

There are just less than *two weeks* to go before your items must be dropped off. Here are some more helpful suggestions, our schedule, and guidelines as you finish getting ready for the sale.

Wednesday, April 9	3 pm – 8 pm	Consignor Check-In <i>(Scheduled)</i>
Thursday, April 10	9 am – 12 pm	Consignor Check-In <i>(Scheduled)</i>
	12 pm – 2 pm	Consignor Check-In (General)
	5 pm – 10 pm	Volunteer Pre-Shop
	6 pm – 10 pm	Consignor Pre-Shop
	7 pm – 10 pm	First-Time Moms Shop
Friday, April 11	9 am – 7 pm	Public Sale
Saturday, April 12	9 am – 4 pm	Public Sale
	2pm- 4 pm	Consignors ½ Price Sale
Sunday, April 13	9 am – 12 pm	Public ½ Price Sale
	3 pm – 5 pm	Consignor Pick-Up

PLEASE SIGN UP AS A VOLUNTEER

WE STILL NEED VOLUNTEERS ON LOTS OF SHIFTS!

Although you are not required to volunteer, working at least one 4-hour shift entitles you to 10% more of your sales and an even earlier shopping time at our VIP preview sale. If you need to break up a 4 hour shift into two 2-hour shifts or would like to request some other flexible arrangement - we are more than happy to work with you – just email us at bbscloset@gmail.com. Use My Consignment Manager to sign up for a volunteer shift. Please log into My Consignment Manager, and choose “Volunteer Sign Up”.

- To register to volunteer, select the shift that you would like (click on the white button on the left) and click on “Add me to selected shift”.
- If you need to delete the shift, simple check the box and click “Remove me from selected shift”.

IDEAS TO HELP YOUR ITEMS LOOK THEIR BEST AND GET SOLD!!

- **Clean and press** (if possible) your clothes and accessories. If your clothes are clean and just need freshening, put them in the dryer on low heat with a fabric softener sheet.
- **Snap all snaps, button all buttons, and zip all zippers.** It will make all the difference!
- Check again to make sure that there are **no stains, rips, holes**, or anything else that might lend an item to being rejected at check-in. *(See Quality Note below!)*
- **Pair similar items together**, like sleepers, onesies, books, videos, and other items. Create outfits, such as a shirt and shorts or bathing suit and cover-up. Customers feel like they are getting a deal, and you may more easily sell and make more on the “package deal” than if you sold each item individually.
- **Package loose items**, such as toy pieces, safety items, and applicable “package deals” in clear zip-top bags. Just remember to seal the bag closed with tape so that nothing inside can “escape”.
- Remember that **batteries** must be put in any battery-operated items. Customers will want to test them to see how they work. If yours isn’t working, they might pass it up!
- Check out some other helpful tips on presenting your items for sale at <http://www.bbscloset.com/preparation.htm>.
- Not sure if you can sell some items? Check for ideas on what types of things we accept at http://www.bbscloset.com/what_sell.htm. Also look for the link on that page for a detailed list of items.

An Important Note about Quality:

The quality of consigned items is critical to the success of BB’s Closet. We partner with you to offer shoppers gently-used, clothing, baby gear, toys and other children’s items that are still in excellent condition and can easily be re-used or worn by another family. As you are gathering and preparing your items PLEASE use the shopper’s test to evaluate whether this is an item that should be sold at our sale. Basically, “Would I buy this for my family if it were offered at a good price?” You wouldn’t buy anything that was worn-out, ripped, stained, pilled or broken etc. so please don’t try to sell it if it is. Please put it in your goodwill or charity pile now and don’t spend the time preparing, ironing it, etc. We will not allow anything on the sales floor that doesn’t meet the “shopper’s test” in our eyes and we may pull it off the floor if we miss it at “check-in” and a shopper or volunteer points it out to us. It is all of our responsibility to offer quality merchandise to our shoppers. Please don’t be offended or disappointed if something of yours is eliminated from the sale, you can use your good discretion now to send only your “best” items. As potential shoppers yourselves, we’re sure you appreciate our commitment to quality. We thank you in advance for making this commitment too.

