

## SAINT JOHN KID'S KLOSET CONSIGNOR INFORMATION

### CONSIGNOR BENEFITS

- All Consignors receive 60% of the sale price just by selling. Any consignor that works at least one FULL shift (Wednesday-Saturday) will receive 70% of the sale price! Enough volunteers are needed to help the sale be a success, and a successful sale means more of each seller's items have sold! The portion Saint John retains is dedicated to furthering the welfare and education of God's children in this community and beyond.
- At the close of the sale each day, consignors can log into their seller account to view information on sold items including payment totals. Please note that the payment estimates are based on our 60% base consignment percentage, so your payment will be higher if you volunteer for at least one shift.
- Consignor proceeds from the sale are made by check within 14 business days after the sale closes. Check pick-up dates will be announced later. Any checks that are not picked up will be mailed after the last date. You may also bring a stamped, self-addressed envelope to drop-off if you would like your check mailed as soon as they are available.
- In addition to their consignor proceeds, all consignors have the opportunity to shop before the sales opens to the public. This is from 7:30 to 9:00 p.m. on Thursday prior to the sale. Consignors who work at least one full 2-hour volunteer shift can start shopping at 6:30 with the other volunteers. Sorry, but no early birds! The pre-sale is by ticket only, and one ticket per seller will be provided. Early shopping times are for the seller or volunteer only and only that person will be admitted to shop.

### CONSIGNOR OVERVIEW

- An online, computerized system is used which includes registration for sellers along with the ability to work with inventory, tags, etc.; scheduling drop-off appointments and volunteer shifts.
- A seller may submit a minimum of 20 items up to a maximum of 150 items for each sale. Please note that many smaller items, such as books and accessories, may be sold in sets. Each set is priced and sold as one item.
- Sellers can choose to discount some items and not others. Items marked for discount that are still for sale on Saturday will be 50% off.
- Sellers can choose not to donate any or all of their unsold items. After the sale, the donated items are passed on to various charities, not only locally, but outside our community and abroad.

### CONSIGNOR REGISTRATION

- Registration links can be found on the home page. We have a limited number of consignor spots available. Registration will remain open until all of those have filled or until the deadline, whichever comes first. Registration and inventory input deadline is 11:59 PM on the Sunday prior to the sale.
- A non-refundable \$12 registration fee is due at the time of registration and must be paid before your registration can be processed. The system will walk you through it. The easiest way to pay is via PayPal. You do not need to have a PayPal account; you can pay by credit or debit card from the "Buy Now" PayPal button. **After paying the registration fee, you MUST click the "Return to Saint John" link or your registration will not be processed (but you WILL be charged for the fee!).** Remember: A seller who does not enter inventory by the deadline will not be refunded the registration fee. We still ask that you unregister if you realize that you will not be able to sell after all. This will free up the spot for another consignor.

- Returning consignors should use their consignor number and password from any previous sales. If you've forgotten your consignor number or password, there are handy links below "Login" to have your number emailed and/or to reset your password. If you have changed your email address since you originally registered, be sure to update your email in our system. Please note that you will not be able to do this until registration opens. Between sales you can notify us of a change at [info@saintjohnkidskloset.com](mailto:info@saintjohnkidskloset.com).
- New consignors should click on the New Consignor Registration link (or on the "I need a consignor number" link on the main registration link). You must have an email address to register. You will have a consignor number assigned and can then create a password. This allows access to all the other areas for a seller: sign up for a drop-off time and/or volunteer shift, inventory entry, print tags, etc. Once registered, a confirmation email will be sent with a reminder of the registration consignor number and password.
- Please be sure to "unregister" as soon as possible if you cannot sell after all so that spot can be freed up for another consignor. Once all available spots are taken, further registration will not be allowed, whether you are a new or returning seller. So sign up and register early!
- Questions about registration can be emailed to [registration@saintjohnkidskloset.com](mailto:registration@saintjohnkidskloset.com).

