

## CONSIGNORS GUIDE

### **What Should I Do If I Want To Consign??**

**\*\*Note - There Is No Limit To The Number Of Items You Can Consign!!\*\***

#### **1) Obtain A Consignor Number**

Contact Us At 203-206-3141 and you will be assigned a consignor number.

#### **2) Identify What To Sell**

WOMEN'S CLOTHING: ALL SEASONS/ALL SIZES: items in excellent condition including shirts, blouses, jeans, pants, capris, shorts, outerwear, suits, swim suits, etc...

SHOES: new or like new condition

JEWELRY

ACCESSORIES: scarves, handbags, hats, gloves, etc..

HOUSEWARE: Antiques, glass wear, pottery, art, like-new appliances, crystal (NO mugs, glasses, or anything with a resale value below \$10), decorative pillows, throws or bedding, lighting (only if working)

#### **\*\*Items Not Accepted\*\***

Out of date items.

Used underwear and socks.

Items stained, torn, faded, pilled, or extremely worn.

Items that are broken or missing pieces.

#### **\*\*Special notes\*\***

Clothing must be clean, smell fresh, and look good. The better items look the faster they sell.

Any items requiring batteries must have them to ensure items are in working order.

All items must be clean, have all parts, and have small pieces in a zip lock bag attached to the main item (packing

tape works great). Please do not use masking or scotch tape as it will not hold.

Large items must be fully assembled at drop off.

Please try to follow these guidelines to maintain the quality of the sale. All items will be checked at drop off and any item deemed unacceptable will be returned to the consignor or donated as appropriate. Savvy Ladies Boutique reserves the right to refuse ANY item.

### 3) Pricing

Items should be priced in \$1.00 increments – no cents. Minimum price is \$2.00.

Ask yourself “How much would I be willing to pay?” A good guide is 1/10th to 1/3 of the retail price.

Name brands and hard to find items sell for higher dollars.

Feel free to call or email us with any questions.

### 4) Tagging

Clothing should be hung with the item facing forward, the hanger hook to the left (like a question mark ?) and an index card on the right as below.



All items need to be buttoned, zipped, snapped, and tied so they look their best.

**ALL ITEMS MUST BE TAGGED WITH A 3 x 5 INDEX CARD** pinned/taped vertically. Cards should appear as below (XXXX denotes where the safety pins/tape should be

attached).



If you do not want an item to be sold for half price at the half price sale, mark in the bottom right corner "ND" in red and circle the price (as in example above).

Describe the items so if the tag gets separated from the item we may match it. Include name brand or NEW in description to help validate pricing.

Sizes should be labeled numerically (2, 4, 6, or s, m, l, xl)

Tags should be placed on the RIGHT shoulder as you look at it. Writing should be on the lower 2/3 of the card (we will cut the tags off at check out). No writing on the top 1/3 of card.

Safety pins or tape can be used to attach items to clothes – NO straight pins. Packing tape works well for other items.

Group small items in zip lock bags and pin/tape card to the outside of all bags.

## 5) Drop Off

Item drop off is **Friday August 7th, from 9am – 12pm or Thursday, August 6<sup>th</sup> from 5-7pm (very limited)**

Appointment times make drop off flow more smoothly. We will contact you to set a time.

Everything must be tagged at drop-off. NO TAG = NO SALE.

On arrival, check in – sign consignor’s agreement, initial sign-in sheet to insure mailing address is correct, and pick up presale tickets (one for you and one for a guest).

Items are then checked by SLB for tagging and quality.

Please allow adequate time to drop off your items, as you will need to place them in the appropriate area.

#### **6) Consignors Pre-Sale**

**Friday, August 7th from 5-6 PM**

You must have your pass to enter the presale. We prefer no children due to the large number of shoppers at one time and for the child’s safety.

Bring a tote bag to carry all your goodies!!!

#### **7) The Public Sale**

**Friday, August 7th from 6-9 PM**

**Saturday, August 8<sup>th</sup> from 10-6pm**

**½ price sale 4:00pm - 6:00pm.** (Note: Only those items designated by consignors will be sold at half price.)

Tell everyone you know about the sale. The more shoppers we have + the more items we sell = greater profits for you.

#### **8) After The Sale**

**Saturday, August 8th: 6:30pm – 8:00pm.**

You are welcome to collect your unsold items, but they must be picked up by 8pm. Everything remaining after 8pm will be donated to local charities.

**NO EXCEPTIONS!!**

If you chose to donate your items, you do not need to return for pickup.

Please plan adequate time to gather your items and check lost and found and **PICK UP YOUR MONEY!!!** 😊