



We'd love to have you consign with us at the Community Youth Consignment Sale! Please read this entire page as it will answer most of your questions. If you have any additional questions, please email us at **[consignment@communitybiblechurch.com](mailto:consignment@communitybiblechurch.com)**.

## **Reasons you should Consign with us:**

### **Earnings**

- Consign at least 30 items and volunteer 15 hours (one shift must be set up or break down) and receive 80% of your earnings.
- Consign at least 30 items and volunteer 8 hours and receive 70% of your earnings.
- Consign at least 30 items without volunteering and receive 60% of your earnings.

### **Preview Sale**

The preview sale for those who sell or volunteer is Monday, March 20, from 1:00-7:00 pm.

- Volunteer 15 hours & consign at least 30 items, shop on preview day at 1:00 pm. One shift must be set up Sunday afternoon) or breakdown (Friday afternoon)!
- Volunteer 8 hours & consign at least 30 items, shop on preview day at 2:00 pm.
- Volunteer 4 hours & consign at least 30 items, shop on preview day at 4:00 pm.
- For those that just consign or just volunteer, shop on preview day at 5:30 pm.
- All sellers who have a minimum of 30 items that are accepted for the sale will be given admittance tickets for one person & one guest to enter the preview sale.
- Volunteers cannot shop prior to their designated times.
- We cannot hold items if you see something you like while volunteering prior to the sale.
- Sorry, but children (including infants) are not permitted to preview night. If you are the parent of a teen or tween that wants to shop, they may use your "friend" ticket.

## **Registration:**

- You must register as a seller to receive your consignor number and begin tagging your items.
- Please read [tagging instructions](#) before tagging!
- **Please make sure your mailing address is correct on your contract that you submit at drop-off.**
- Please remove old tags from your items. DO NOT place new tags over old tags. **If you change anything on your tag, you MUST reprint it!**

## Registration for our spring & summer sale is now open!

**To register as a consignor please email [consignment@communitybiblechurch.com](mailto:consignment@communitybiblechurch.com).**

We will take your information and assign you a consignor number. Once you receive this confirmation email and consignor number, you may begin tagging.

To volunteer, [use this link](#) to register for the desired days and times you would like to volunteer.

After you receive your confirmation email and consignor number, you will be able to start creating your tags.

Please be sure to select a check-in time (here) to drop off your items!

Drop off is on Sunday, March 19, 1:00 pm – 5:00 pm or Monday, March 20, 8:30 am – 11:00 am..

Pick up day: Friday, March 24, 5:00 pm -6:00 pm

Any items left in the student center at 6:00 pm on Friday will be donated.

The sale is open to the Public:

March 21, 2023 – 8:00 am – 7:00 pm (Tues.)

March 22, 2023 – 8:00 am – 5:00 pm (Wed.)

March 23, 2023 – 8:00 am – 7:00 pm (Thurs.)

March 24, 2023 – 8:00 am – 12:00 pm (Fri.)(Half-Priced shopping)

**Community Youth Consignment Sale has the right to refuse any consignor or volunteer the ability to participate in the sale, at any time and for any reason.**

### **Drop-off**

- Be sure to sign up for a time (Sunday or Monday) to drop-off your items after you register.
- Please make sure all of your items are tagged to withstand shopping and sorting.
- All clothing must be presorted by gender and size before coming to the drop-off.
- We will have a place for you to hang your clothing, we will check it in and then you will hang it up in the student center.
- Be prepared for us to decline any clothing that is stained, torn or out-dated.
- We are committed to getting your clothing checked in as quickly as possible, please only come at your designated drop-off time.
- After you drop off your items and they have been checked, any items that were not accepted for the sale must go home with you! Any items that were not accepted but find their way to the sales floor will result in a deduction of \$25 from the sellers check.

## **Volunteer**

- [Click here](#) and you will be directed to our online registration system where you can select the shift(s) you would like to volunteer for.
- Anyone that does not show-up to volunteer for their designated slot will only receive 60% of their consignment sales.
- Youth that volunteer at the sale must actually work. You will not receive hours for youth that do not work. Young volunteers must be capable of following directions, completing tasks unassisted, and are expected to be respectful of others, kind, and considerate of the type of language they use.

## **Pick-up**

- Pick-up is Friday, March 24, 2023 from 5:00 pm -6:00 pm.
- VERY IMPORTANT! Unsold items may only be picked up during the designated pick-up time!
- **Any item not picked up by 6 p.m. will be donated.** This will be strictly enforced! If you cannot make it, you must send someone to pick-up your items.
- Items cannot be reclaimed after they have been donated.

## **Payment**

Checks for your sold items will be mailed within 60 days. No tags will be mailed.

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## **Consigning Guidelines**

- All items must be in consignment condition — this means very good, gently used condition. Ask yourself if you would want to buy it. Please double check your items to make sure they are stain-free, rip free, and have working zippers. They should be clean, fresh smelling, in-style and well presented on hangers. Make sure to button all buttons, snap snaps, tie bows, and zip zippers!
- We accept furniture, books, purses, pageant/prom formal dresses, accessories, shoes, etc. If a child or Junior can use it, we will help you sell it.
- Only fall/winter clothes will be accepted during the fall sale and spring/summer clothes during the spring sale.
- No stuffed animals.
- Maternity clothes will be accepted.

