

The Children's Clothesline™

A Child Consignment Sale Event!

Tagging Instructions

For security reasons, please **DO NOT** handwrite over any part of the printed tag. We will not honor any tags that have handwriting on them. If you want to change any information on your tag you must make the change in the barcode system and reprint the ticket. This measure is put in place to avoid tag tampering during the sale.

All items must be tagged using our bar coded tagging system. All tags **MUST** be printed on WHITE card stock (65lb or 67lb) in order for the barcode to be read. We will be unable to accept any tags that are handwritten or printed on colored or regular paper.

Below are the fields you will find when entering your items online:

CONSIGNOR NUMBER: You will receive your Consignor Number when you first register. The system will automatically print your consignor number on all of your tags.

CATEGORY: Choose the department for your item. EXAMPLE: Boys Clothes, Girls Clothes, Toys, Books, Baby Equipment, Etc.

SIZE: Please follow these guidelines when choosing a size for your items:

- Size categories are:
CLOTHES: Preemie, Newborn, 3 mos., 6 mos., 9 mos., 12 mos., 18 mos., 24 mos., 2T, 3T, 4T, 5, 6, 6X, 7, 8, 9, 10, 12, 14, & 16.
MATERNITY: XS, S, M, L, or XL may only be used for maternity clothes.
- If a size is a range, use the higher size. (Example: 0-3 months should be marked 3 Mos; 3-6mos should be marked 6 Mos, etc.)
- Items that do not have a size (books, videos, baby equipment) you should select "Leave Blank" from the drop down menu.

DESCRIPTION LINE 1 & 2: This should be a short accurate description of your item so it can be identified quickly. We will be able to search this field when we have an item that is missing a tag and be able to credit the consignor at the time of purchase. Be sure to include the brand and item name, bring selling points to the buyer's attention (NWT, Never worn, etc.) There is a 24 character limit for each line.

LINE 1 EXAMPLE: Gap Jeans, Graco Swing, LL Bean Snow Boots, Baby Trend Jogging Stroller, etc. Always include the brand name of the item.

LINE 2 EXAMPLE: Pink floral dress, New with tags!, adjustable waist, reversible vest, retails for \$50, Red rain boots, Only used twice, etc.

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Keep in mind that we will be using the Title & Description field to help match up items missing tags to the correct consignor so they receive credit at the time the item is being sold. Make sure your Title & Description work together to help us accomplish that task should your item lose its tag.

EXAMPLES:	TAG 1	TAG 2	TAG 3	TAG 4
Title	Carter's Sleeper	Graco Swing	Roobez Shoes	Bag of wooden
Description	Blue w/puppies	Retails for \$85	Pink w/Flowers	Thomas trains

PRICE: Items must be priced in .50 increments (i.e. \$4.50, \$7.00, \$8.50). Remember not to price any item less than \$1.00. You may combine some items and put a price of \$1.00 on the group. Enter whole dollar amounts. EXAMPLE: 20.00; 5.00; 4.50;

DONATE: Check this box if you want to donate an item that does not sell during the sale.

DISCOUNT: Check this box if you want your item included in our half price sale.

Again, please do not handwrite on any tags. We cannot accept or honor any tags with handwriting on them. This is a security measure it put in place to avoid any "tag tampering" during the sale.

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Attaching Tags

Clothing

TAG PLACEMENT: Tags for clothing and other similar items should be attached to one of two places. 1) The upper right hand corner of the item (when you're looking at the garment). For shirts, this is the shoulder area. 2) If you are using a tagging gun, tags can be attached to the inside "tag" on a garment or through the seam of a garment to avoid damage.

SAFETY PINS: Safety pins should be at least 1 inch long. **Do not use straight pins or small gold safety pins.** Punch a hole on either side of the phrase "pin here" which will appear at the top of your tag. Don't punch holes too close to the top of the tag otherwise the tag will tear away from the safety pin and item too easily. **Security tip:** Tape over the pin on your garment items with a piece of scotch tape.