## **DROP-OFF APPOINTMENTS**

- Once registered, all consignors must schedule a drop-off appointment.
- Deadline to make or change an appointment online is 11:59 PM on the Sunday prior to the sale. After that, email us at [dropoff@saintjohnkidskloset.com](mailto:dropoff@saintjohnkidskloset.com).
- Drop-off appointments are available at the following times: Wednesday **EVENING** before the sale from 7:00pm – 10:00pm and Thursday (the day before the sale) from 9:00am – 1:15pm. Again, please note that all Wednesday appointments are in the EVENING. These spots are always popular. If you have the flexibility to schedule your appointment on Thursday, please consider it.
- If you are volunteering (thank you!), make sure you do not schedule your drop-off appointment during your volunteer shift. Allow at least 15 minutes between your shift and drop-off appointment.
- Changes to your drop-off appointment can be made online (if another slot is open) until the deadline above. After that, you must email us at [dropoff@saintjohnkidskloset.com](mailto:dropoff@saintjohnkidskloset.com).
- The drop-off schedule is usually full and not flexible. If arriving early or late for your scheduled appointment, there is no guarantee your slot will be available when you do arrive. It will depend on the situation with current, on-time appointments. On-time drop-offs will take precedence, especially when a seller is late.
- The drop-off is in the area by the church offices (large covered entrance at the rear of the church by gym). Follow the parking lot to the back of the church. You may park in the circle under the overhang but **ONLY** if it is your exact appointment time.
- There will be a few wagons to help with larger, bulky items. Large outdoor play items will be displayed for sale outside the gym entrance door so ask when you arrive what to do if you have these items.
- The seller must assemble all large items such as cribs, toddler beds, large outdoor sets, etc., once checked in. Bring necessary tools and assistance you need to do this. Items shouldn't be assembled with every screw and bolt, just enough to hold it together safely, taping the rest of the hardware (in a Ziploc bag) securely to the item. Another option is to take a picture of large items fully assembled and then bring it bundled/packaged together, all pieces/nuts/screws, etc. taped securely to it. Attach an enlarged picture with full description and as much detail as possible for the buyer to make a decision. If all pieces are not with an item, it **CANNOT** be sold.
- If you bring children to your drop-off appointment, they must stay with you at all times. Please remember there is only a 15 minute time limit for drop-off. Babysitting is not available.

## **TYPES OF ITEMS WE SELL**

- **Please note that Kid's Kloset strives to provide only high quality merchandise. Clothing that is torn, stained, or missing buttons will not be accepted. Other items must also be clean and in good, working condition. All electronics must include batteries. Below is a list of the categories of items we accept. The lists of items are examples and do not include everything we accept! Saint John reserves the right to return any item deemed unacceptable or inappropriate for the sale. Click [here](#) to see a chart of which types of items fit in each category.**
- ACCESSORIES (Boys/Young Men or Girls/Jrs): items such as belts, purses, socks, hair accessories, hats, children's or teen jewelry
- ARTS & CRAFTS/SCHOOL SUPPLIES: Crafts kits, art and school supplies, etc. for children or teens
- BEDDING/BATH/CURTAINS: items such as sheets, bedspreads, towels, bath accessories for children (if it would be used in an adult's room, we cannot accept it)
- BOOKS: these should be for children or teens. The only adult books we accept are those related to parenting.
- CHILDREN'S DECOR & CHILDREN'S HOLIDAY DECOR: items such as pictures, throw pillows, etc. that are FOR CHILDREN. We cannot accept general home decor.
- CLOTHING (Boys, Girls, Juniors, Young Men) all appropriate seasonal clothing for infants, boys, girls, juniors, and young men. Prom and formal wear is accepted. We do NOT accept maternity clothes, and any adult-sized clothing that is not something a teenager would wear will not be accepted. Please see the Sizing section for important information!
- COSTUMES: Children's costumes and dress-up clothing. While these sell best in the Fall Sale for Halloween, we do accept them in the Spring Sale as well.
- DVD/BLURAY: Videos for children or teen (rated PG-13 or below). We do not accept VHS tapes.
- FURNITURE: Children's furniture such as tables and chairs, cribs (must be 2012 or later), bookcases, toy shelves, etc. Regular adult furniture will not be accepted.
- NURSERY ITEMS: Bibs, diaper bags, pack & plays, baby gates, nursing and feeding items, etc.
- SHOES (Boys, Girls): shoes for infants, children, and teens (each pair should be attached by zip-ties, rubber bands, or in a Ziploc bag).
- SPORTS: Sporting equipment, cleats, bicycles, skates, sports apparel, etc.
- TOYS: all kinds of toys, games, puzzles, etc. are accepted and are usually great sellers! Make sure all pieces are included.
- VIDEO GAMES: Games and gaming systems. All games must be rated Teen or below.

