

## SELLER INSTRUCTIONS

### **PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS!!!**

#### **IMPORTANT REMINDERS:**

- 1. Each seller may have only one seller number.**
  - You must have a minimum of **50** items, but no more than **150** items per seller number.
  - 3. If items are not tagged or hung properly, you will not be allowed to check-in.** Your items must be entered into the system in the following way: separated into gender and then put in size order, smallest to largest. The items must be brought to us in numerical order starting with item 1.
  - Sellers who fail to keep their commitment to sell without advanced notice will not be able to sell in the next sale.
  - All items not picked up by 7:30 pm on Saturday will be donated to charity. **NO EXCEPTIONS!** We do not have space to store your items.
  - Please cash your LL checks in a timely manner. **All checks not cashed within 90 days of sale will be considered a donation to LL.**
  - 7. All items must be entered by the Tuesday night deadline. Once the system is shutdown NO changes can be made, even by Lil Lambs committee.**
  - We will **ACCEPT** the following: toys, children's movies and books, baby items (strollers, high chairs, etc), Shoes in good condition—limited to 10 pair per seller, infant and children's clothing in sizes newborn through size 16, Maternity clothes
  - We do **NOT** accept the following: Maternity underwear, Junior sizes, Breast pumps
- IMPORTANT NOTICE: Due to the new Children's product safety law, we will not accept any item on the CPSC recall list. Please go to [www.cpsc.gov](http://www.cpsc.gov) to see the complete list.** Additionally, Lil' Lambs reserves the right to **reject** any item that may be inappropriate for this sale. In order to maintain the high standard of quality at our sale, we must be very selective. Therefore, please do not be offended if any of your items are rejected. **For a complete list of what we accept, please see the Acceptable Items document on our website. If you have any questions about an item, please contact us and we will let you know if it is something we accept.**

#### **PRICING GUIDELINES:**

- Price your items to sell quickly (**especially 12 Months and under clothing**). People expect to get a bargain at a consignment sale.
- Good Rule of Thumb for pricing:  
1/3 of the new price if the item is like-new or never worn  
1/4 if the item is in good condition
- Prices must begin at a minimum of \$1. Prices must be in whole dollar or half dollar increments.

#### **INVENTORY SHEETS:**

- We will only **ACCEPT** Lil' Lambs Inventory Sheets printed on **white letter size paper**. Print your sheets on the front side of the paper only, in item number order.
- We will **NOT ACCEPT** inventory sheets or tags from other sales, inventory sheets/tags printed on colored paper, legal size paper or sheets not in numerical order.
- Be sure to bring your inventory sheet at your appointed time for check-in. You may want to make a copy of it for yourself; We will keep the copy that is used for check-in.

Lil' Lambs Closet Consignment Sale

**SELLER INSTRUCTIONS**

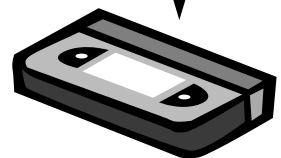
**TOYS/GAMES:**

1. Toys that require batteries **MUST** have working batteries in them in order to be accepted. This includes large ride on toys such as jeeps, trucks, etc.. If we can not see that it works, we will not accept it.
2. Toys and games must be clean and have **ALL** pieces.
3. Toys with multiple parts should be sealed in zip lock bags and taped shut.
4. Do not apply tape directly to decorative items on toys, games, puzzles. Tape can destroy decorative items. Put these items in bags, or wrap in plastic. You can tape price tags onto bicycles and other items that do not have paper decorative items on them. Do NOT tape over the barcode on the tag.
5. We will **ACCEPT** the following:
  - Video games for game systems—**Rated E Only**
  - Hand Held video Games (e.g. Game Boy)
  - Computer Software for children
  - Stuffed Animals—Limit of two (2) per seller
7. We will **NOT** accept the following:
  - Nintendo, Sega, Playstation, Xbox or any other "game" systems
  - Televisions of any kind
  - Violent toys, such as guns, knives, swords, etc.
  - Scary toys/costumes, such as monsters, witches, etc.

**BOOKS/VIDEOS:**

1. VHS tapes are limited to 10 per seller.
2. All video tapes need a label on the spine. (see example below)
3. When placing multiple books or videos in zip-lock bags, place a label on the bag listing all titles . (see example below,)
4. We will **ACCEPT** the following:
  - Videos that are rated **G** or **PG only** (at Lil' Lambs discretion)
  - Children's books in good condition
  - Books on pregnancy, childbirth or childhood/parenting
4. We will **NOT** Accept the following:
  - Videos rated PG-13 or R
  - Books/videos on marriage or relationships
  - Teen/adult books

Lion King—G



The following **BOOKS** are included in this package:

Junie B. Jones	Magic Tree House
Hardy Boys	Cat in the Hat
_____	_____
_____	_____

The following **VIDEOS** are included in this package:

The Lion King	Cinderella
Mickey Mouse	Snow White
_____	_____
_____	_____

List all Books/videos grouped in bags.

Lil' Lambs Closet Consignment Sale

**SELLER INSTRUCTIONS**

**TAGGING, HANGING AND ORGANIZING YOUR ITEMS:**

- 1. Only Lil' Lambs computer generated tags on white CARDSTOCK will be accepted!**
- All clothes must be hung on hangers—as shown in the example below. Make sure the hook is turned away from the tag. Make sure all buttons, zippers and snaps are closed.
- DO NOT BEND** adult hangers at the ends to accommodate smaller clothing. (The bent hangers snag other items on the racks)
- DO NOT** place price tags inside of bags—they are too hard to remove at check out. Attach tags to outside of boxes or bags with **clear** packing tape.
- Please do not put tape over the barcode.** We scan the barcode to sell it.
- Place items such as comforters and bumper pads on hangers.
- Put all receiving/crocheted blankets in plastic bags—not on hangers.
- Socks and accessories should be placed in zip lock bags and taped shut.
- Make sure all tags are securely fastened with **SAFETY PINS ONLY** to the front left shoulder of the garment as shown below. We will not accept items pinned with straight pins, staples or tiny brass-colored safety pins.
- Group like items together (boys clothes, maternity clothes, toys, etc.) and put in size order prior to entering them in the system. Item numbers are based the order the item was entered. They can not be rearranged.
- All clothing must be marked with an exact size (i.e. 3 months, 2T, etc.). If something says Small, medium or Large, use your best judgment to mark the appropriate size on the tag.
- 12.**Please bring items to Check-In in numerical order. This is how they will be checked-in. **We will NOT accept items and inventory sheets if they are not in numerical order.**
- When you have items with multiple pieces, please use safety pins to securely attach pieces of a set together.

**Barcode Tags:**

Below is an example of the new barcode tags. The black dot will print if you select to donate your item. The word "reduce" appears on the tag is you select to sell your item for half price on Saturday.

