

## **Consignor Checklist**

Congratulations! The hard part over - follow these instructions and wait for your check!

### **On Arrival at the Agricenter**

- Register at Station One and pick up your shopping pass (inform us of any change of address)
- All clothing must be divided by gender and in size order
- Bring clothing items to Quality Control Area
- As clothing is approved, put clothing on appropriate rack by gender/size
- Pick up Large Item Claim Tickets (if you brought large items)
- Big items MUST have a Large Claim Ticket attached. See example at Table\*
- Place tagged large items in marked areas
- Place toys in assigned areas on the toy tables
- Place shoes in baskets according to size/gender
- Place infant items in marked areas inside Baby Boutique

### **Before Exiting Agricenter**

- Have all of your items been placed in the appropriate areas?
- Do all of your large items have a large item claim ticket?
- Do you have your shopping pass?

\*a Large Ticket Item can be defined as any item that a shopper may not or cannot carry around to shop. If a shopper can just pull a ticket and continue to shop, you have a better chance of selling said item. Examples: potty chairs, bathtubs, swings, bouncy seats, etc... If you are not sure, ask a volunteer.