



ST. MARY'S CHURCH
5 Saxton Street
Lockport, NY 14094

CHILDREN'S CONSIGNMENT SALE
St. Mary's Parish Center
Friday March 12 & Saturday March 13
9 AM – 6 PM

Please read all pages
Merchandise prepared incorrectly **CANNOT** be accepted.

Acceptable Merchandise

- Maternity clothes in current styles
- Baby equipment, gear & furniture
- Toys, games, videos & books
- Outdoor toys, bikes & sports equipment
- Spring & summer clothing (infant to girls' sizes 14-16 and boys' sizes 18-20) & children's shoes (all sizes)

We Do Not Accept

- Worn undergarments
- Used bottle nipples (bottles are acceptable)
- Used breast pump parts that came in contact with milk (motors, bags, etc. are acceptable)

What you will need to prepare your merchandise:

- Tag (Tags are included with this packet. Additional tags can be downloaded from St. Mary's Website (www.stmaryslockport.org))
- Masking tape
- Heavy, clear packing tape
- Ziploc bags in various sizes for loose items
- Clothing hangers (Wire hangers can be obtained from dry cleaners.)
- Blue or black ballpoint pen (no markers)
- Safety pins
- Rubber bands

→Be sure to have your consignor number handy!←

Tagging Instructions

- Every item for sale must have a tag. Items without a tag will not be sold.

- Use strong packaging tape to secure together toys/equipment with multiple parts.
- Attach all tags with safety pins when possible. If necessary, use masking tape to attach tags. **NO** packing tape on tags.
- Small items, e.g. toys, rattles, socks, etc. may be placed in a Ziploc bag. Please pin the tag on the **INSIDE** of the bag.
- Use blue or black ballpoint pen, not marker. **Please write neatly!**
- If you make a mistake, start a new tag. For security reasons, we cannot accept tags with cross-outs or changes on them.
- Write your consignor number (e.g., #123) on the tag. Never include your name.
- Start tagging **now!** Don't wait until the last minute – you will forget some great items!

Important Dates & Times:

Drop-off dates at St. Mary's Parish Center

- March 5 - 10 a.m. - 2 p.m.
- March 6 - 10 a.m. - 2 p.m.
- March 7 - 11 a.m. - 4 p.m.

Unsold Merchandise Pickup

- March 13 7 p.m. – 8 p.m.
- March 15 10 a.m. - 7:00 p.m.

Drop-off Instructions/Pick-up Instructions

- Drop off your items on the above dates.
- Please bring your hanging items sorted by gender with like sizes secured together with rubber bands.

- **We cannot accept items that are not tagged correctly. Please review all pages of these instructions carefully.**
- Our staff will sort your items onto the sales floor.
- If you are not donating your unsold items, they MUST be collected from the sale venue on the above dates, **NO EARLIER, NO LATER**. We are unable to store your items. All of your hanging clothing items will be sorted for you; no need to dig through clothing racks. If time allows, remaining items will be

arranged into piles by consigner number. Please consider donating as many of your unsold items as possible. We give these items to some great local charities that distribute them to families in need for no cost.

- **If you do not collect unsold items, they will be donated to charity. NO EXCEPTIONS!**
- All unsold books and stuffed animals will be donated to charity. They will not be available for pick-up.

Prices

- You set your own prices: 20-30% of the original value sells best (e.g., price an item purchased for \$10 at \$2-\$3).
- Clothing generally sells better at 10-20% of original value when in excellent condition.
- Brand names sell better than off-brands, but do not usually sell for higher prices.
- No items under \$.50 – please round to 50-cent increments (\$3.00, \$3.50, \$4.00, \$4.50).
- No \$.25 or \$.75 prices, please.
- Think about what you would pay for the item and price accordingly. **Price it well or it's not going to sell!**

Fill In Your Tags!!

