

# Information Packet

## Grace Weekday Preschool Children's Consignment Sale

Welcome to the Children's Consignment Sale sponsored by Grace Weekday Preschool. Our sale will make it simple for you to sell your new and gently used children's and maternity items. Shopping for all types of infant & children's clothing, toys, furniture and maternity items at affordable prices couldn't be easier!

### Registration/Sale Dates & Times

Thursday, March 7, 2019 12:00 pm	Registration Closes
Friday, March 15 9:00 am – 11:00 am	Merchandise Accepted at Grace Weekday Preschool
Friday, March 15 11:00 am – 12:30 pm	Consignors and Volunteers may shop the sale during set up
Saturday, March 16 8:00 am – 12:00 pm	Sale Open to Public
Saturday, March 16 12:30 pm – 1:00 pm	Consignors Pick up Unsold Items*

**\*Items not picked up by 1:00 pm on Saturday, March 16, will be donated to a local charity.\***

### Registration Process

Complete the registration form and return to Grace Weekday Preschool (see Registration Form for address) by noon on Thursday, March 7, 2019. **Registrations may not be accepted after the registration period closes.** On your form, please list any large items (e.g., furniture, strollers, swings, large toys, etc.) that you plan on selling, so that we know how much floor space is needed for such items. You will be assigned your individual consignor's number once a completed form is received. **If you consigned at previous sales, you may keep your old number.**

### Pricing and Preparing Your Items

1. You will set your own prices. Typically, items are priced about ¼ to 1/3 of the original retail price. Name brand, boutique clothing and new items with original tags are usually priced closer to 1/3 of the original retail price. Indoor/outdoor toys (kitchens & playhouses) are generally in high demand and can sell for 1/3 to ½ of original retail price, especially if they are in great condition. If you are unsure about what an item should sell for, use eBay.com and/or craigslist.com as a guide. **All items must be priced in \$1.00 increments.** If an item is less than \$1.00, please bundle it with something else. You will receive 60% of the item's sold price.

2. **All items should be cleaned, repaired and pressed before bringing them to the sale.**  
Toys should include all pieces. Loose pieces should be put in a zipper bag, clearly labeled and attached to the main item. We strongly suggest that you fold over and tape the top of the zipper bag closed. Zipper bags also should be used to secure any accessories that belong to the clothing, and to keep pairs of shoes together (it is recommended that price tags be affixed to the laces/lace hole of the shoes, as shoppers might take shoes out of the zipper bag to get a closer look). Please ensure that all electronic items have working batteries in them as buyers need to know that the item works. **For safety reasons, furniture that does not meet safety standards cannot be accepted.**
  
3. **Items not accepted**  
Clothing and shoes must be season appropriate – **Spring/Summer** at the March sale and **Fall/Winter** at the October sale. Because of space constraints we may choose to keep unseasonal items from the sales floor.  
Used sippy cups or bottles and those not in original packaging  
Underwear -unless in original sealed package  
Soiled/stained items  
Stuffed animals  
No items on hangers
  
4. Tags must be **3" x 5"** (unlined index cards work great!) and can be printed/written on any cardstock or paper (see attached sample tag in packet). Your consignor number, the price, the size of item, whether you plan to donate the item must be printed on front. Please use numerical sizes for clothing (i.e., 12-21 months rather than S, M, L). If an item is sized one way but fits as a different size, please note that on the tag. Be creative when designing your tag! You can use stickers, markers, colored paper or any other decoration to identify your tags as long as the information is readable. You may donate your unsold items or pick them up after the sale. If you plan to donate the item, please note it on your tag with **D** at the bottom of your tag (see attached sample tag). If you wish to consign items but donate your profit, please contact Grace Weekday Preschool for further instructions.
  
5. Use safety pins to attach tags to clothing. Contact the preschool if you need safety pins. **Please DO NOT use labels or tape and never staples on clothing.** Be certain your tags are attached securely. Volunteers will be checking merchandise during the drop-off periods to ensure items are tagged properly. If items are not tagged properly, you will be asked to correct the issue before your merchandise will be accepted for the sale. **Any items not tagged properly, or any items with lost tags will not be sold but donated if we are unable to find the owner.**

## Merchandise Drop-off and the Sale

1. Drop off merchandise at Grace Weekday Preschool from 9:00 am - 11:00 am on Friday, March 15. Please sort merchandise by size, gender and type before dropping it off -- this will greatly help the volunteers who will receive and display your items. When you arrive, your merchandise will be checked to ensure it is tagged properly and is ready to be received into the sale. Please be sure your items are clean and tagged properly or they will not be accepted for the sale.
2. Shop the sale! There will be many great bargains available on all types of clothes, shoes, accessories, toys and anything to do with children. As a consignor and/or volunteer, you will be allowed to shop before the sale begins. You may purchase items between 11:00 a.m. – 12:30 p.m. on Friday. You can be among the first to choose from the consigned goods.
3. Please be at Grace Weekday Preschool between 12:30 pm and 1:00 pm on Saturday, March 16, to pick up any unsold items you did not designate for donation. **All items not picked up by 1:00 pm will be donated to charity – no exceptions.** Grace Weekday Preschool is not responsible for any theft or damage to property during the sale.
4. Checks should be mailed within 15 business days after the close of the sale.

