

Twice a year, the Phelps Community Center holds a sale that helps families recycle their kids' items. Everyone knows kids are expensive, so we're trying to help keep down the cost of growing up!

#### Why Consign at Tossed & Found?

- Make money! Tossed & Found is a great way for to earn cash for your gently used "kid stuff."
- It's easier than ever before! You don't have to be present to sell your items. You tag your items, drop them off & we do the rest!
- Help your community! The Tossed & Found Kids Consignment Event is a fundraiser for the Phelps Community Center, a nonprofit organization dedicated to bringing quality no or low cost activities, classes and events to the community.

Don't waste your time with a yard sale-

Don't get frazzled with the hassle of listing & shipping on Ebay-

Sell it quickly & easily at Tossed & Found!



## **TOSSED & FOUND KIDS CONSIGNMENT EVENT**

### ***How do I become a consignor?***

In order to sell your items at Tossed & Found, you need to register. Contact the Phelps Community Center at (315) 548-8484 or stop in at 8 Banta Street, Phelps, to sign up. There is a \$5 consignor fee required at registration.

### ***Why is there a registration fee?***

The \$5 registration fee helps us pay for advertising and supplies to help us facilitate the sale.

### ***How much can I earn?***

Consignors earn 70% of their sold items. Consignors who volunteer at least 3 hours to this sale earn 80% of their sales.

### ***How do I volunteer for the sale?***

Our volunteers are very special to us. By volunteering a minimum of 3 hours at the sale, consignors can earn 80% of their sales. They also get to shop first! Volunteers are able to attend a special Pre-Sale on Friday evening before the sale. When you register to consign, you can pick a volunteer shift that works for you. Thank you so much for your time. The Phelps Community Center thrives with volunteers like you!

### ***When do I get paid for what sells?***

Your payment for sold items will be ready for you when you pick up any unsold items. If you are donating your unsold items, your payment can still be picked up from 10am-2pm and 7pm-9pm Thursday, Friday and Saturday following the sale.

### ***What happens to my unsold items?***

Anything that is not sold will be returned to the consignor following the sale. Pick-up for unsold items is from 10am-2pm and 7pm-9pm Thursday, Friday and Saturday following the sale. You do not need an appointment to pick up your items.

You can help your community even more by donating any items that do not sell. We will donate any items marked with an uppercase **D** in the upper right corner of the price tag to a local charity following the sale.

***When do I bring my items to the sale?***

Consignor drop-off is Saturday, Monday, and Tuesday prior to the sale by appointment. When you register you choose a drop off time that works for you.

***Who sets the prices?***

You do! You set the price for an item when you tag it for the sale. At the sale, there is no negotiating price. The price on the tag is what it will be sold for. However, on the last day of the sale we will discount any item by 50% that has a **red star** next to the price. When you tag your items, you can choose which items participate in the half-off sale.

If you choose our Tagging Service, we set prices for your items using fair market value.

***What is your Tagging Service?***

Too busy to tag your own items? Let us do the work for you! Drop off your items to us during drop-off times and we will do the tagging too. Cost for this service is \$15. Please let us know at registration if you would like the Tagging Service.



## **TOSSED & FOUND WHAT CAN BE CONSIGNED?**

What items can be consigned at Tossed & Found?

***Almost anything that pertains to infants, children & teens!***

### **CLOTHING . . .**

- Children's clothing from preemie/0 up to a teen size 20. Must be applicable to the upcoming season.
- Children's shoes only - no adult-styled shoes please!
- Maternity - must be CURRENT STYLE and CURRENT SEASON.

### **INFANT and CHILD ACCESSORIES . . .**

- Nursing/feeding supplies, diaper bags, blankets, etc.
- Nursery needs: diaper pails, potty chairs, bath seats, guardrails, etc.
- Hats, hair bows, belts/ties, etc. Gloves, mittens and scarves accepted at fall sales.

### **BEDDING and DÉCOR . . .**

- Picture frames, mobiles, rugs, lamps & more - MUST be infant/child themed
- Bedding sets, sheets, mattress pads, pillows, etc.

### **TOYS / BOOKS / VIDEOS . . .**

- Must be in working order with all pieces
- Include batteries if needed
- No videos/DVD's without covers. Please make sure the video and cover match.
- No R-rated or home-recorded videos

### **EQUIPMENT & GEAR . . .**

- Strollers, walkers, high-chairs, exer-saucers, bikes, playground equipment, etc.
- Cribs, toddler beds, bassinets, mattresses, etc. (No drop-side cribs will be accepted)
- Attach any accompanying small parts securely.

