

# Consignor Guidelines for Spring/Summer 2024

**Please read all the guidelines there have been recent changes!**

## Consignor items must fit into one of the following categories:

- Baby and Children's Gear
  - This includes pack & plays, strollers, high chairs, baby activity centers, art tables, and car seats with at least 18 months left before they are recalled
  - We **cannot accept** items that have been recalled, bathtubs, cribs, crib mattresses, beds, or large furniture
- Toys
- Games & Puzzles
- Books
- Shoes (Spring/Summer Season)
- Clothing (Spring/Summer Season)
- Bathing Suits and Swim Accessories
- Summer Accessories
- Cloth Diapers
- Meal & Cups
- Decor & Bedding

## Consignors price, tag and prepare their own items

- Take a good look at your items for sale. We cannot accept items that are torn, stained or with missing buttons
- Clean your items, remove stickers or scuff marks if you can
- Decide how you would like to price your items. Our lowest price is \$2. A good rule of thumb is to price all items for 20-30% of the retail price. Here are a few sample pricing guides from around the internet:
  - <https://www.myfrugalhome.com/kids-consignment-sale-pricing-guide/>
  - <https://consignmentmommies.com/kids-consignment-pricing-guide/>
- You will enter your items into MySaleManager with a detailed description, size, and price
  - [www.mysalemanager.net/hom\\_start.aspx?partnercode=CKCS](http://www.mysalemanager.net/hom_start.aspx?partnercode=CKCS)
  - Tip: Please write as detailed a description as you can. If your tag comes off of your item and it says "dress" your item will not be able to be sold. If your tag comes off your item and it says "Gap Rainbow Stripe Sweater Dress, Long Sleeve" we will probably be able to find your tag and sell your dress
  - **All clothing** must be marked "**Check To Discount**" and "**Check To Donate**" these items will **not be available for pickup if they are unsold at the end of the sale.**
  - **All items with a price of lower than \$25** must be marked "**Check To Discount**" and "**Check to Donate**" these items will not be available for pickup if they are unsold at the end of the sale.
  - For items with a price of greater than \$25, you can choose whether you would like to discount, which reduces the price by 50% the second day of the sale
  - For items with a price of greater than \$25, you can choose whether you would like to donate that item after the sale or pick it up between 3-4pm from Old Pine Community Center on April 7.
  - If you intend to pick up items, make sure you sign up for a pick-up slot in MySale Manager
- You will need to print your tags on white **card-stock** with **black ink** without changing their size
- You can affix tags to your items with clear packing tape, safety pins or a tagging gun
  - Tip: try to only safety pin or tag items at a seam

- You must hang all clothing on hangers, with the hanger facing to the left like a “?”
- The last day to enter items into your inventory on MySaleManager is Friday, April 5 at 9am!**

**Consignors drop off items at their scheduled drop-off appointment on April 4 or 5**

- April 4 Drop & Go Check-in for experienced consignors
  - Appointments will be available from 2-7pm
  - You will check-in with Kerri or Sandi in the gym when you arrive, bring your items to the designated areas and go.
  - All items must be marked to **“Discount”** and **“Donate”** to qualify for Drop and Go Check-in
- April 5 Consignor Check-in for all consignors
  - Appointments will be available from 9am-2pm
  - You will check-in with Kerri or Sandi in the gym when you arrive and check through your items.
  - Once your items are approved, you will place your items out onto the floor. This includes setting up pack & plays, organizing clothing by size and displaying toys
  - You should allow 30-60 minutes to complete your check-in process

**Consignor Benefits & Volunteer Opportunities**

Consignors earn 60% of their sales

Consignors who volunteer one 3-hour shift earn 65% of their sales

Consignors who volunteer two 3-hour shifts earn 70% of their sales

All volunteers are admitted into the Volunteer Pre-Sale on Friday, April 5 5-6:30pm

All volunteers are provided with a shirt to wear during their shift, water, snacks and our deepest gratitude — the CityKids Consignment Sale cannot happen without volunteers.

**Join the Registered Consignor Facebook Group and attend Consignor Education Events!**  
**Consignor Education will be held 1-4pm February 17 and 5-8pm March 6 at Lilypad**

Email questions to [citykids@lilypadphilly.org](mailto:citykids@lilypadphilly.org) — we are happy to help!