

# KidsTown Tagging Instructions

## Important things to remember:

- Limit of 150 clothing items.
- RED R - If you wish to pick up your unsold items after the sale then you MUST place a RED R on the top left corner of your tag. (All unsold items without a Red R in the top left corner of tag are donated to charity following the sale.)
- Barcodes are required on ALL tags.
- ONLY 1 TAG per item/set
- Safety Pin must be pinned horizontally across the tag
- Minimum price is \$ 3.00 / Exception: \$1 minimum price will be allowed on books.
- Optional- You may use a tagging gun to secure your index card to your clothing item. If a tagging gun is used, you must secure the tag under the left arm seam or left waistband of the garment. \*\*If you are facing the garment it will be on your right side -see picture below. (Please use the short 1 inch barbs for the tagging gun as the long barbs tend to tangle and the tag gets ripped off.)
- If your item has more than one part, please list the # of pieces on the "description" portion of the tag. DO NOT USE MORE THAN 1 INDEX CARD for items with multiple pieces.
- To make sure you get paid for each sold item only write on 1 side of the card. (Please do not use the back side of a card from another sale.)
- To maintain the high standards we have set and quality of items available for purchase, we will be inspecting each item on drop off. We ask that you only bring items of the quality and condition that you would be willing to purchase yourself. Items that are torn, soiled, outdated or have missing parts will not be accepted.

**SORTING:** You must have your clothes grouped by size and gender before drop off.

**HANGING: (SEE PAGE 4 FOR IMAGES)** Hang clothing on wire or heavy duty plastic hangers. We recommend wire hangers as plastic ones break and items end up on the floor. The hanger hook should face the left (like a question mark) with the tag pinned to right side of garment as you face it.

- Sets -Pin the waist of the pants, shorts or skirt to the back of the shirt with pin going through the top of the hanger. See illustration below:

## TAGGING:

- **CARDS:** Only 3 x 5 index cards VERTICALLY (whole card, not cut). Leave at least 1 1/2 inches between the safety pin and where the writing begins.
- USE ONLY 1 TAG PER ITEM or SET
- If item has multiple parts, list all pieces under "description".
- PIN the Tag with 1 inch or larger safety pin. Safety Pin must be pinned horizontally across tag. (No straight pins allowed). THIS IS VERY IMPORTANT TO KEEP TAGS FROM BECOMING SEPARATED FROM CLOTHING.
- Barcodes are required on each index card. The Barcode will be placed on the bottom of the index card. (Consignor # and price will be on the printed barcode. The printed Barcodes with "No Disc" on them will remain Full Price on Saturday). **Do NOT place a barcode directly on an item.**
- Fill out the tag following the illustration below:

The illustration shows a 3x5 index card with a safety pin at the top. The card is divided into sections for labeling. In the top left corner, there is a red circle containing a white letter 'R'. To the right of this, at the top, is the label 'Price'. In the middle left section, the label 'Consignor #' is present, and in the middle right section, the label 'Size' is present. The center of the card is labeled 'Description'. At the bottom of the card, there is a barcode. Below the barcode, the text '14 \$8.00 No Disc.' is printed.

**Red R** - ONLY items with a Red R (for return) will be returned to consignor.

**Consignor #** - 1/3 way down card on the left. Make sure you have your correct # on each card. **Size** - 1/3 way down card on right. Must be a number size (not small, medium, etc) For Junior clothing from Abercrombie, Vineyard Vines, American Eagle, Hollister, Aeropostale, please use S, M, L and XL.

**Description** - Center of card. Give a short description of the item. BE SPECIFIC! Example: Write "Girls Gap Blue Dress" instead of "dress". or "UNO" instead of "Game". For unisex items write "boy" or "girl" so item will be placed where you prefer.

**Price** Top right corner of card. Minimum Price is \$3.00. Use \$1 increments

**PRICING:**

You set the price on all items, so price to sell.

- Price all items at a MINIMUM of \$3.00. (Exception: \$1 minimum price will be allowed onbooks.) You can combine items to sell as one unit. Examples: If a clothing item will not sell for \$3.00, then combine single pieces to make a set, group like toys together to sell as one unit, etc. With the large number of consignors and the amount of items we receive each sale, this will help us maximize our space.
- Due to the large number of items being sold we recommend that you price competitively. We suggest about 1/3 of the original price, depending on the name brand and condition of item.
- Spending a little more time getting your items ready will mean more Money for you. Items that are Clean, Ironed, and Starched sell much better! Present them at their best for the most \$\$\$ for you!
- If you are planning on donating your unsold items, be sure to use discounted barcodes to sell them at the 1/2 price sale so you can get another opportunity to sell it before it gets donated.

**MISCELLANEOUS TAGGING INSTRUCTIONS:**

**SHOES:** We ONLY accept shoes in excellent condition! They must be clean, have shoelaces, clean velcro, etc. Place the shoes in a size appropriate Ziploc bag. (Limit of 5 pair of shoes per gender). Index card may be placed inside the bag or taped to the outside of the bag. Bag must be sealed securely with packing tape.

**TOYS, FURNITURE, EQUIPMENT:** Must be clean, have all the parts and be in working order. If batteries are required, please install in the item. Small parts should be in a sealed (with packing tape) clear bag and attached to the main part of the item with packing tape. Large items such as cribs, pack-n-plays, large Little Tykes toys, etc. MUST be assembled.

**LOOSE ARTICLES:** Place small loose pieces in a Ziploc baggie, secure and seal the top of the bag with extra strong packing tape so that children can not open and remove pieces! Be sure to write your consignor # on the bag and also what item it belongs with.

**HARD TO TAG ITEMS:** Please use packing tape because scotch tape will not hold and your cards may become lost if not securely attached.

**OPTIONAL:** An extra security measure to keep tag attached to garment is to place a small piece of scotch tape over the safety pin where the pin is attached to the index card.