## **ITEMS WE CANNOT ACCEPT**

- **Please look over this list carefully. There are some items we choose not to accept because there is not much of a market for them or they are inappropriate for our sale, as well as other items that we are not allowed to sell by law. Remember, we do not accept items that are stained, torn, missing buttons, broken, missing batteries, etc. We also do not accept clothing or household items designed for adults.**
- ANY RECALLED ITEMS: When the CPSIA (Consumer Product Safety Improvement Act) was signed into law on 8/14/2008, it became unlawful to sell recalled products. Saint John will not accept any recalled products for sale, antique items relating to children since they are likely to exceed the allowed lead limit, car seats of any kind or used safety helmets. Sellers must check the CPSC website ([www.cpsc.gov](http://www.cpsc.gov)) for recalled children's products to be sure the items they are selling have not been recalled.

- CAR SEATS: We cannot accept car seats of any kind unless they are part of a GENTLY USED stroller system and have never been in an accident.
- SAFETY/BIKE HELMETS: We cannot accept safety helmets unless they are brand new in the package.
- PRE-2012 CRIBS: The most stringent crib standards yet from the U.S. Consumer Product Safety Commission (CPSC) ([www.cpsc.gov](http://www.cpsc.gov)) took effect on June 28, 2011. These new standards prohibit the sale of drop-side rail cribs, require strengthened crib slats and mattress supports, improve the quality of hardware and mandate more overall rigorous testing. Due to these standards, cribs dated before 2012 cannot be resold.
- UNDER GARMENTS (underpants, bras, etc.): These are only accepted if new with tags.
- MATURE CONTENT: Any movies, videos, DVDs, computer games rated above PG-13 or Teen, or books that are too adult-themed (we DO accept parenting books).
- VHS/AUDIO CASSETTES: None accepted.
- MATERNITY CLOTHES: None accepted.

### **PREPARING ITEMS FOR SALE**

- Sellers may consign a minimum of 20 items and a maximum of 150 items at each sale.
- Wash all items – **they must be clean**. If presented well, they sell well. We cannot accept stained or badly worn clothing or anything with missing buttons or holes, etc. **Bring only clothing for the season the sale represents. Be sure to check infant/ toddler clothing very carefully. Stains from formula and food can be tricky to see but becomes obvious under the bright lights in our gym.**
- For help with sorting and sizing items, please refer to this [printable chart](#).
- Sort items according to category (and by size if applicable) so it will be easier to enter the inventory online, since the category, size and price boxes will stay prefilled until you change it. For example, group all boy's clothes together, girl's clothes, toys, books, etc. Remember to keep junior and young men's clothing separate from girls and boys.
- Separate shoes and accessories by gender and attach any accessories that coordinate with a particular outfit.
- Keep in mind that outfits often sell better than separates. You can put together a shirt and pants that match if they are the same size even if they are different brands.
- Clothing that is presented well will sell better! Place all clothing on hangers, making sure the hook is turned toward the left at you look at the front of the outfit. Button, zip, tie, etc. each piece. Anything that is badly wrinkled can be tossed in the dryer with a damp towel and will look much more presentable.
- If an outfit has any matching accessories (e.g., socks, hair bows), place them in a Ziploc bag and pin the bag to the front of the garment with a *safety pin*. Pin it any place it will be visible to a potential buyer *except on the front upper RIGHT side* of the garment (when you are looking at it) where the tag should be.
- If you do not have a pant/skirt/shorts hanger, safety pin garment to the TOP of the hanger, hung open so the shopper can see the whole item. Pinning it to the top instead of the bottom will limit sliding. DO NOT just fold it over the hanger, as it will fall off and does not display well. Please do NOT use clothespins to attach clothing to hangers, as they tend to fall off when clothes are moved during drop-off and the sale.

- DO NOT PIN ANYTHING BUT THE TAG ON THE FRONT UPPER RIGHT SIDE OF THE GARMENT WHEN YOU ARE LOOKING AT THE ITEM.
- Smaller, similar items can be grouped together and placed in a Ziploc bag to count as one item. For example, several onesies can be bagged together and priced accordingly. Same with electronic games, bibs, socks, hair accessories, books, DVDs, etc. It is best to use thick rubber bands wrapped both ways (vertical and horizontally) to secure items together if they are not in a Ziploc.
- If an item has a tendency to fall off the hanger, secure it in place with safety pins.
- Tape all bags and boxes closed so items cannot fall out.
- The best way to display shoes is to use a plastic zip tie to hold them together, but only if the tag can be secured without damaging the shoes. Leave the zip tie loose enough to allow trying on of the shoes. Otherwise place shoes, socks etc. in Ziploc bags. 2-gallon Ziploc bags (and larger) can be used for larger size shoes. Ziploc bags must close. Tape tag securely on the outside, but do not cover the bar code.
- For toys with multiple pieces, please make sure that they are securely fastened together. Small parts may be placed in a Ziploc bag and attached with packing tape to the main item.