(Only pastel, white or light colored tags allowed - NO HIGHLIGHTER ON THE TAG)

Items marked "yes" to donate should also be marked "1/2 price"

EX. OF TAG ID NUMBER : 123-ABC-45 (ITEM NUMBER TO GO ALONG WITH WHAT IS ON THE LOG SHEET)

Additional tags can be downloaded from our Website (www.stmaryslockport.org) on the "Consignment Sale" page.

ID:	XXX - XXX - XXX
Price:	\$1.50
Size:	12 MOS
Description:	Yellow Shirt / Snail Orange Shorts
Donate:	Y or <input checked="" type="radio"/> N
1/2 Price:	<input checked="" type="radio"/> Y or N

Hanging Items

- All clothing items should be clean, stain free and wrinkle free.
- Wash your clothes, iron or press them so they are wrinkle-free, then hang on hangers.
- Shorts, pants, and skirts – Use a pant hanger with clips or fasten garment with a safety pin to the **TOP** of a wire shirt hanger.
- All clothing that can be put on a hanger must be, even onesies.
- Use a rubber band to sort all hanging items by size and sex before drop-off.
- The hanger should look like a question mark from the front of the garment.
- Clothing items tend to sell better in sets, so match things up when possible. Pin sets securely together by hanging the shirt first, turn the hanger over and pin the pants/skirt/shorts by the waist to the backside of the hanger using two safety pins, with the pins catching the hanger to support the pants. Both pieces can be easily viewed without unpinning. This will prevent lost items. Make sure to clearly mark on the tag that the item is a 2- or 3-piece set.
- Pin clothing sets together by hanging the shirt on the hanger and use a safety pin to attach the coordinating piece to the back. Place matching accessories (hat, socks, etc.) in a Ziploc bag and pin the bag to the back of the outfit.
- Use a **SAFETY PIN** to secure the tag to the upper right side of the garment with the hanger facing to the left (see picture). **No straight pins please!**



GATHER YOUR HANGERS!

Your local dry cleaner can supply you with hangers!



Sizing

- Please list on the tag the smallest size the item will fit, not a size range (i.e., if the sewn-in tag says 12-18 months, list the size as 12 months on the pinned-on tag).

Lost & Found Items or Missing Tags

- We will have a **Lost & Found** area at the end of the sale for items that have lost their tags. During pickup, please check this area to make sure none of your items have become separated from their tag during the sale.
- We will not sell any item that has either no tag or has an altered (i.e., price change) tag. Please note that due to unforeseen circumstances, some items may get separated from their tags and go unsold. You may check the lost and found area for your items during the pickup time.
- Our committee cannot be responsible for lost or stolen items.

Maternity

- Follow the same rules as children's clothing.
- Items must be placed on hanger, with hanger facing the left (like a question mark) and the tag pinned to the upper right side of the front of the garment. All seasons of maternity clothing will be accepted; however, we ask that the clothing be in style. Please do not bring faded or outdated clothing as they do not sell well.
- Sizing on most maternity clothing is S, M, L and XL. Please list one of these sizes on your tag. Convert number sizes if necessary.
- On larger clothing items, please secure items to hangers with safety pins, especially if they have a tendency to fall off the hanger. Your item will not sell if it's on the floor.
- Pants or shorts sold alone should be pinned at the waist, **not folded over the hanger**. A great way to keep pants from sliding off is to use the paper covered dry cleaning hangers. They don't slide and keep your items neat looking. Dry cleaners will usually give you hangers for free.

Shoes

- As with clothing, please make sure that the shoes are seasonally appropriate.
- We will accept shoes that are in brand-new or like-new condition **ONLY**. Shoes that do not meet our criteria **will** be returned to you or donated, as indicated on the tag.

