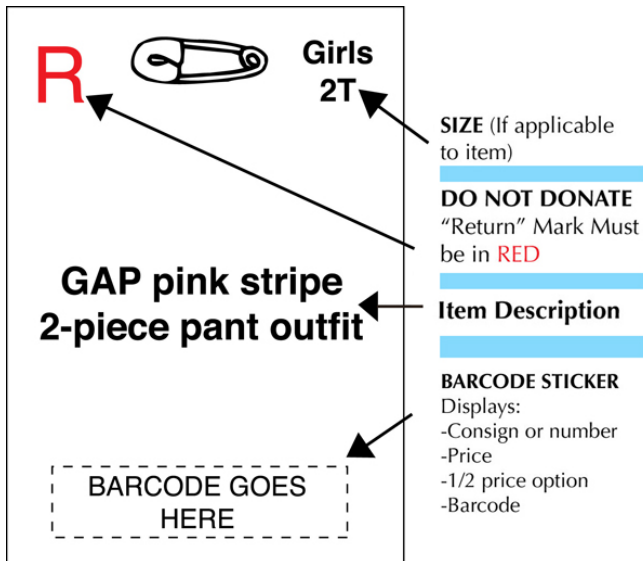


## TAGGING & PREPARING SALE ITEMS

**IMPORTANT:** If you want your unsold items **RETURNED** after the sale you **MUST** put a CAPITAL RED “**R**” in the upper left corner of your tag! Any unsold merchandise without a red “**R**” on the tag will automatically be donated to charity!



**\*Choose one of the below options – A, B, or C for creating your KCC tags, on which you will later affix your barcode labels. Do not change the size or shape of these tags, they should be no larger or smaller than a 3 X 5 index card!**

**A) Index Cards – HANDWRITE on a 3" x 5" (ONLY) index card in vertical orientation See above illustration. \*You do not have to write Size/Description on tag, just put info. where it belongs.**

**B) Tag Template– Enter size/desc. info and print on 8.5" x 11" card stock (6 per page)**

**C) Tag Template– Print on 8.5" X 11" card stock for HANDWRITTEN tags**

## Need safety pins or metal hangers?

Beginning **Tuesday, July 10**, you may stop by The Village Thrift Market, next to our sale location, to purchase hangers (**\$2 for 25**) and safety pins (**\$1 per 100**). You may purchase these items Tuesday thru Saturday between 9:30am to 4:30pm ~ CASH only at this time. *\*These items will also be available during our regular receiving dates & times.* You **MUST** be registered to purchase these items. Thank you!

## TAGS

Only ONE tag with a barcode label for each item sold. If you use more than one tag for an item with several pieces, place barcode label on ONE TAG only! DO NOT put a barcode label on an item separate from tag. Also, put a piece of masking tape/sticky label with consignor # only (separate from tag) inside of your garments and on all other items. This is for your protection should an item lose a tag.

Any sale items, WITHOUT a separate piece of tape with Consignor #, that loses a tag, will be donated to a charity and that Consignor cannot expect to receive credit for these items.

If you have an item with several separate parts or pieces, please put tape/sticky label with consignor # on each piece and attach securely to tagged item.

### How to Package Non-Clothing Items:

Any items placed in a zip lock bag ~ tag should be taped **INSIDE** bag, with info facing out.

Non-clothing items: if a tag cannot be pinned or secured with clear packing tape (clear tape may be placed over a barcode label), place item in zip lock bag.

Toys with extra small parts: please place in a Ziploc and **SECURE** to item to avoid separation (clear packing tape

works great). If small enough, any items difficult to attach tag, place in a Ziploc and secure with clear packing tape across top of bag. Tag should be taped inside of bag.

**Puzzles:** when packaging puzzles that are not in a box, use clear plastic wrap or shrink wrap to cover and place tape **ONLY** on the wrap. Do Not put tape on the actual puzzle pieces because it will tear off the print when removed!

**Onesies** sell best in multiples! Place one on a hanger, then using medium to large safety pin, attach one or two other onesies by pinning them together through each side of the shoulder, then attaching to back of onesies on hanger at the shoulders.

**PLEASE HANG** all clothing items on hangers, **DO NOT** pin them to the hanger! Only pin bottoms to hangers ~ see below examples. You may secure a pair of overalls or loose top, that is on a hanger, by pinning the shoulder area to hanger.

\*For security and protection of your sale items we recommend that you wrap a strip of clear packing tape vertically over the top edge of index card down to bottom edge of card, covering the safety pin and barcode label. \*Picture example available soon.



## SETS

**DO NOT** put the top of a set over the bottoms! Instead place top over hanger, first, then pin pant/skirt from each side of waist band to the backside of top, through hanger, at the shoulders. When you do this, shoppers can easily see the condition of the pant/skirt/shorts!

## PIN

To attach tags to clothing, use **MEDIUM** safety pins only (larger safety pins, if necessary, to attach bottoms to hanger) ~ **NO SMALL** safety pins (tags won't stay attached) or straight pins (may hurt someone). Attach tag to right side of hanging garment as you are looking at the front of garment with hook facing left ~ see above illustration.

## PRICE

### **SO IMPORTANT**

Please **DO NOT** Over Price Your Clothing Items! Particularly "everyday" store brands ~ Wal-Mart, K-Mart, Target, Dollar General, etc. ~ they **WILL NOT** sell! Our shoppers are smart. Just like you they are looking for a bargain and know you can buy many of these items **NEW**, on sale, for just a few dollars.

