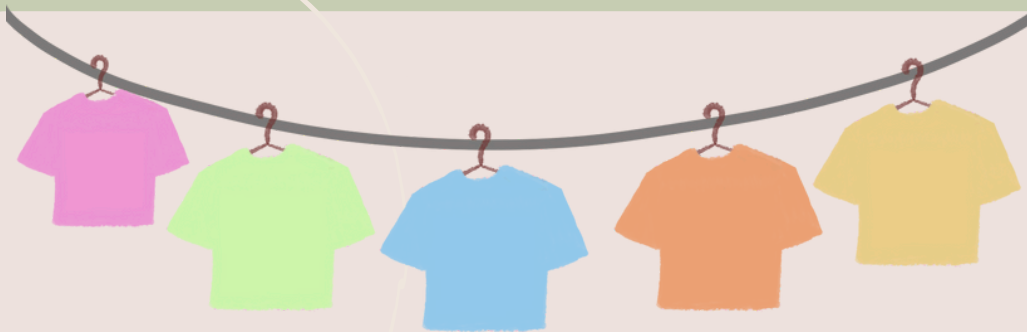
Pick Up Procedure

- Come to the sale location with your UNSOLD ITEMS REPORT (available from your consignor homepage.)
- Find your clothing (on the racks) as well your books, toys, etc. (they will be with like items). Volunteers will be on hand to assist you.
- Proceed to a checkout table where a volunteer will then double-check the consignor number on your items before you leave.
- Items that are marked “no donate” and have not sold by the last day of the sale **MUST BE PICKED UP BY 2:00PM**. Consignors who fail to come for their items will be charged a \$25 fee. All items marked “donate,” or any items that have not been picked up on the last day of pickup by 3PM will be donated immediately to charity.

**PICK UP IS FROM 9AM-2PM.
COME ANYTIME DURING THAT TIME SLOT**



PRESALE & HALF PRICE SHOPPING



**Check out our
"Pre-Sale and Half Priced Shopping" tab on
our website for important info regarding our
current sale**



**VOLUNTEERS
NEEDED**



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VOLUNTEERS HELP MAKE A OUR SALE SUCCESSFUL! WE NEED VOLUNTEERS TO HELP SET UP CLOTHING RACKS AND TABLES, CHECK-IN ITEMS, WORK ON THE FLOOR DURING THE SALE, HELP CUSTOMERS, AND ENSURE THAT THE SALE RUNS SMOOTHLY. (PLEASE, NO CHILDREN ALLOWED DURING VOLUNTEER SHIFTS!)

VOLUNTEER INCENTIVES:

- "BRING A FRIEND" WITH YOU WHEN YOU SHOP THE PRESALE ON WEDNESDAY
- CAN RECEIVE UP TO 80% OF YOUR CONSIGNOR SALES WHEN WORKING 20 HOURS.
- LUNCH PROVIDED FOR ALL VOLUNTEERS ON THURSDAY (OUR FIRST OPEN-TO-THE-PUBLIC SALE DAY)

**ALL VOLUNTEERS GET TO SHOP EARLY
ON PRESALE DAY!**

GENERALLY, ONLY CONSIGNORS WHO ARE REGISTERED FOR OUR SALES ARE ELIGIBLE TO VOLUNTEER. HOWEVER, IF YOU ARE A SHOPPER AND WOULD LIKE TO VOLUNTEER IN ORDER TO GAIN EARLY SHOPPING PRIVILEGES, PLEASE CONTACT US VIA OUR CONTACT PAGE ON OUR WEBSITE.