Toys, Games & Puzzles

- Toys that work will sell! Please wash or clean all items.
- Puzzles and games should have all pieces and be in boxes, taped or tied closed.
- Toys with loose smaller pieces should be placed in a Ziploc type bag, securely taped to the outside of the toy with **strong packing tape**. Loose pieces will not be accepted. For example: a tool bench/box would have the smaller pieces in one large Ziploc type bag, then taped to the outside of the tool bench/box.
- Tags should be securely attached with **masking tape** to the outside of all toys, games and puzzles.
- Stuffed animals must be in like-new condition. Tags should be attached with a safety pin.
- Please be considerate to shoppers. If it does not work or is incomplete, then do not bring it to the sale.

NOTE: It is the consignor's responsibility to ensure that none of your items have been recalled. You must check www.cpsa.gov to see if any of your items are on the recall list. The new laws impose enormous penalties to those who sell recalled items. Sellers who knowingly submit recalled items will not be allowed to see with our sale in the future. If we find recalled items, they will be disposed of.

Books, Videos, DVDs

- Books can be sold individually or bagged together in groups.
- All books that are grouped together **must be placed into Ziploc bags**, with the tag attached with a safety pin to the **inside of the bag**. Do not tape bags closed or we cannot remove the tag when the item is old.
- Please mark tags with details about the books enclosed (i.e., if it is a series or set) and the number of books included.
- Tags should be securely attached with **masking tape** to the outside of videos, DVDs, and individual books.
- Remember to check www.cpsc.gov to ensure that none of books has been recalled.

Car Seats

- All car seats must be in clean condition (please wash fabric and wipe clean all plastic parts).
- Car seats must not be over 6 years old. Please check the manufacturing date located on the bottom or side of the car seat.
- Car seats cannot have been involved in an accident of any type.
- Unacceptable car seats will be returned to you and not placed on the sales floor.
- Tags should be attached to the fabric cover of the car seat with a safety pin.
- Remember to check www.cpsc.gov and the manufacturer's Website to ensure that none of your car seats has been recalled.

Strollers/Gear

- All strollers, swings and other gear must be in clean condition (please wash fabric and wipe clean all plastic parts).
- Tags should be securely fastened with a safety pin to the fabric in an obvious location when possible.
- Remember to check www.cpsc.gov and the manufacturer's Website to ensure that none of your strollers or gear has been recalled.

Furniture and Large Play Toys

- All furniture and large toy items must be in clean condition (please wash or wipe clean).
- We prefer that cribs, changing tables, bassinets, toddler beds, etc., be assembled on site.
- Large indoor/outdoor play sets (e.g., Little Tykes or Step 2 items) must also be assembled at the drop-off time.
- Tags should be securely attached with **masking tape** to the furniture in an obvious location.
- Note on the tag details on the number of pieces included. **All pieces must be included!**
- Keep in mind, your marketing of the item will affect whether or not it sells.
- Remember to check www.cpsc.gov and the manufacturer's Website to ensure that none of your furniture or toys has been recalled.

General Merchandise Preparation

- Bring only spring and summer clothing to the spring sale.
- All clothing will be examined upon drop-off for appropriate style, season and condition. Any clothes with stains will be returned to you or donated as indicated on the tag.
- **Wash and clean every item!** Please remove stains, marks, etc., as best as you can. For clothing, click on "Stain Solutions" on the [Tide](http://Tide.com) Website. Hanging items must be clean, on hangers, and wrinkle-free. On toys, furniture and other items we recommend using the Mr. Clean Magic Eraser. It removes crayon/ink/marker off most items (not clothing).
- Inspect your items carefully. Be as discerning as if you were going to purchase them.
- Make sure to trim all loose threads and secure or replace missing buttons. No broken zippers or torn clothing, please.
- Keep in mind that your marketing of the item will affect whether or not it sells!!

We are not responsible for items stolen, tags switched, or items separated from their tags.

**Profits from your sold items will be split
(60% to St. Mary's and 40% to the consignor).
Volunteer to help during the sale and
we'll split the profit evenly (50%-50%)!**

Checks will be mailed within a week after the sale.

QUESTIONS?

**Call Sherry Allen at 807-6743 or
Carol Costello at 433-0340**