TAGGING GUNS: Tagging guns can be used to attach tags to clothing instead of safety pins. Tags can be attached to the inside "tag" on a garment or through the seam of a garment to avoid damage. Tagging guns and supplies can be purchased online or at any office supply store (Staples, Officemax, Ebay, etc.)

HANGING ITEMS: All hangers must face left, so that it resembles a question mark (?) when you are looking at the item. This way our shopper will see the front of your garment and not the back of it when shopping.

Shoes

Attach tags and keep shoes together using "zip" ties, ribbon or string. Shoes can also be put in Ziploc bags with tag attached to the outside of the bag.

Books/Videos/DVDS

Tags can be attached to these items with tape providing that removing the tape will not cause damage to the item. We reserve the right to discount any item damaged by tape removal. Do not tape over the bar code on your tags, the scanner will not be able to read your tag if tape covering the barcode.

Baby Equipment/Furniture/Other Items

Tags should be attached in a secure manner with cording, string, tape or nylon cable or "zip" ties (cable or zip ties can be purchased at any hardware store, Home Depot sells a package of 100 - 8" cable ties for around \$2.95). Keep in mind that we will need to remove the tag at check out so make sure it and will not cause damage to the item.

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Pricing Guidelines & Tips

As a general rule you will want to price items at about 1/4 to 1/3 of their original retail price. If your item is a boutique-brand such as OshKosh, Gymboree, Hanna Andersson or other higher end, you can price closer to 1/4 or 1/3 original retail. Clothing from Target, JC Penny or Khol's should be priced on the lower end. For example, if a GAP t-shirt can be purchased on sale for \$11.99, you can reasonably price it around \$4.00 for good condition, \$5.00 for excellent condition, more if the tags are still attached.

The one exception to the 1/4 - 1/3 rule will be indoor/outdoor toys like kitchens and playhouses (Little Tykes type items). These types of toys are in higher demand and you can expect to get as much as 1/3-1/2 of original retail price, especially if they have only been used indoors and are in great condition.

If you are unsure of the value of certain items we suggest checking out EBay or Craigslist to comparison shop for prices of items similar to yours.

Below is a guideline to use for ideas on how to price your items. These are good estimates based on what similar items are selling for in our area.

BABY EQUIPMENT	
High Chairs	\$10 - \$40
Swings	\$10 - \$30
Pack-n-plays	\$10 - \$40
Exersaucers	\$10 - \$25
Bouncy Seats	\$5 - \$15
Bobby Pillows	\$5 - \$10
Mobiles	\$5 - \$20
Diaper Pails	\$7 - \$12
Activity Centers	\$5 - \$25
Bedding Sets	\$10 - \$75
Umbrella Strollers	\$5 - \$20
Single Strollers	\$10 - \$100
Double Strollers	\$15 - \$100
Jogging Strollers	\$25 - \$100
Port a Cribs	\$20 - \$25
Cribs	\$50 - \$300
Dresser	\$50 - \$300
Changing Tables	\$20 - \$75
Bassinettes	\$15 - \$30

CHILDREN'S	
Shirts	\$2 - \$8
Pants	\$2 - \$10
Skirts	\$2 - \$5
Dress (Casual)	\$3 - \$10
Shorts	\$2 - \$5
Jeans/Khakis	\$2 - \$10
Outfits (2+ pieces)	\$5 - \$15
Shoes	\$2 - \$8
Jackets	\$3 - \$8
Coats	\$5 - \$15
Special Occasion	\$4 - \$15
PJS	\$2 - \$7
Snowsuits	\$5 - \$15
Halloween/Dance	\$4 - \$15
Infant Outfits	\$2 - \$6

MATERNITY	
Casual/Knit tops	\$2 - \$5
Shirts	\$2 - \$5
Pants	\$5 - \$10
Jeans	\$5 - \$10
Shorts	\$2 - \$5
Skirt	\$4 - \$7
Dresses	\$5 - \$10
Career Pieces	\$10 - \$20
Sweater	\$4 - \$7
Coat/Jacket	\$8 - \$20
Special Occasion	\$8 - \$20

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Preparation Guideline & Tips

We pride ourselves on our reputation of having great merchandise and offering only the highest quality goods. We **DEPEND** on you, the seller, to screen your items appropriately and maintain our high standards by observing the following guidelines and requirements.