START TAGGING

- ***Reserve some time*** for the tagging process, which includes entering your items into My Consignment Manager, printing tags, and pinning/taping/tying the tags to your items. If you have already organized your items ahead of time (by size, type, etc.), this will definitely help to speed up your tagging.
- Remember to ***use special paper for printing***. You can use any light color, just make sure that it says 60# or 65# on the packaging or is a heavier cardstock paper. Heavier paper which is tougher to rip and thus tougher to accidentally come off your item. THE PRINT CODE TO USE IS **PL71849**.
- **Pay close attention to your prices!** Even though most customers will realize the value of a once-worn item from the GAP, they still may not want to pay a lot of money for it. We're not saying to reduce the price to garage sale levels. This is not a garage sale by any means! However, keep in mind that customers are looking for deals, and you are looking to sell your stuff. Put yourself in the customer's shoes. What would you be willing to pay for that once-worn item from the GAP? Be especially price competitive when it comes to maternity apparel and children's apparel size 2T and under. There is typically more volume in these categories and more competition overall.
- Need some ***price ideas***? You can consult the printable list we have put together at http://www.bbscloset.com/documents/pricing_FALL06.pdf. If you have a new item to sell, take a look at **Amazon.com** or **Walmart.com** to see what the going rate is for your item. Can't find it on those websites? You can do a general internet search (some toys are specialty items and only found in certain stores) or take a look at **Ebay**. Try to find active auctions, those that have bids on them, to get a better sense of the going market price. You may even want to watch the auctions to see what the final bid ends up being.

As an **ADDED MEASURE OF SECURITY** in case your tag does come off an item, take some masking or painters tape, label a piece of the tape with your consignor number and the price of the item, and attach the tape somewhere inconspicuously on the item. For clothing, this can be inside the garment; for larger items, you can place the tape on the inside or underside of the item. For bagged items, you can write your information directly on the bag. This way, if the tag happens to come off of your item during the sale, we can find the tape or writing and still sell the item and give you credit without having to pull the item off the sales floor.

PLACING THE TAG ON THE ITEM

PINNING Some customers have been concerned in prior years about the pins defacing the item by creating little holes in the fabric. This can be an issue for more delicate fabrics. For these fabrics, we suggest that you pin the tag to a seam, around a strap, or to the garment's size tag.

TAPING Taping should only be used for those items where pinning or tying the tag on is not possible (i.e. larger toys, individual books and videos). Do not use heavier tape, such as packing tape, on items that will be easily ripped or otherwise damaged when the tag and tape are removed. Tape does not usually stay on fabric very well, so please use a pin or tie the tag to the item instead. Also, please do not place the tape over the barcode as it will not be readable by the scanner.

TYING You can tie the tag onto items like strollers, swings, or other larger NON TOY items. Toys should have their tags taped on since younger customers have the potential to rip off tags that have been tied on.

GET READY FOR DROP-OFF

You can check your items in at your scheduled time during the drop-off hours or at our "General" consignor check-in. If you run into a problem meeting your scheduled time we can be flexible as long as you come during these times:

WEDNESDAY, April 9, 2008: 3PM - 8PM

THURSDAY, April 10, 2008: 9AM - 2PM

At POLISH FALCONS, 140 FALCON ROAD, HILLSBOROUGH, NJ

- Please bring your items grouped by category and gender/sizes. This will make it easier to put them on the sales floor. *Please plan to stay and help us display your items; we need everyone's help to successfully and quickly set up the sale!*
- Items requiring assembly must be assembled by you at check-in.
- **BRING YOUR SIGNED CONSIGNOR AGREEMENT**, which can be found at <http://www.bbscloset.com/documents/BBsCloset%20Consignor%20Agreement.pdf>
- **PLEASE BRING A SELF-ADDRESSED STAMPED ENVELOPE** so that we can mail your earnings to you.
- If you are planning to sell a car seat, **PLEASE BRING YOUR SIGNED CAR SEAT WAIVER** which can be found at <http://www.bbscloset.com/documents/Car%20seat%20waiver.pdf>.
- After check-in, **pick up your pass** to the VIP preview sale, which takes place on **Thursday April 10**. If you are only consigning, you can shop the preview sale from 6pm to 10pm. If you are volunteering also, you can start shopping the preview sale at 5pm.