*If over-priced, we reserve the right to pull these items or lower the sale price!!* Remember ~ **A BIGGER** check with fewer returned items is **BEST!**

**\*If donating your sale items, please allow them to be discounted last three days of our sale:)**

**No items priced below \$1.00. May still price in 50¢ increments, just nothing priced below a \$1 (i.e. \$1.00, \$1.50, \$2.00, etc.). If items are priced at \$1.75 or \$1.25 they will be marked down to \$1.50/\$1.00 accordingly.**

## SIZE

Item sizes are written in upper right corner of tag. Label clothing items with its specific **NUMBER** size, indicated in the chart below. If the vendor tag reads **S** (small), **M** (medium), **L** (large), or **XL** (extra-large), please use your best judgment in selecting the appropriate **NUMBER** to

represent your item's size. *Please note the following sizes as options for your tags:*

**Infants:** newborn(NB) or 0-3mos.; 3mos. or 3-6mos.; 6mos. or 6-9mos.; 9mos. or 9-12mos.; 12 mos. or 12-18mos.; 18mos.; 24mos.

**Toddlers:** 2T, 3T, 4T/4

**Children's/Teens:** 5, 6, 6X, 7, 8, 10, 12, 14, 16, 18, 20 / bigger boys waist sizes up to 36.

**Junior Clothes:** XS, S, M, L, XL or odd sizes ~ 0, 1, 3, 5, 7, 9, 11, 13, and 15.

**Maternity Clothes:** XS, S, M, L, XL

### ITEM

**MUST** note on tags if clothing item is for a boy or girl (either in description or upper right hand corner with number size). Description of each item on center section of the tag. Be **VERY** descriptive and use brand names.

### HANGER

Use **METAL** (wire) hangers only on all articles of clothing. No plastic hangers or colored rubber-like coating on metal base hangers (they will not slide on racks!). With garment facing you, the hanger hook should curve to the left looking like a question mark (?). Clothing **NOT** accepted in Ziploc bags, **ONSIES** must be on hangers. Wal-Mart has coated white and black hangers by Mainstay that are acceptable.

### PANTS

Pants, shorts, and skirts should be opened up lengthwise (not folded!) and pinned with **MEDIUM** or **LARGE** safety pins, at waist band, to the upper bars on each side of hanger. The **FRONT** of the pants/skirt should be facing you. **DO NOT PIN ACROSS BOTTOM OF HANGER!** (See above illustration). **DO NOT use SMALL safety pins, clothes will not stay attached and end up on dirty floor!** **Also No straight pins or clothespins.**

**SHOES** \*Please note tutorial video above!

On Shoes ~ **TWO** things are **VERY IMPORTANT &**

**REQUIRED for the safety and security of your shoes:**

**Connect the pair together using zip-ties so they cannot be separated**

**Connect the tag to the shoes**

**Here's how:**

**CONNECT** the shoes together using zip-ties/cable ties (may purchase at Walmart, Harbor Freight, or Mike's Merchandise) by looping the zip-tie through a shoe-lace hole, loop on heel, or a strap that cannot be adjusted. If you do not have anything to loop through, you can use a large, strong safety pin and pin the inner sides of the shoes together, but zip-ties are always the most reliable method.

**TAG** the shoes using the following method: Fold a strip of duct or clear packing tape over the top of your index card, and punch a hole through the tape with an ink pen or hole punch. Then connect the tag to your shoes using a zip-tie or curling ribbon.

**Note:** If your shoes do not have straps or loops to connect to, place a piece of duct or packing tape on the card, then poke a large safety pin through the tape twice (once going in and once coming out) to the side of the shoe. Put a piece of masking tape with your consignor # on the bottom of each shoe. Take your tag, punch a hole at the top, take a zip tie and go through the tag and attach to the shoes. Shoes must be zip tied together. You can reinforce the tag with a small piece of packing tape.

If your shoes are brand new and still in the box, zip-tie and tag the shoes like the instructions above, put the shoes inside the box (but put the lid on the bottom of the box so that it will be open for viewing), and place the box inside a Ziploc bag. That way if the shoes do get separated from the box, they are still connected and the tag is on them. You may punch a small hole in the box and use curling ribbon or zip-ties to connect the shoes to the box if you are concerned about the box getting separated.

**Helpful hint:** Walmart sells a pack of 100 4" cable ties for \$1.27. If you want them a little longer, you can buy a pack of 20 8" cable ties for \$.75. These can be found near the

outlet covers, extension cords, etc.

**ATTENTION PREVIOUS CONSIGNORS:**

**We accepted shoes tagged the “Old Way” during the last sale, however, we must now accept them tagged as shown above. During past sales More shoes, than we find acceptable, are separated during our sales despite shoes being placed inside bag with the top tapped!**

**SORT**

**Clothes must be sorted, tied and labeled by size and sex. NO EXCEPTIONS! If you have just a few items of different sizes, have them in order by size and sex. Volunteers do not have time to put clothing items in size order for you. \*Please separate your Specialty/Boutique clothes, Christmas/Halloween clothes, Auburn & Alabamac lothes, or sportswear (baseball pants, football pants, soccer shorts, etc.) from other clothing items as they will not be displayed together. All other items should be grouped together, i.e. toys (including games, puzzles, DVD’s, arts/crafts) in a bag/box; shoes in a bag/box; children’s misc. items such as bibs, hats, socks, bows, bottles, safety items, bedding, etc.**