

Ellsworth 2017 Spring Clothing Resale Seller Instructions

145 North Sleight St.

Naperville, IL 60540

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www.myconsignmentmanager.com/ellsworthclothingresale

Creating Tags

- You must use the website to make your tags.
- Sort your item before you begin tagging. It is easier and more efficient to create tags for like items at the same time.
- When sorting is completed, enter your items into the system. By sorting prior to entering, you will save a lot of time because you will only have to reenter the price and description for each similar item.
- Go to ENTER ITEMS on the menu bar and use the drop down boxes to select price, size, and category for items.
- Fill in BRAND NAME & DESCRIPTION boxes with a brief description of item.
- Check boxes if item will be discounted and/or donated.
- Click ADD ITEM after you are done.
- When printing you MUST use the paper provided by the H&S.
- Make sure you are printing on the appropriate paper color for your tag. (yellow/discount & donate; white/discount; salmon/full price)
- DO NOT wait until the last minute to create your tags. The system will not let you add more items after the Sunday before the sale.
- Remember, you will only be paid based on the printed price listed on the tag - not what is online; so if you make changes online to a tag, you must reprint the tag

Rules for Printing Mistakes

- During the sale the BARCODE information will determine the final price and discount of the item, even if you have the tag printed on the wrong color card stock. (I.e. you have an item that is supposed to stay full price for the sales entirety but by mistake you print it on white card stock, it will stay full price.) BARCODE INFORMATION WILL OVER RULE PAPER COLOR AT TIME OF SALE.
- When the sale is over and unsold items are being sorted ALL YELLOW TAG ITEMS WILL BE PUT IN THE DONATION BINS. At this point in the sale we are no longer using the scanners to check the items, we are only sorting by tag color and EVERYTHING that has a yellow tag will be donated.

Preparing Items

- All tags must be pinned to the top right side of the garment and the hanger must be facing to the left.
- You MUST use safety pins or a tagging gun. ABSOLUTELY NO STRIGHT PINS!
- If the garment has more than one piece please clip pieces together on a skirt hanger.
- Everything must be on WIRE HANGERS UNLESS IT IS A MULTIPLE PIECE SET. You may use skirt hangers to clip the items together or pin the items together on the wire hangers.
- All casual pants, jeans, and shorts are folded.
- For non-clothing items, tags must be taped securely to the item without covering the barcode.
- Only use tape on the top half of the tag.
- If item has multiple pieces please, connect pieces with a zip tie. If pieces cannot be secured with a zip tie please place item in a clear Ziploc bag and attach tag with tape to OUTSIDE of bag.
- For footwear please secure together with zip tie, tape tag to bottom left shoe (without covering the barcode), and use masking tape to write seller number and price on each shoe. If shoes cannot be zip tied together please place them in a clear Ziploc bag and tape tag to OUTSIDE of bag. (make sure to label each shoe with masking tape with seller number and price)
- All supplies needed for preparing items are available for purchase through the Ellsworth H&S. If you need to purchase supplies please send an email to ellsworth.resale@gmail.com and someone will get back to you.



...PIN HERE...
Seller # WWWWW
\$8.50
---www.myconsignmentmanager.com © 2008---
Size: 6 Months
Yellow Shirt
Pants too
Boy's Outerwear
Discount: Yes

<small>WWW00004 0501</small>
<small>Seller # WWWWW</small>
<small>Item # 9</small>
\$8.50
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Items Accepted

EVERYTHING MUST BE CLEAN AND IN GOOD OR BETTER CONDITION

- **Children's clothing & jackets** – Spring & Summer sizes 5 through 20. (slim, regular and husky)
- **Junior's clothing & jackets** – Spring & Summer sizes 00 through 18; Jr. Brands like Mudd, Juicy Couture, Hollister, etc.
- **Children's and Junior's party or formal wear**
- **Shoes and boots** in excellent condition sizes 8 and up.
- **Underwear** in sealed original packaging only.
- **Socks and tights** – in sealed original packaging only.
- **Dancewear**
- **Sleepwear** – No excessive wear.
- **Sporting equipment** – skateboards, baseball mitts, cleats, shin guards, roller skates, etc.
- **Uniforms** – Scouting, sport uniforms, and accessories.
- **Miscellaneous** – Backpacks, ties, purses, lunch packs, etc.

We reserve the right to refuse items that are torn, stained, excessively worn, not freshly laundered, out of style, improperly tagged or bagged, and of the wrong season.

We cannot accept responsibility for stolen, lost or damaged items.

Receiving

March 13, 2017	March 14, 2017
3:30pm – 5:30pm 6:00pm – 9:00pm	*3:30pm – 5:30pm* 6:00pm – 9:00pm

Express drop-off allows you to bring in your yellow tag items, check-in, and drop-off your items without waiting for them all to be inspected. All items must be hung and tagged correctly. Any items that are deemed unacceptable will be put directly into the charity boxes

Volunteering

You may sign up to volunteer for the clothing resale online at

www.myconsignmentmanager.com/ellsworthclothingresale

If you sign up to work one shift at the event you will be able to attend the pre-shop and choose 10 items to purchase. If you sign up to work three or more shifts you may choose an unlimited number of items to purchase at the presale

Sale

March 15th

Volunteer pre-shop 6:00pm – 9:00pm

March 16th

9:00am - 4:00pm & 6:30pm - 8:30pm

March 17th

9:00am - 1:00pm

(50% off many items)

After Sale Pick-up

March 12th

9:00am – 11:00am SHARP!

ALL ITEMS NOT PICKED UP AT THIS TIME WILL BE DONATED TO LOCAL CHARITIES!

Seller Checks

Seller checks will be mailed to the address provided during registration. If you do not receive your seller check by April 15, 2017, please e-mail ellsworth.resale@gmail.com. Remember, a \$5.00 registration fee will be deducted from every seller.

We would like to thank you for participating in the Ellsworth H&S Clothing Resale. An event like this would not be possible without the help from all of our volunteers, sellers, and shoppers. If you have any questions please contact us at ellsworth.resale@gmail.com

Thank You!