



Kids' and Maternity Consignment Sale

Drop Off, Pick Up & Donate  
Your Items

## **DROP OFF PROCEDURES:**

### **BEFORE ARRIVAL:**

- Hang and Tag all of your items. See "Preparation Guidelines" in the Documents Library
- Schedule a drop off time
- Review Seller's Agreement in Documents Library
- Remember that ALL items must have a tag to be sold.
- No hand writing on tags.
- Organize all items by SIZE and GENDER.

### **UPON ARRIVAL:**

- Plan on 30-40 minutes for drop off.
- Check in prior to unloading.
- Sign Seller's Agreement.
- Pick up Preview Sale wrist band – You must have this to enter the sale early.
- We will have some "Big Red Wagons" and carts available to assist you unloading your vehicle.
- We will take inventory all items being dropped off.
- Once items are counted, you are all done!!! Our volunteers will place all the items on the sales floor.
- **PLEASE NOTE:** If your items are not hung properly, we will ask you to correct these items prior to leaving.

## **PICK UP PROCEDURES (If you are not donating your items):**

### **BEFORE ARRIVAL:**

- Bring laundry baskets or bins to carry your unsold items.

### **UPON ARRIVAL:**

- Please arrive at the scheduled pick up time. Any items not picked up during this time, will be donated.
- Check in prior to picking up your items.

- We will have some “Big Red Wagons” available to assist you loading your vehicle.
- Check the Lost & Found area for any items that may have lost their tag.

## **DONATING YOUR ITEMS**

As a Seller, you will be able to donate your unsold items or pick them up at the end of the sale. The Big Red Wagon works with various charities to donate the items that have been marked “Donate.” We ask each charity to make sure that these donated items go directly into the hands of families in need. If you choose to donate, you will be able to print an itemized list of all the items you donated. We will mail you a donation receipt from the charity for your tax records. This receipt will be mailed with your check within 5 days after the sale.