



Glenn Clothing Sale Tagging & Quality Guidelines

For our Spring sale, *spring and summer items only*. Includes summer activity clothing, toys and equipment, short-sleeved shirts, shorts, swimsuits, cropped pants, and summer accessories. Along with dance, sports and scouting uniforms. *We do accept jeans in the Spring sale. We also accept costumes for dress-up, but they sell better in the Fall sale.*

For our Fall sale, *fall and winter items only*. This includes long sleeve t-shirts, sweaters, pants, jeans, sporting goods, dance and scouting uniforms, Halloween costumes, snow gear, jackets, fleeces, winter coats, fall and winter shoes including snow boots. *We do accept shorts that are clearly and obviously **sports/athletic** shorts.*

To Begin Tagging Your Items:

Enter items at www.myconsignmentmanager.com/glennsale

You DO NOT need a print code to print your tags (as long as you use that address!)

ALL ITEMS MUST HAVE A **BARCODE** through My Consignment Manager and be printed on **white** tags.

Blurry barcodes will hold up the checkout line! Please check your printed tags for clarity. Use normal or fast draft print mode- saves ink and reduces the chance of blurred barcodes!

Maternity items are not accepted for sale however they can be donated. Bring them with you when you check in and we will get them to one of our supporting charities.

Save your trunk space! Please remember that the Glenn Sale does not accept the following items to sell:

Cribs, Boppy Seats, potty chairs, used cloth diapers, underwear (including brassieres) even if new, stuffed animals, encyclopedias, pacifiers (even new), baby formula, teething rings (even new), VHS tapes or cassette tapes, R rated movies, adult books that are not focused on parenting and are age-inappropriate.

We do not allow the sale of any war toys, weapons, violent games/movies/books at the Glenn Sale. **THIS INCLUDES NERF GUNS AND WATER GUNS!**

SELLER INSTRUCTIONS FOR CLOTHING

Clothing sizes include infant to size 14. Label with NUMERIC sizes, not S, M, L.

Select items carefully! All clothing and shoes must be current, clean and in good condition to be included in the sale.

Will your clothes pass the "sniff test?" Clothes with a strong musty, mothball, or smoky odor cannot be accepted. Heavily worn or pilled clothing will not be accepted. Due to space, we have a high standard for our clothing and quality check items accordingly.

Please do not bring clothing, even in bags that have been heavily used, particularly "personal" items such as underwear, pilled pajamas and socks. Keep our quality up to par in all areas, please! Remember if you would not want to buy it for yourself because of excessive wear.

Clothes must be on a *wire hanger* facing to the *left* and secured with safety pins. Items brought in on plastic hangers will have to be re-hung before being checked in. Many dry cleaners will give you wire hangers for free.

The tag must be fixed to the item with a safety pin at the TOP RIGHT! It is up to the seller to make sure tags are appropriately fixed to sale items. Items without tags cannot be sold! A piece of tape over the pin helps prevent tears and lost tags. Please use sturdy safety pins- many are too flimsy to keep tags, and shoppers are hard on clothing while they shop.



Sellers will hang their clothes by size after the quality control and check-in. Past sellers find grouping items by size (at home) is an efficient way to hang them quickly during the drop-off process.

Be fair and reasonable when you price items. *Don't be emotional.* Ask yourself, "Would I buy this item in this condition for this price?"

SELLER INSTRUCTIONS FOR OTHER ITEMS

First and foremost, please make sure your tags are well-secured on your items so that no "tag-switching" occurs! We also cannot sell any item without a tag! This can be accomplished by *securely* taping the tag to your items.

If your item is separated from its tag, the best way to ensure that it makes it way back to you and the tag is by including a detailed description of your specific items on the tags. Tags that are nondescriptive (e.g., "Pants 3T") are less likely to be reunited with their item before the end of the sale.

Baby/Layette Items

Layette and accessories (hats, caps, booties, blankets, swaddlers, onesies, tights, hair bows, etc.) do not need to be hung. We have boxes provided for these types of items near the stage on the second floor. Please place these items in plastic Ziploc bags and **tape** the opening. Tape the tag securely to the outside.

Shoes

We accept infant to adult size 5. Specialty shoes only such as soccer shoes or dance shoes, will be accepted in larger sizes.

Put pairs of small shoes into plastic Ziploc bags. Use tape to secure the bag closed and adhere the tag.

If the shoes are too large for plastic bags, we recommend binding them together with zip ties. Zip tying shoes together by their tabs or shoestring holes keeps the pair together during rough handling but also allows the buyer to access size and fit. One of the best places to put the tag is securely taped to the sole of these shoes, but don't be light on the tape. If you think the tag can fall out or be pulled off easily, it will. Tape tape tape!