**NOTE:** Consignors are responsible for assembling all cribs, beds, pack-n-plays, etc. they bring during drop-off.

**PLEASE NOTE:** It is the **CONSIGNOR'S RESPONSIBILITY**, as seller of the items, to make sure none of their items have been recalled. Please visit the Consumer Safety Commission's website at <http://www.cpsc.gov/cpsc/pub/prerel/prerel.html>.

Items must be in excellent condition with minimal signs of wear and no damage such as tears, holes, stains, broken or dysfunctional parts. Toys, gear and equipment must be clean.

We reserve the right to refuse any item that we feel may not sell. It is often easy to miss a spot or tear when you are getting your items ready at home. **Please don't be offended if we ask you to take back some of your items. We will be screening very closely so as to maintain the quality of the sale.** We want to be known for having the best quality merchandise and we want you as a purchaser to have confidence that you are buying the best at Tossed and Found.



## **TOSSED & FOUND HOW DO I TAG MY ITEMS?**

### **GET READY...**

*Before you tag, make sure you have you need:*

- Hangers – for clothing. Can be purchased at discount stores or some dry cleaners will give you hangers for free.
- Safety Pins or Tagging Gun -- Safety Pins should be larger than 1" (the little ones just don't work). **NO STRAIGHT PINS.**
- Ribbon or zipties – to attach tags to non-clothing items or keep parts together, if needed
- Painter's Tape – to attach tags onto non-clothing items
- Clear Packing Tape – to tape the ends of zippered bags for smaller multiple items
- Scissors
- Zippered (Ziploc) bags
- Pen
- 3X5 index cards

### **GET SET...**

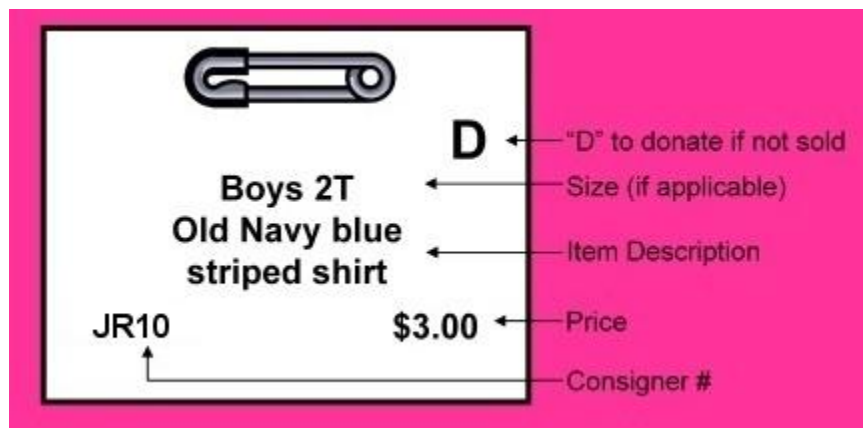
- *THE BETTER THEY LOOK–THE BETTER THEY SELL!* Please be sure that your clothes are freshly washed, wrinkle-free and on hangers. Wash toys & gear. Include batteries on items that require them.
- Please inspect your items very carefully for stains, tears, holes, lost buttons, damaged parts, etc.

### **How to Determine Selling Price**

- Think hard: what would you be willing to pay for an item if you were the shopper?
- Generally consignment prices are 1/3-1/2 of the original price
  - 40 - 50% of the original price for baby equipment
  - 25 - 40% for clothing
  - 10 - 25% for toys and books
- Please price in **\$1 increments** (no change). You may combine items to meet this requirement.
- Price competitively. You want your items to sell!

## TAG!

- Once you have registered to be a consignor at PCC's Tossed & Found Sale, you will be given a **consignor number**. Please place this number on the bottom left corner of all of your price tags. It will be used to identify your items at checkout.
- Put the name or short description of the item in the center of the tag. All clothing should be also be labeled with size (for example, Girls Pants Size 2T). Be descriptive. If a card is lost from an item, the only way we can match it to the correct item is with the description.
- Place the price in the bottom right corner. All prices should be in dollar increments (for example, 3 onesies in a Ziplock baggie for \$1.00). NO change.
- Place a **RED STAR** next to the price if this item can be included in the half-price sale (last day of sale).
- Place an uppercase "D" in the upper right corner if you would like your item to be donated to a local charity if it is not sold.



- Attach the tag to the item using safety pin(s)/tagging gun for hanging clothing and painter's tape or ribbon/ziptie for nonclothing items. NOTE: Cards should be attached vertically. Safety pins should be horizontal.