## **ENTERING INVENTORY**

- ***Returning Consignors:*** *Don't be surprised if your inventory doesn't start numbering at 1. Your old inventory remains on the system on the system until/unless YOU choose to delete it. The system will start numbering after the highest number in your previous inventory. Don't worry, you can still enter up to 150 items for this sale! If you want to try selling some of your inactive inventory, please be sure it is appropriate for this season's sale.*
- The deadline for entering inventory is 11:59 pm on Sunday before the sale. The deadline for items in the online presale, the deadline is 11:59 p.m. on the Tuesday ten days prior to the sale.
- Use the Consignor Homepage link to login, then click on Work With Consigned Inventory. When entering items, you may want to download our Inventory Prep Sheet ([Excel](#) or [PDF](#)) if it is easier to write your inventory down first.
- Do not use the *Enter* Key to move from one field to another, use the *Tab* Key instead.
- Input will go faster if items are organized by category and size. The system will always show the category, size and price of the previous item entered.
- To see the sale categories, please see the Acceptable Sale Items section. Be careful to enter categories correctly, particularly GIRLS and JUNIORS. Usually clothes worn in high school would be juniors. Juniors can be entered with a Junior XS-S-M-L-XL or number size. All clothing in GIRLS has to be entered with a number size only, so you must convert – “S” would be a size 8-10; “M” would be 12-14 and “L” would be 16 or 18 (generally speaking).
- There are two lines for the description so be sure to use an accurate brief description that identifies the item. Examples: 2 pc. Oshkosh pink corduroy overalls w/flowered shirt; Old Navy sweater, blue & red stripes; Black patent leather shoes. State if an accessory is attached (i.e. Red dress w/hair bow). Sometimes a tag becomes separated from an item, and a clear description helps us match them again so we can put the item back on the floor.
- A set of items sold together (e.g. “4 Winnie the Pooh books”) are entered as 1 item. If you have two or more items to enter with *identical sizes and descriptions* (two brown t-shirts), then change the quantity to reflect the number you have and that is how many will be added to your inventory.
- If you want your item(s) to be part of our online sale, you will need to include a picture. Please see the “Online Sale” section for details on entering, tagging, and dropping off these items.

## **IMPORTANT SIZING INFORMATION - PLEASE READ!**

- The default size in the system is “0”, but please use “Leave Blank” for items (non-clothing only) with no size. For items such as bedding, you can use “See Description,” then put twin, full, etc. in the description.
- All children’s clothing (up through size 18) **MUST** have NUMBER sizes so we can put them on the right rack and shoppers can find what they are looking for. If the tag says S-M-L, use your best guess.
- We are one of the few children’s consignment sale that accept Junior clothing (for girls who have “graduated” from the girls’ department). For Junior clothing, you can use either numbered sizes or Junior X-small, Medium, Large, or XL. Be sure you select the size with “Junior” included and be sure to use the Junior Clothing category. Do NOT label any clothing in the Girls Clothing category with these sizes.
- The same is true for our Young Men’s category, though you will use the S-M-L-XL-XXL sizes with “Young Men’s” in the name. For young men’s pants or shorts, use the S-M-L-XL-XXL for approximate size, then in the description be more specific on waist/length. Generally speaking, Small is 28/30; Medium is 31/32/33; Large is 34/36; X-Large is anything bigger that can still be worn by young men. Again, be sure the clothing is in the Young Men’s category and do NOT use these sizes for Boys Clothing.