Room Décor

Please make sure your room décor items are appropriate for a children's sale. Only children's knick knacks, rugs, wall hangings, curtains, etc.

Toys

Toys, games and puzzles must be complete and in good working order. Double-check that all game pieces/parts are included before sealing the box. Boxes should be taped shut. Many small pieces can be taped shut in freezer-strength bags that keep them securely together. For items that cannot be bagged, use heavy-duty tape to keep parts together. **Again make sure that all parts are included.**

If it comes to the Sale's attention that a seller has repeatedly sold items that are missing parts or that do not properly operate, s/he will not be allowed to sell in future Glenn Sales!

Also, check for rusty, broken and/or worn out toys and parts. These items bring down the quality of our sale and jeopardize YOUR sales. KEEP OUR SALE A QUALITY SALE...and it pays off in your checks! **If you have a high-end item or expensive toy set to sell, please notify a committee member at drop off, please.**

Strollers

Do not tape strollers shut. Buyers like to open and close them when deciding what to purchase. Secure the tag well in a highly visible area.

Other Large Baby Equipment

Swings, Exersaucers and jumperoos sell very well. Shoppers appear to prefer buying them assembled and out of the box to be able to thoroughly inspect them before buying. Please make sure that you secure the tag well in a highly visible area.

Books and DVDs

For books and DVDs, use removable labels so items are not damaged when the tag is removed by the purchaser. Please do not bring VHS tapes or R rated movies! You will need to sort your books and DVDs by category at drop-off, so group them to make the process faster for you.

Car Seats

Infant/toddler car seats do not sell unless they are in good condition, and clean. We suggest they be less than four years old and very clean. Booster seats are always in demand. **No car seat brought into the sale should have been involved in any accident, even fender-benders.** We are not responsible for recalled items.

Children's Furniture

WE NO LONGER ACCEPT CRIBS. Toddler beds, bassinets and cradles are accepted, and sell well. We also accept changing tables, gliders, children's burYou may bring **disassembled** as much as possible and label each piece (i.e. 1 of 5, 2 of 5, etc...) so pieces stay together.

Seller Drop-Off:

Price, tag, and hang your items according to the example above.

Arrive at your scheduled drop off appointment time and allow 45-60 minutes for quality check and sorting. *If you are selling more than 100 items of clothing, please do not sign-up for one the last two time slots in the evening.*

When you arrive, check in at the front desk. Please consider donating your unsold items! Downstairs items such as toys, strollers, furniture, and exersaucers can be dropped off with the clothing sale staff who will place them in the correct locations. Staff will perform QC as they place items, and damaged, expired, recalled and inappropriate items will be removed.

Clothes, books, videos, shoes and baby items are taken upstairs.

All clothing items will be checked in with quality control before being placed by the seller on the racks.

Please allow time to sort your items and put them in the right place! Again if you have a lot of items that you are selling, schedule yourself for an earlier drop off time.

A Note About Quality Control

Please look carefully at your items before bringing them to the sale. Stained, ripped or musty items will not be allowed on the racks! Please make sure all toys and equipment are in good working order and not rusty, heavily used, dirty, etc.

The Glenn Sale will be particularly vigilant about the condition of incoming toys and equipment during the sale. Any items pulled for quality will be returned to the seller unless indicated for donation.

The Glenn Sale will use reasonable efforts to maintain all consignment items and return unsold items. **We will not be responsible for any lost, stolen, or unaccounted items. No returns or refunds will be allowed.**

Preview Night:

To show our appreciation to our sellers, we host a Preview Night for those sellers who deliver items that we think are in excess of \$50.00. You will receive a ticket at seller drop-off.

You may give this ticket away or keep it for yourself. Only one person per ticket (no children allowed!) A ticket does not grant entry to a couple, a mother-daughter pair, etc. We have a very strict 1 Ticket = 1 Person rule.

NO TICKET, NO ENTRY. DO NOT LOSE YOUR TICKET!

Our doors will open at 6:00 p.m. The lines outside typically begin forming around 3pm.

Please be courteous to those sellers/donors who have waited in line by not saving places.

IMPORTANT NOTE: The Consumer Products Safety Commission (CPSC) recently clarified its regulation of the sale of children's products recommended for children age 12 and under. Under these new guidelines, "Sellers of used children's products, such as thrift stores and consignment stores, are not required to certify that those products meet the new lead limits, phthalates standard or new toy standards." However, please be advised it will be your (the consignor's) responsibility to ensure that all items tagged for sale in the Glenn Clothing Sale comply with the CPSC regulations regarding lead content and recalled items. All consignors should check the CPSC website (www.cpsc.gov) for information before submitting items for sale to ensure that items offered for sale comply with the new law. Items not in compliance may be turned away at check-in or pulled from the sale at the discretion of the Glenn Clothing Sale volunteers.