\*Please make sure your tag is secure. If an item is found without a tag, it CAN NOT be sold and will be placed in the Lost & Found.

### Tagging Non-Clothing Items

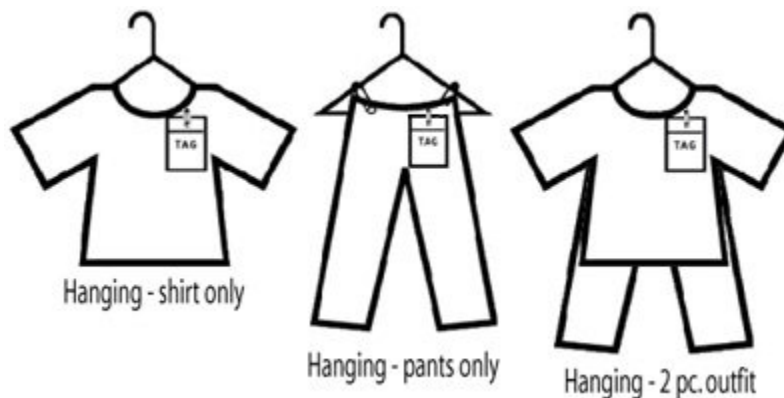
Use string, ribbon, ziptie or **painter's tape** (NOT Scotch or packing tape) to attach your tag to non-clothing items. Please tape at least 2 sides of the card to the item. Books, videos, or CD's, please attach the card to the back of the item. Try to tape the tag to the back so buyers can read/see the item easily. If you want, explain how the item is used by writing a description or comments on another tag and taping it next to the price tag. It may help sell your item.

**Small items** that are loose (blocks, cars, Polly Pockets/Barbies, action figures, etc.) should be put into a zippered baggie and taped shut, then tagged. You can use packing tape to secure your items and/or tape a baggie shut, but *to secure your tag to the item, please use painter's tape*. It doesn't ruin your item like packing tape does.

**For larger items:** cribs, swings, etc., attach your card by punching a hole in the card and tying it to your item with ribbon, string or a ziptie.

### Tagging Clothes

- On garments, attach your tag with a safety pin or tagging gun near the upper **left** side of the item. All clothing should be hung on a hanger with the hook facing **left** (like a question mark).
- Please use safety pins to hang pants. See picture below.
- Safety pin sets together.



- Smaller clothing items (infant onesies, socks, etc.) may be combined and placed in a zippered bag. Attach the card to the bag using painter's tape (as you would a non-clothing item).
- Please tie shoes together using ribbon, string or a ziptie.



TOSSED & FOUND  
CONSIGNOR AGREEMENT

1. Consignor agrees to hold harmless and make no claim against Phelps Community Center for the damage, theft or loss due to fire or natural disaster of any items consigned to Tossed and Found. PCC does not anticipate any thefts, damage, or loss and takes every precaution to prevent them, but occasionally these events may occur.
2. Consignor agrees that Phelps Community Center will make payment for sold items in the amount of 70% of the selling price or 80% if the seller volunteers 3 hours to the sale. Consignor agrees that a participation fee of \$5 will be deducted from their total sales.
3. Consignor agrees that on the last date of the sale, all unsold items will be sold for **half** of the original price designated by the seller unless a **red** star appears next to the price.
4. Consignor gives permission that items presented at checkout with no price indicated on the tag will be sold at fair market price to be determined by the Tossed & Found staff. If a price cannot be reasonably determined, then the item will not be sold.
5. Consignor agrees that items with no consignor number or no tag will not be sold but will be placed in the lost and found at the end of the sale. All items not claimed after pick-up time will be donated.
6. Consignor agrees that **items not picked up during the designated time at the end of the sale will be donated to one or more local charities.**
7. Consignor acknowledges full responsibility to ensure that all items accepted by Tossed and Found have not been recalled or exceeds new government standards of lead levels. The consignor is the reseller, Tossed & Found is only a facilitator for the consignor and will not be responsible for any fines, costs, or legal fees as a result of a sale or donation in violation of government standards.

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\_\_\_\_ Consignor will receive payment of 70% for items with corresponding number sold at Tossed and Found.

\_\_\_\_ Consignor agrees to volunteer a minimum of 3 hours to the current Tossed & Found Sale and will receive payment of 80% for items sold with corresponding number at Tossed & Found.

Date & Time of Volunteer Shift \_\_\_\_\_

Consignor: \_\_\_\_\_ Date: \_\_\_\_\_

Consignor Number: \_\_\_\_\_