## What to Sell

**We will only accept maternity and children's items.** You may sell any infant and children's clothing up to size 12. Shoes, hats, outerwear, dress-up clothes, holiday clothes, dancewear, bathing suits and maternity clothes are welcome. Toys, puzzles, games, books, videos, DVDs and CDs are popular. Baby bedding, furniture and equipment can be sold provided that it meets current safety standards. Virtually anything related to infants, children and pregnancy is welcome. Please only sell items that you would purchase for your own family. **Please, no used underwear, used sippy cups, stuffed animals, and no items on hangers.**

## Volunteer Opportunities

Volunteers are needed throughout the weekend and we appreciate your help! **All consignors are required to volunteer for a 2-hour block of time.** This requirement is in lieu of a registration fee. **CONSIGN EARLY TO GET YOUR CHOICE OF TIMES!** For Friday, March 15, volunteers are needed from 9:30 am until 1 pm. On Saturday, March 16, volunteers are needed from 7:45 am until 1 pm.

All consignors and other volunteers will be invited to shop on Friday, before the sale is open to the public. You will have first pick of the merchandise before the sale opens to the public. **You do not have to consign to volunteer.** We greatly appreciate the help of men, women and teens. Volunteer duties include set-up, checking-in and organizing the merchandise, helping customers, checking-out customers and sorting unsold items on both Friday and Saturday. Volunteers are asked not to bring children with them during their shift. Thank you in advance for your understanding.

## Shopping

Tell everyone you know to come to our sale! You do not have to be a consignor or a volunteer to shop the sale on Saturday, March 16. Get there early -- the doors will open at 8:00 am on Saturday. Better yet, volunteer and you can come Friday! Be sure to check both the boys' and girls' sections even if you are looking for one gender, as many clothes are in unisex styles.

There will be IKEA shopping bags available for your shopping use, please do not bring in your own shopping bags. No outside bags will be permitted in the shopping area. Also, there will be no dressing rooms available so know your measurements and sizes before you arrive.

All sales are final and there are no returns. All items are sold as-is.

Grace Weekday Preschool is not responsible for lost, damaged or stolen items.

**NO Credit cards will be accepted.** We will accept cash, in-state, and out-of-state personal checks with a current driver's license or valid military ID only.

## Close of Sale

At 12:00 pm on Saturday, March 16, the sale will end and unsold items will be sorted. Please pick up your unsold items (not designated to be donated) from 12:30 pm – 1:00 pm. All purchased items on hold must be picked up by 1:00 pm or they will be donated. **Items not claimed by 1:00 pm will be donated; no exceptions.** Consignment checks should be mailed within 15 business days after the close of the sale.

## Questions

Please contact Grace Weekday Preschool at [preschool@gracepresby.org](mailto:preschool@gracepresby.org) or 703-451-3314.

Sample Tag (3" x 5")

Consignor #
Item price
Item size or age range
Fits like a size X though (if applicable)
Has accessories in attached bag (if applicable)
<b>D</b>

For prior consignors: We will do our best to give you the same consignor number assigned to you from our prior sales.

Please price in \$1.00 increments.

Please use numerical sizes for clothing (i.e., 12-21 months rather than S, M, L).

The **D** at the bottom means you plan to donate the item rather than pick it up if it is unsold.

Please make sure your consignor tags are legible!

**PLEASE DO NOT TAPE LABELS ONTO CLOTHING! THEY WILL FALL OFF!** When using tape on toys and books please keep in mind that we will need to be able to remove the tag at purchase time. We have found that blue painter's tape works well.

Grace Weekday Preschool is not responsible for tags that are not properly secured. Please tag all items prior to drop off.

# REGISTRATION

## Grace Weekday Preschool Children's Consignment Sale

Friday and Saturday, March 15 & 16, 2019

Name: \_\_\_\_\_

Name as it should appear on check: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone where you can be reached during the sale and sale set up: \_\_\_\_\_

E-mail: \_\_\_\_\_

General list of items to be consigned - please specify large items (for space reasons):

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In lieu of a registration fee, we ask our consignors to volunteer for 2 hours. **If you are personally unable to volunteer, please contact the preschool director. Please go to [www.SignUpGenius.com/go/9040C4AADA82BA75-consignment/12157059](http://www.SignUpGenius.com/go/9040C4AADA82BA75-consignment/12157059)** to sign up for your volunteer time.

**I agree to the terms and conditions set forth in the information packet.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Consignor Number (to be issued upon receipt of completed registration form): \_\_\_\_\_

Registration closes on Thursday, March 7, 2019.  
Please return this form by noon on March 7 to:

**Grace Weekday Preschool Consignment Sale**

7434 Bath Street

Springfield, VA 22150

Telephone: 703-451-3314

E-mail: [preschool@gracepresby.org](mailto:preschool@gracepresby.org)