

## REGISTRATION INFORMATION

### New Consignor Registration

Click the 'Registration' link on the website. Your seller number will be sent via email. Please complete the Registration form. Please keep this email with your consignor number, as you will need it for logging in to the system and creating tags.

### Returning Consignor Registration

Click the 'Registration' link on the website. Use your previously assigned seller number. If you do not remember your seller number you can access it by using your last name and email address. Complete the Registration form.

### Volunteer Registration

Volunteers will shop early! You may volunteer without consigning.

Click the 'Volunteer' tab at the top of this page.

Choose to work 4 hours (as a GIGGLE), 6 hours (as an ANGEL) or 8 hours (as a GRACE).

Click the 'Volunteer' tab to read the volunteer guidelines.

## CONSIGNOR INFORMATION

Thank you for consigning with Asbury's Giggles and Grace Consignment Sale. We are thrilled to have you join us for this wonderful sale! Whether you are a first time consignor with us or veteran consignor, we have listed the procedures so you will know what to expect. If you have any questions, email the receiving committee at [receiving@asburygigglesandgrace.com](mailto:receiving@asburygigglesandgrace.com)

### Consignor Guidelines

- Minimum 15 items in clean and in good condition
- Consignor will receive 75% of the sale price. Asbury Children's Ministries and Missions will receive the remaining 25%.
- \$5.00 registration fee to be deducted from consignor payment.

### Acceptable clothing items

- Top quality seasonal items only. Please check your items for stains, tears, loose hems, missing or broken buttons.
- Sizes NB (newborn) – Junior's sizes (numbered sizes only; no S, M, L sized items). Size must be written on tag.
- Costumes (must be on wire hangar, not original plastic hangar)
- Dancewear – leotards & gently worn dance shoes (No tights please.)
- Transitional items
- Children's coats (limit 10 per consignor)
- Hair Bows (limit 10 per consignor)
- Swaddles and Sleep sacks (MUST be pinned on hangar)

### Acceptable non-clothing items

- Seasonal children's shoes (limit 10 pairs per consignor) – must be in clear zip-top plastic bags and taped shut, not boxes
- Children's furniture and equipment
- Cribs, strollers, swings, high chairs, etc. (Must NOT be recalled or item will be rejected.)
- Children's toys and books
- Pregnancy books

- Diaper bags
- Puzzles and Games
- DVDs/CDs for children
- Car Seats/Booster Seats (Must be less than 5 years old, clean, in good condition, and list the manufacturer date on the tag. Must NOT be recalled or item will be rejected.) **\*\*Please have these checked by a Receiving Co-Chair.\*\***
- Infant and Children's Room Décor (lamps, pictures, etc.)
- Only hats that are attached to an outfit (no baseball caps)
- Breast pumps (We accept the actual motor but not the parts)
- Nursing Pillow covers only if attached to the Nursing Pillow (additional replacement covers will not be accepted)

**\*\*All items that require batteries must include working batteries. Check games and puzzles to be sure all pieces are included.**

### **Items NOT Accepted at the sale**

- The Glove shoes or other individual toe shoes
- Foreign sized jeans or shoes - please provide US sizing
- Parenting Books (Pregnancy books are acceptable.)
- Infant and children's bedding (comforters, bumper pads, crib skirts, and pillows)
- Changing pad covers
- Nursing Pillow covers if not attached to the Nursing Pillow (additional replacement covers will not be accepted)
- **Baby blankets and sheets**
- Maternity clothing
- Plush items, unless they are electronic with working batteries
- Diaper pails (such as diaper genies), plastic wipe holders, wipe warmers
- Potty chairs
- Bath items of any kind, including infant bath tubs, bath rings, towels, and washcloths
- Hats unless attached to an outfit (no baseball caps)
- Underwear, undergarments, socks, tights – no exceptions
- Feeding related items of any kind, including bottles, bottle nipples, sippy cups, plates, bowls, and utensils
- Humidifiers
- Plastic hangers
- VHS Tapes (DVDs only)
- Craft items of any type. This includes, but is not limited to beads, jewelry kits of any kind, window clings, markers, coloring books, Easy Bake Ovens, souvenir tee shirts, and band looms.
- Window Clings
- Diapers

### **Creating Tags**

Giggles and Grace tags must be used or the items will not be accepted. Tags must be created using this link: [http://www.mysalemanager.net/itm\\_start.aspx?partnercode=ASBG](http://www.mysalemanager.net/itm_start.aspx?partnercode=ASBG). **NO TAGS** from any previous sales may be used in the current sale. Click here for instructions on creating tags: <http://asburygigglesandgrace.com/wp-content/uploads/2017/01/tag-creation-instructions-giggles-and-grace.pdf>

- All items should be priced at \$3.00 or above in whole dollar increments. Group items of lesser value together. Rule of thumb for pricing- 1/3 of original price for items in excellent condition. 1/4 of original price for items in good condition.

