

KidStuff Sale ~ Home Décor Consignor Check In Notes

Review this document and bring it with you to check in for the sale!

Contact # during the sale is 645-9088 – please leave short texts or voice messages.

Name _____ Seller # _____

- At check in table, sign in, and confirm your contact information. Provide an alternate phone number in case we need to contact you during the sale event.
- Present a copy of your inventory report – also at this time ask questions regarding inventory management. You will keep this report for future reference @ pick up.
- Turn in your signed Consignor Agreement
- Confirm consignor volunteer shift, and any additional shifts for (4 hr - 16 hr workers) those shopping early or earning a higher % of sales. Volunteer ?'s call Angela 322-5087
WORK TIME(S): _____

- Verify presale time based on the # of shift helping with the sale. Thanks for helping! Together we all host a great series of consignments events!

Worker Presale _____ Consignor Presale _____

- Schedule your pick – up time for Sunday *Note: If you plan to donate your unsold items up on Sunday please indicated this by signing the donation list. Tax forms will be mailed with your check.* SUNDAY PICK UP TIME: _____
- Bring clothing and toys items for inspection at the appropriate tables.
- KidStuff Sale Inspection Team will inspect all clothing items to ensure items meet all KidStuff standards of quality and condition – hanger direction, sort code (last initial BOLD handwritten on face of tag) and location of tag is also checked. Clothing should be sex and size sorted at home before arriving for check in. We try to be as consistent as possible and appreciate your patience. Your items will be added to the sale floor by a volunteer!
- For security purposes, once inspected, please tell our Floor Manager of any items valued at \$25 or more. We will then decide how best to securely display these items.
- Once clothing inspection is complete, return rejected items to your car and make a note on your manage inventory report. Again, the inventory report is a tool for your use, keep it updated. You cannot remove or edit items in the online system until after the sale is over and the system is unlocked!
- Finish placing all non clothing items in each specified area. Double check that tags are secure and there are no loose pieces – everything must be secured by tape or bag.
- Please help us by bring 2 shallow cardboard boxes we can use for display purposes.
- Take a few flyer/cards to pass out to anyone who may be interested in shopping the sale. (Friends, Family, Neighbors, at Ballgames, or even the Grocery Store) Also be sure to give away guest passes! More shoppers = more sales.

Now, you can go home, rest & prepare to shop! Your tagging for the season is over! ☺

Remember it is very important that as a seller, you **check your email each morning during the sale**, as this is the only way to communicate effectively with over 800 sellers per season.

KidStuff Sale ~ Home Décor End of Sale/Pick-up Notes

BEFORE YOU LEAVE HOME:

After 5:30 pm, login to site and print your VIEW SETTLEMENT REPORT on the sellers homepage – compare to your original inventory to determine your **unsold** items. Bring adjusted inventory and view settlement reports with you to pick up.

Please keep in mind that some of these items showing unsold may not have been accepted at drop off or you may not have brought them to drop off for various reasons such as:

- a) They did not meet the sale guidelines and were never added to the sale floor.
- b) You sold them else where prior to drop off – never added to the sale floor.
- c) You gave them away or decided to keep them – never added to sale floor.
- d) They were the wrong season for the current sale but remain in inventory.

We do not check your printed inventory to assure that everything you entered is checked in at the sale. This manage inventory list is a tool for your use. It is up to you to keep your manage inventory list updated and organized. We suggest you mark off items that do not pass inspection and those that are sold each day so you are not searching for them at pick up.

ARRIVE AT THE SALE LOCATION AT YOUR DESIGNATED TIME – WHEN YOU ARRIVE:

1. Check the following racks/bins:
(Items are pulled from the floor and added to this rack throughout the sale)
 - a) **Items w/o tags** – we try to match items to tags – meaningful descriptions are critical as we need to match item to your inventory in order to claim item with no tag.
 - b) Check the poster with **lost tags** which were separated from item—check here as well.
 - c) **Soiled/stained/damaged** (pulled during the sale and considered unsellable)
2. Locate your unsold items. We have pre-sorted the unsold items by sort code. Volunteers will direct you to your code location. If you are having difficulty locating a specific item, please consider the following possibilities:
 1. You printed your report before the final sales data was uploaded on Sunday.
 2. Your ribbon or marker came off and your garment was re-hung on a new hanger. Unfortunately, there is also the possibility of theft. Having plenty of workers on the floor will lessen the opportunities for theft. We all work together to protect our items and maintain a shoppable floor.
3. Leave items for donation hanging or as they appear on the floor – no need to gather.
4. Once all your items are gathered, take items to inspection/check out. Our volunteers check all of your items for your seller #. This helps to prevent consignors inadvertently picking up items that “look like” theirs. This is for your protection as well as your fellow sellers.
5. Once pick up inspection is complete, load your car before getting in line to obtain check.

WHEN WEBSITE TAGGING SYSTEM IS UNLOCKED usually the day after the sale:

1. Enter Manage Inventory screen, sort by SOLD items and solds REMOVE from inventory.
2. View remaining inventory. Please make sure to clean up inventory removing all donated, lost or unsellable items.

TO TRANSFER UNSOLD ITEMS INTO THE NEXT SALE YOU PLAN TO PARTICIPATE IN:

1. Register / Login to the **next** KidStuff Sale & generate **unsold** item list **from previous sale**.
2. Select all unsold inventory and transfer (on left of screen) to bring items INTO the next KidStuff Sale.
3. Enter new items (any additional inventory) under the new sale.