We cannot stress enough how much the appearance of your items can impress a buyer and increase your sales. Clothes that are clean and smell fresh always sell better. **IRON** your clothing. You will be surprised how much newer it will look. We will not accept clothing that looks like it just came out of a garbage sack in your attic. No one will want to buy it.

- All items must be clean, free from stains or odors and not outdated.
- No holes or missing snaps/buttons.
- All buttons should be buttoned, all snaps snapped, all zippers zipped and bows should be tied
- Secure your clothes on the hanger, just as you would see in a retail store.
- Toys & equipment must be clean and complete, no missing parts please.
- All toys and equipment must be in working order and any that require batteries must have working batteries intact. Toy must not have any missing parts. (No broken, over-used, worn out, chewed on, or low end items will be permitted.
- All nursery furniture should be in great condition.
- You must be prepared to assemble or bring assembled any large items (cribs, high chairs, playhouses, etc.).
- No recalled items will be accepted. You are responsible for checking your items for any recalls. Recalls can be checked at either of these sites - www.cpsc.gov and www.recalls.gov

Clothes

Clothing **MUST** be in excellent condition, on hangers, pressed and ready to sell. Press wrinkles, iron collars, cuffs and don't forget about those appliqués & ribbons. Zip, button and snap everything to present a neat appearance.

Put together matching outfits. The obvious thought here is to sell outfits the way you received them but you can also pair together clothing you purchased separately. If the colors/styles match, you may be more likely to sell the set because the buyer does not have to worry about finding something to match. It is fine to mix and match brands.

Use the description field on tags to "sell" your item. Note a higher end brand or special feature (glow in the dark, adjustable waistband, reversible etc.). Press wrinkles, iron collars, cuffs and don't forget about those appliqués & ribbons. Zip, button and snap everything to present a neat appearance.

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How to hang outfits and pants on Wire Hangers

We've gotten a lot of questions over the years on how to hang outfits and pants when all you have is regular hangers. So, here's how you do it! It's best to use wire hangers and large safety pins.

- 1) Make sure your hanger is facing the left so it looks like a question mark (?).
- 2) Hang your top.
- 3) Flip the hanger over and pin bottom garment to the "shoulder" of the hanger hanger, pinning through the top garment is okay. For just pants, pin the "hipbone" area of the pant/skirt/shorts/ to the "shoulder" of the hanger. This way the garment lays flat on the hanger and will not "slide" to the side of the hanger during the sale. **SEE EXAMPLES BELOW**



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Shoes

- Shoes will need to be in new to next to new condition to sell. Shoppers are very picky when it comes to footwear.
- Shoes need to be attached. Use zip ties, ribbon or a Ziploc bag to keep shoes together; do not tie laces together.
- Tie the laces neatly, buckle the buckles and clean out the Velcro to make the shoes look nice.

Toys

- Clean, wash or wipe down every toy you bring, that alone, can make a big difference.
- The Mr. Clean Magic Eraser is a GREAT tool for cleaning plastic toys.
- WD-40 will remove crayon marks with ease.
- All toys that require batteries must have working ones loaded inside.
- Check puzzles, games and anything with accessories to guarantee they are complete.

Secure all accessories or loose pieces (including puzzles) in a clear plastic Ziploc bag and **TAPE** the bag shut with shipping tape (not scotch tape) to prevent children from opening and scattering pieces. We can't stress this tip enough, we spend a lot of time at sales picking up toy parts and trying to find what toy they belong to or re-taping bags shut. Mark all bagged accessories with your consignor number in the event it is separated from the larger toys. We do our best to keep children from playing with the toys but it is always a losing battle!