- Fill in tags COMPLETELY- double check all information and price! You will not be able to change the tags once you drop them off at Receiving.
- Make sure that you choose if you want to discount each item on the last day of the sale. Your tag will print saying “Discount: Yes” or “Discount: No”
- When creating tags for items that you wish to have returned, make sure that you mark them Donate: No. For items that you wish to donate, please check Donate :YES and that they print with a large open hand to the left of the price on the tag. Items that are not marked in this way will be donated at the end of the sale.
- DO NOT delete any tags in the system for items you plan to sell. If you delete an item you plan to sell, it will not show up in inventory and we can NOT sell it! Do NOT delete as you go!

### Sample Tag



### Tagging Items

#### Clothing Items

- Use wire hangers only. Hangers face left to resemble a question mark. (see illustration below)
- Pin tags with medium sized safety pins on the right side of the garment. (see illustration below)
- Swaddle blankets and sleep sacks should be placed on hangers.
- For extra protection against a lost tag you may place masking tape with your seller number inside each garment and on the outside of all other items.



#### Non-Clothing Items

Do not tape over the printed barcode on the tags. Doing so could result in your item not scanning correctly.

- Shoes: Place each pair of shoes in a zip-top bag. All bags should be taped closed with clear packing tape with the tag OUTSIDE. Do not include boxes in the bag. Only US size accepted. (European sizes should be converted to US size.)
- Toys: If a toy has many parts, you can place small parts (i.e. kitchen accessories) in zip-top bags then attach the bag to the main part (i.e. kitchen set) with clear packing tape. Make sure you indicate your seller number on the bag of accessories incase of separation from the main item.
- Books: If selling multiple books together, place in zip-top bag. All bags should be taped closed with clear packing tape with the tag attached to the OUTSIDE.
- Games and Puzzles: Boxes should be sealed with clear packing tape with the tag placed on the OUTSIDE. For puzzles without a box, wrap the puzzle with Saran wrap then secure with packing tape.
- Combined pieces or sets: Bundle items together and use only ONE tag for the entire set.
- Car Seats/Boosters: Manufacturer date MUST be clearly written on the tag. (Must NOT be recalled or item will be rejected.)

## Printing Tags

Consignors please ensure that you have the proper tags on your items. Thank you for your cooperation.

- The tags must be the proper size of roughly 4.5" high by 2.5" inches wide. If your tags print smaller, please email [receiving@asburygigglesandgrace.com](mailto:receiving@asburygigglesandgrace.com) for help.
- All tags MUST be on WHITE CARD STOCK.
- Print tags with "Fine" or "high" resolution black print option.

## Receiving Procedures

Be sure to read the guidelines on acceptable items, creating tags, and printing tags before bringing your items to receiving. The Giggles and Grace Receiving Team reserves the right to return any items back to the consignor that do not meet these guidelines.

- If you are consigning non-clothing items (toys, books, shoes, etc.), you must bring a clear 14- 16 gallon plastic tub to receiving.
- Clear plastic tubs must be labeled with RESORT number on BOTH sides. You can find your resort number on your tags.

1. Check-in at the Receiving Table, sign the Consignor Agreement signature page, and receive your Seller ID number on a color-coded card.
2. We will accept your items in the drop off line for inspection. You may wait for us to look through your items or use the Drop-and-GO EXPRESS (see below for more information about this option)
3. If you are waiting, we will come back into the hallway once we have finished inspecting your items and call your Consignor Number. We will let you know if we accepted all of your items for the sale or if there is anything that we did not accept for some reason. You may take your unaccepted items back home or donate them.

## Drop-and-Go EXPRESS

If you want to drop-off your items at receiving without a wait, simply tell us at check-in that you want to donate any items that we do not accept into the sale. This does NOT mean that you are donating unsold items from the sale. We WILL place all of your ACCEPTABLE items into the sale and sort any unsold items for pick-up like normal. Drop-and-GO EXPRESS simply means that if you bring any items that are not accepted into our sale (such as ripped or stained clothing, out of season clothing, recalled baby items, etc.), that you are not waiting to take those items back home. Your unaccepted items will be donated to a number of charities that

pick-up from our sale, including Lovelady Center, Oak Mountain Missions, and Hannah Home. Recalled baby items will be destroyed.

**Drop-and-Go HOURS:**

**Wednesday 5:30 PM - 8:30 PM**

**Thursday 9:30 AM - 11:30 AM**

**Pick up of unsold items**

Unsold items should be picked up from Asbury United Methodist Church on Saturday. Check the Homepage of the website and Facebook for the pickup times for this sale. Items must be picked up by the consignor or by individual designated by the consignor. ALL ITEMS NOT PICKED UP DURING THE GIVEN TIME WILL BE DONATED TO CHARITY. Remember, items that are marked as "Donate: Yes" will be donated at the end of the sale and will not be sorted for pick up.