## **PRICING ITEMS**

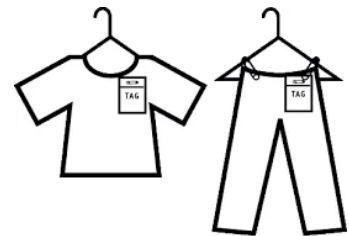
- Items must be priced at a **minimum of \$1.00, in whole or half dollars** (i.e. \$1.50, \$3.00, \$12.50). Be conservative when pricing so it will sell quickly, but don’t be so conservative that you are “giving” it away! Also, consider if you want the item to go for ½ price and adjust accordingly. **A good rule of thumb:** 20% of retail if the item is in good condition; 30% of retail if in best condition; 50% of retail if tags are still on. ***Evaluate your prices – would you pay that amount for the item?***
- Saturday is ½ price day. If an item is to be reduced, check the discount box. Once checked, this box remains checked for each new item you enter. Be sure to “uncheck” it if there is an item or items you do not want to go for ½ price.
- Should some of your items not sell and you wish to donate them after the sale, there is a box to check. Again, once checked, this box will remain checked for each item until you manually “uncheck” it for an item you do not want to donate. Please keep in mind that all donated items go to ministries serving children and families! All items not picked up during the time designated will be donated even if the “Donate” box isn’t marked.
- If you edit the price or discount option in the system after you’ve printed a tag, be SURE to reprint the tag. If the system and tag do not match, we will use the information on the tag at checkout. Do NOT make handwritten changes to the price or discount on the tag.

## **TAGGING ITEMS**

- **DO NOT create your own or use any other kind of tag.** Use only the tags that are printed from our online system. Do not shrink the tags to fit more on a page or print them on colored paper, as they will not scan properly. Please print them on WHITE paper. White

card stock is also acceptable, but not necessary. Colored paper may make the tags harder to scan.

- The bar codes on each tag are extremely important since it is scanned when the item is sold. It must be clearly printed when you run your tags– not faded in any portion, have any lines through it, too dark and therefore fuzzy, etc. Do not cover it with tape when attaching the tag. Do not use a “draft” option while printing. If you notice that your tags look blurry, please reprint them with a new cartridge or on another printer. Tags should print six to a page. If your tags print out very small, please try a different web browser or printer.
- To print tags, go to the Activities menu from your Consignor Home Page. Select “Work with consigned inventory,” then “Print tags.” Be sure you have turned off any popup blockers on your system. You may choose to Print All Tags or Selected Tags. If you choose Tag Printing Options, you may print selected tags, including discounted items, donated items, all items or all unprinted tags (this will include any items you have edited since last printing tags).
- Fasten tags to all hanging items with safety pins (no tagging guns or straight pins!) on the *front upper right* side of the garment when you are looking at the item. For delicate fabrics or leather, pin to zipper pull, seam or other inconspicuous spot. For boxes, tape tag securely (at top and sides only), being sure not to cover any pertinent information on tag. Please do not use packing tape to attach tags to books, as it may damage the cover when removed. If attaching tags to the back of a book, please tape it **OVER** the existing barcode so our scanners don’t pick up the wrong code. Infant shoes and other smaller items may be sealed in Ziploc bags, with the tags securely taped to the outside. For Toys, secure any loose pieces in a Ziploc bag and attach it to the toy (duct/masking tape or zip ties works well for this).
- **DO NOT TAPE OVER ANY INFORMATION ON THE TAG OR BAR CODE.** Any item without a tag cannot be sold.
- Inventory can be edited anytime up until the deadline. If a change is made **AFTER** tags have been printed, reprint the appropriate tag! Do not make handwritten changes on your tags. Tags can be printed after the deadline, but no changes may be made.



### **UNSOLD ITEM PICK-UP**

- Consignors who are not donating unsold merchandise to charity must come to the Saint John gym on the Saturday of the sale from **2:00 pm to 3:00 pm** to pull their unsold items and remove them from the sales area. Consignors may view or print their Unsold Items Report from their consignor homepage shortly after the end of the sale at 1:00 pm (note: this report shows only those unsold items marked as “Donate: No”). All consignors must leave by 3:00 pm so we can sort remaining items for donation to our designated charities.
- If you cannot come during the designated pick-up time, you may arrange to have a friend pull your items for you. Please note that any items not picked up by 3:00 pm will be donated to the charities supported by Kid’s Kloset.

### **VIDEO TIPS FOR CONSIGNORS**

We’ve put together several videos to help consignors. You can find them at

[https://www.youtube.com/playlist?list=PLKYJEmy3DN1\\_OV3jTILDQUNJJxYFgbEDz](https://www.youtube.com/playlist?list=PLKYJEmy3DN1_OV3jTILDQUNJJxYFgbEDz) (or find the link on our Consignor page).