Also, mark your consignor number on the body of all of your toys using masking tape, do the same with any bagged accessories. This will help us to identify the owner of tags and/or accessories that inevitably become separated from the toys.

Books/Videos

Books and videos sell well when they are sold as sets. Consider putting 3-4 Dr. Seuss or Little Bear books together in a bag and pricing accordingly. Tags can be attached to books, video, DVD's etc., with tape as long as it will not cause damage to the item when the tag is removed. We will be forced to discount any item that is damaged due to tag removal.

Infant Equipment/Furniture

All furniture and equipment **MUST** be checked for recalls, Crib Safety information and requirements can be found at: www.narts.org/safety/guide.htm. Recalls can be checked at www.cpsc.gov and www.recalls.gov.

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It goes without saying that all items should be wiped down clean and free of any dirt or debris. If it requires batteries, make sure it the item has them. A 3-speed swing with no batteries will never sell because the shopper has no way of knowing if it even works.

Both equipment and furniture are very popular items and do well at consignment sales if they are presented well. With these types of items the more information you can provide a buyer the better. If your item is a higher end brand or has special features, note these on the card. Did you pay \$500 for the Bellini crib that you are letting go for \$250? Let the shopper know that you paid \$500 for that piece (note that on the price tag). Better yet, if you can find a brochure or picture from a website stating the price, attach it to the piece noting "Retail for" or "Price when purchased". Always attach the original instruction booklet and/or warranty information whenever possible.

Please note that you will be required to assemble anything that requires set-up. Examples include: cribs, bassinets, port-a-cribs, changing tables, swings, slides etc. Due to recent recalls, we no longer accept drop side cribs.

Donated Items

Currently, all donations go to Cradles to Crayons however, The Children's Clothesline reserves the right to allocate some donated items to other charities. **All donated items will go to a charity. Your items never become the property of The Children's Clothesline. The Children's Clothesline will never profit from your donated items.** The Children's Clothesline reserves the right to disposed of any item that is marked for donation but does not meet our standards.

Preparing for Future Sales

The biggest tip we can give is to prepare your items throughout the year a little at a time. Find a spot in your home for your consignment items, the back of a closet, an extra rod your laundry room, a storage bin in your basement, etc., any place where you can put aside items you come across that you want to consign.

- Sort as you do laundry. When you find clothing still in great condition but your child has outgrown put it on a hanger in your spot or bin. It's clean, may need to be ironed but ready to go.
- Sort as you clean. When you find a toy, book, or anything your child has outgrown just put it in your storage bin or spot. If you use storage bins make sure they are not the "see through" type - a child never wants a toy more than when they think you are going to get rid of it!
- Sort when you switch closets over season to season.

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This way all your items are prepared and ready to be tagged when you are!

Hangers

The biggest question we get is "Where can I get hangers?" Unfortunately, there is no easy answer to this question. Below are the best tips we can give on hangers.

- Check with local dry cleaners for wire hangers they may be discarding. We've also had consignor tell us they have had luck speaking the manger of local Old Navy, Marshall's, Walmart, etc. about any unwanted hanger they may have at their store. Best to try this approach in the "off season" (a month or two after a sale) as they probably get many phones calls prior to our sale.
- Collect your hangers throughout the year. Let friends and family know you'll take any hangers off there hands for them.
- Ask to keep hangers when you buy new clothes for your kids, you can also speak with store managers to see if they ever dispose of their hangers, if they do ask if you can have them. I have been told by a few consignors that Old Navy throws out tons of hangers at different times of the year, talk to a store manager and see if they will let you know when they get rid of hangers and/or if they would let you collect some.

Come later to the consignor pick up. We usually end up with a surplus of hangers at the end of each sale due to the way we box & prepare our donations to Cradles to Crayons. We try to get as many as surplus hangers as possible onto a "Help Yourself" rack(s) during the consignor sort & pick up for consignors who want them. Donations are packed up after we finish sorting so it's better to come later to the Consignor Pick Up if you want hangers.