We will not accept used underwear or bras. Sports bras are OK.

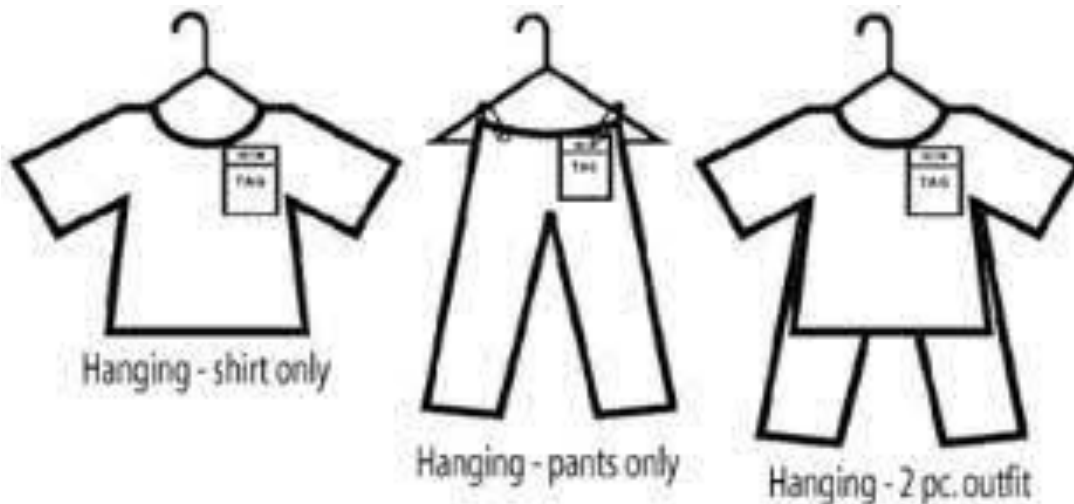
- Shoes will be returned at check-in if they are not in excellent condition. Remember, this is a consignment sale, not a garage sale.
- Put small items in ziploc type bags with tag secured to outside of bag with masking tape on all sides of tag.
- Make sure that you secure items so that pieces that belong together stay together. One side note here: It's not nice to package a game, toy or piece of equipment that is missing pieces or instructions without informing the buyer on your sale tag. You should also decrease the price accordingly. It's very disappointing to pay for an item believing it includes everything, only to get home and discover something is missing. Remember the golden rule you learned as children: "Do unto others as you would have them do unto you!"
- Make sure items are dry before packaging in order to prevent molding.
- No drop-side cribs.
- Children's hangers and larger will be accepted; no tiny infant hangers.
- Please be sure your item has **not been recalled**.
- On Friday, items that are marked "discount: yes" are 50% off.

## **Tagging Instructions**

**Your tags need to be secured to withstand vigorous shopping!**

**Before you start tagging:**

- Be sure that all items are **appropriate for a child or teen**.
  - All clothes **MUST** be on a hanger (we do not provide the hanger). We will accept any type of hanger provided the hanger is working and holding the clothing. We do not accept the very small infant hangers for preemie clothes.
- **The clothes must be hung on the hanger with the hanger looking like a question mark "?" (see picture below).**



- All clothes must be secured to the hanger so they do not fall off. All buttons buttoned and zippers zipped.
- All tags must have a description. If your tag is separated from your item, this will help us reunite them! Specify if it includes two or more pieces.
- All clothes infant through size 18 must be brought in by gender and size order.
- All junior clothes for male/female must be brought in gender, size and category. All shorts together, shirts, pants dresses, shirts, swim suits.
- All junior female clothes must have sizes and say “junior.” All junior boys clothes must say young men’s and the size.
- All PJs, swim suits, and costumes are separate from the clothes.
- All clothes MUST have an attached tag. The tag must be in the correct place on the clothing. (See picture below)
- All items must be clean and neat.
- All items must be secure. All boxes taped down, puzzles must contain all the pieces and be secure. Any kitchen set or things with drawers and pieces must be secure.
- All shoes MUST be dry and attached to the correct left/right shoe match. They can be bagged or zip-tied together.

### **Printing Tips**

- ONLY use white cardstock paper (65lb. or 67lb.) to print your tags. (Available at office supply stores such as Office Depot and Staples.) Six tags will print on one sheet of cardstock.
- Before printing make sure your browser allows for pop-ups; your tags will be downloaded as a PDF.
- Secure tags to clothing with safety pins. DO NOT USE TINY GOLD PINS (not sturdy enough), STRAIGHT PINS (ouch) or STAPLES!
- Pin tag to top left of clothing, or your right as you are looking at it (hang clothes so hanger looks like a question mark – ?).

### **Price and Size Your Items**

- General pricing guideline is 1/3 to 1/4 of original price for items in excellent condition.
- Just like the retail world, brand names sell for more. Also, popular or hard to find items sell for more.
- Do not use S, M, L or pounds on size, only true sizes please.
- Please price in 50 cent increments.
- People like to know about what they are buying! Feel free to write specific info about the item on the back of the tag; for example, “paid \$75 retail new last year” or this item sells for “\$45 new in boutiques”.