



## Consigner Information Sheet

### CENTRAL WESLEYAN'S CONSIGNMENT SALE

This event is a **cash-only** fundraiser in which the profit will be split 40/60 between church and seller. In order to participate, each seller must register online at [centralwesleyan.org/everythingkids](http://centralwesleyan.org/everythingkids) under "Register to be a Consigner" and click "Registration Form" box. Sellers will also need to complete a Waiver and Consignment Agreement when they drop off their items before the sale. Sellers will be limited to the **first 75 people** who sign up online and who have a **minimum of 25 items** to sell.

#### **IMPORTANT DATES:**

##### **\*Thursday, February 23rd from 5:30 pm - 8:00 pm**

Seller Drop-off to Entrance A/Main Entrance at Central Wesleyan Church \*\*Please note this has **CHANGED** from previous years due to construction\*\*

Please separate your clothing by gender and size BEFORE coming to drop off your items. Tag each item appropriately and label with your seller number. Every piece of clothing must be on a hanger with the hanger facing left. When you arrive, please check in at front table for additional information.

##### **\*Friday, February 24th from 5:00 pm - 7:00 pm**

The Pre-sale is open to anyone selling or volunteering at the sale, or anyone with a vendor table. Vendors may also set up during his time or Saturday before the sale begins, however, Central Wesleyan Church is not responsible for any lost or stolen items.

##### **\*Saturday, February 25th**

1.) The sale opens to the public from 8:00 am - 1:00 pm

2.) Seller PICKUP from 3:00 pm - 5:00 pm (any items not picked up by 5:00 pm will be donated) at Entrance A/Main Entrance at Central Wesleyan Church \*\*Please note this has **CHANGED** from previous years due to construction\*\*

#### **ITEMS THAT WILL BE ACCEPTED:**

- Infant clothing size newborn and up
- Kids sizes: \*Girls up to 14/16 \*Boys up to 16/18 \*Shoe sizes up to children's size 6
- Maternity clothing (all sizes)

Clothing must be in excellent, "like new," clean and fashionable condition. Please check your items very carefully, as no garments will be accepted with any stains, holes, tears, missing buttons/snaps, or obvious smoke smell.

**No undergarments will be accepted.**

#### **OTHER ITEMS:**

- Gently used indoor and outdoor children's toys, games, books
- Children's furniture
- School resources
- Baby equipment (swings, strollers, pack-n-plays, etc)

Items must contain all parts and be in working condition. **No stuffed animals.**

*We reserve the right to reject items that are not in clean and fashionable condition.*

*We want to make sure we are able to offer QUALITY items for sale since we have limited space.  
**Remember – If you wouldn't buy it, don't bring it to sell.***

**YOUR CONSIGNMENT PARTICIPANT NUMBER:**

Your consigner number is the first letter of your last name and the last four digits of your phone number. Please keep this number handy because you will need to label the tags for each one of your items with your seller number.

**HOW TO PREPARE YOUR ITEMS FOR SALE:**

Separate your clothing by gender and size *BEFORE* coming to drop off your items. Tag each item appropriately and label with your seller number. We will be checking the condition of all items when you drop them off. Remember, **you must have at least 25 items to sell.**

**Obtaining your tags:**

If you are still needing tags, they will be available at the Central Wesleyan Church starting the week of February 6th. The tags will be available during office hours Monday, Wednesday and Thursday from 9 am - 5 pm.

Tuesday the tags will be available during M&M's in classroom C167 from 9:15 - 11:15 am. The tags will also be available for the same days and hours on the week of February 13th and February 20<sup>th</sup>.

Directions for picking up your tags: Central Wesleyan Church is located at 446 W 40th St, Holland, MI 49423.

When you arrive you can park and enter through Entrance D. After you enter the building, follow the stairs on your left up to the third floor to the church offices and go straight forward to Lesa Batema's office, which is the first cubicle on the right. If you need to make special arrangement for the tags because none of these times work for you please contact Lesa Batema at [everythingkids@centralwesleyan.org](mailto:everythingkids@centralwesleyan.org) or 616-395-3113.

**Tagging Your Items:**

**All items must be tagged with colored tags and pinned appropriately.** Cut each individual price tag and fill in the required information on every tag.

- For clothing: pin the tag on the front, right facing shoulder of the piece of clothing, using only a safety pin. **No straight pins or tape will be accepted on clothing.** Every piece of clothing must be on a hanger. Hang clothes with the hanger facing left. All pants need to be pinned to the hanger or be on a pants hanger.
- Place small items (socks, mittens, small toys, etc.) in a Zip-lock bag and tape the bag closed after zipping it.
- For other items, pin if possible or use tape to attach the price tag.

**Write the Following Information on Each Tag:**

- **Seller Number:** Your consigner number is the first letter of your last name and the last four digits of your phone number.
- **Item Number optional:** Start with number 1 if you choose to keep a record of your items.
- **Description of Item:** Be specific and brief. (Example: pink shirt with bunnies)
- **Size:** "B" for boys, "G" for girls and then the size. PLEASE DO NOT USE S, M, OR L but instead be as specific as possible (Example: G-2T)
- **Price:** Price in 50 cent increments only. The general rule for pricing is 1/3 to 1/4 of the original price. Please note: We will not negotiate prices with buyers at check-out, so please price accordingly.

**CENTRAL WESLEYAN IS NOT RESPONSIBLE FOR ANY MISLABELED OR LOST ITEMS.**

**UNSOLD ITEMS:**

If you do not want your items back at the end of the sale, please **slash the entire tag diagonally with a bright colored highlighter**. This will assist us as we sort items at the end of the sale. Please note: All items not picked up by 5pm on the day of the sale will be automatically given to the charity of our choice.

**PAYMENTS:** Checks will be mailed to you within four weeks of the sale.