



# Glenn View Baptist Preschool 2018 Spring/Summer Consignment Sale



## Tagging Instructions

(see tagging example on back)

- Use an entire 3x5" index card, hanging vertically, and safety pinned (horizontally) at the top. **We will not accept paper tags, small dangling tags, or index cards cut in half.** Please leave at least 1" of blank space between safety pin and all consignor number/writing so that your number does not get torn off when tags are removed.
- Use safety pins only—no straight pins, please. Pin tags to clothes on front, upper right corner of garments. **Entire tag must be viewable.**
- Place all hanging items on a hanger, with hook facing left like a question mark (?) – see example.
- Safety pin skirts, pants or loose items to top of hanger near hook to prevent sliding and twisting of garments.
- Please do not hang items such as bibs, hair ribbons, and socks on hangers. Instead, they should be placed in Ziploc bags with the tag taped, only on 3 sides, to the front of the bag. Please hang pajama sets, blankets, & crib sheets. Do not put in baggies.
- Place shoes in a Ziploc bag. Tape the tag, only on 3 sides, to the outside of the bag. Larger shoes should be tied together with tag safety-pinned to laces. Shoes must be in excellent condition to be accepted.
- Tape tags, only on 3 sides, on toys, equipment, books and videos. Include fresh batteries in any electronic item you are selling. Put loose pieces of toys or games in baggies and tape to largest item. Wrap puzzles and large items that have many small pieces with plastic wrap.
- Please sort all items by sex and size before drop off. Count how many items you are consigning before drop-off.
- Use numerical sizing rather than small, medium, large. Include Boy or Girl and item descriptions.
- **No items under \$1.00. Please round all prices off to the nearest half dollar. Items marked for less than \$1.00 will not be accepted.**
- **If you do NOT wish to sell an item at the half-price discount, circle its price in RED ink.**
- If you wish to **donate** any unsold item to charity, **please write a large "C" in RED ink** on the bottom right corner of the tag.
- **Stained clothing will not be accepted.**

**Items not tagged properly will be refused. Items without tags will not be sold.** Glenn View Baptist is not responsible for broken, lost or stolen items, switched tags or separated items. Glenn View Baptist also does not assume responsibility for toy and furniture recalls.



Example Tag:

Safety Pin will go here	
<i>Your Consigner Number</i>	
#114	<i>Size</i>
2T	<i>Description</i>
Boys Osh Kosh Denim Overalls	
\$5.00	<i>Price (circled if not to be 1/2 priced)</i>
	C

*To donate items,  
write "C" in red ink*