

Consignor Guidelines

- Thank you for your interest in becoming a consignor with Designer Consignors - we are excited that you are joining us! To make the most of your consignor experience, please read through this entire document to get an overview of how consigning with Designer Consignors works. If you have any questions after reading the guidelines, please feel free to contact us at consign@designerconsignors.com. We are happy to help you in any way we can! Jacqui & Teresa

How to consign:

- Returning and new consignors must create a new consignor account because we are using a new online inventory system effective Spring 2019.
- There is a \$12.00 registration fee that helps offset the cost of the barcode system, advertising, space rental, etc.
- Login in to your consignor account and add each item that you'd like to sell.
 - If you would like to donate any unsold items, please check Donate.
 - If you would like your items to be sold at half price on Saturday (we highly recommend that you do – items that go half price sell much better than those that are full price) then check Discount.
 - Add prices, sizes, and descriptions to each item.
 - When you are ready to print your tags, click the Print Tags link.
 - Put a checkmark in front of each item you'd like to print.
 - Click Generate Tags.
 - Cut your tags and attach them to individual items.
 - Check the Schedule for consignor drop-off times.

Consignor Earnings:

- Consignors earn a base commission of 60%. Want to earn more than 60%? Volunteer with us!
- For each 3 hour shift you work, you will earn an additional 5% of your sales up to 90%.
- In addition, volunteers get to shop hours before the public shops!

Volunteers:

What do volunteers do? Nothing too difficult! Here are some of our volunteer jobs: organizing home décor, shoes, jewelry, handbags, and accessories; sorting clothes at the end of the sale; working at the dressing rooms; straightening racks, clothing, and shoes; keeping the sale neat and tidy; dressing mannequins; assisting and greeting customers; quality control; security; donation sorting; and check-out assistance. Volunteer spots are in high demand. As a result, if you sign up for one of our available volunteer spots, we are relying upon you to be there. When volunteers do not show up, not only does it affect the sale running smoothly, it took a spot that another consignor may have been able to work. *Anyone who does not fulfill their volunteer obligation (without rescheduling) will not be permitted to volunteer in future sales.*

Consignor Drop-Off: What to Expect

- You must register for a specific drop off time (log into your consignor account and choose from the available appointments).
- When you arrive during your scheduled drop off time, please check in at the consignor check-in table before bringing your items in the building.
- Separate your items by type: clothing, shoes, bags, accessories, etc. Clothing should be in size order from smallest to largest (separate the letter sizes from the number sizes) and you should have

like items together for example ... all shirts together, pants together, dresses, etc. This will make putting your items out easier and faster.

- Once you are checked in, your items will be inspected and any items not accepted will be returned to you. (If we do not accept your items, please do not take it personally. We have been doing these sales for quite a while and have a good idea of what our shoppers are looking for.
- After your items have been inspected, you are free to put your items in the appropriate places on the sales floor. If you are unsure of where something should go, please ask a volunteer instead of just setting it down wherever. You should have a vested interest in the display of your items and it is always better for you (and the sale as a whole) for your items to be in the appropriate place with other like items.

Consignor Pick-up: What to Expect

- The consignor pick-up window can be found on the schedule of our website. We are sorry but we are unable to accommodate pick-up times other than the one designated on the schedule.
- Once the sale ends, all clothing items are pre-sorted by the first 2 digits of the consignor number. Our goal is to have all other items not only sorted by the first 2 digits of the consignor number, but by your full consignor number. Because we are completely dependent upon our wonderful volunteers to help with the monumental sorting task, we will do our very best.
- When you arrive for pick up, please check in at the consignor pick up table. You will be given a checklist of all the locations where your items are located (for example: clothes, home décor, shoes, pulled items, lost & found, accessories, etc.) This checklist must be initialed, signed and turned in once you are finished picking up your items. A volunteer/staff member will double check to make sure you have only your items in your stack.
- Any items left behind become the property of Designer Consignors and will be donated to a local charity.
- We do not recommend sending anyone else to pick up your items.

Items Accepted:

- Women's clothing (only seasonally appropriate) sizes 0 -5x.
- Seasonally appropriate women's shoes.
- Handbags, bags, luggage, etc.

***Please note we will NOT accept ANY replica/knock-off designer bags (even if marked faux, knock-off, replica, etc.) By law we are not permitted to sell them. They are considered counterfeit goods. We do not accept handbags from Dollar General, Wal-Mart, K-Mart, no reusable grocery bags, etc.*

- Jewelry sets, earrings, bracelets, necklaces, etc.
- Accessories such as belts, scarves, hats, etc.
- Home décor

Brands Accepted:

- We accept nice quality, gently used clothing. It would be too difficult to list all of the brands we will accept but keep in mind that we only want QUALITY brands. Examples: Chico's, Ann Taylor, Coldwater Creek, Lucky Brand, Ralph Lauren, Land's End, etc.
- We will accept department store labels from Belk, Dillard's, Talbot's, Macy's, Lord & Taylor, etc. Other store brands are accepted if the style is current and in EXCELLENT condition. This includes SOME Kohl's & Target brands.

- We will have a HIGH END section with brands like (but not limited to) Lilly Pulitzer, Michael Kors, Coach, Kate Spade, St. John, Tory Burch, 7 for all Mankind, Jimmy Choo, Chanel, Louis Vuitton, etc.

Clothing Items NOT Accepted:

Please note: Any items not meeting our guidelines will be pulled from the sales floor.

- Brands we DO NOT accept are: brands from big box stores like Walmart, Dollar General, and K-mart (including but not limited to ... Faded Glory, White Stag, George, No Boundaries, Basic Edition, Jaclyn Smith, Xhilation, Rue21, Forever21). These brands are already inexpensive to purchase new and our purpose is to offer mid to high end brands for discounted prices
- We will NOT accept shoes and handbags from K-Mart, Wal-Mart, Payless, Dollar General, and other discounted big box stores.
- Maternity
- Clothing/shoes out of date or out of season. We prefer items to be no older than 4 years (there are some exceptions to this with “timeless” pieces)
- Lingerie, sleep wear, bath robes
- Undergarments, stockings, socks, bathing suits – even if new
- Clothing with stains, holes, fading, wrinkles, missing buttons or broken zippers.
- Clothing that smells of smoke
- Clothing that is pilling, has lint, fuzz or pet hair.
- Bridal gowns
- Shoes that look worn or dirty - ALL shoes must be in like new condition. No shoes from K-Mart, Wal-Mart or Payless.

Home Décor Items Accepted:

Home Décor includes items you would use to decorate your home. We do not accept small appliances, kitchen gadgets, dishes, glassware, stemware, etc. A good guideline to use for yourself is if you’d use it to decorate, then we will most likely accept it. Also if you would put it in a yard sale, then it’s not something we would likely sell.

Examples: window treatments, decorative furniture, small tables, small decorative chairs, ottomans, decorative pillows, rugs, lamps, pictures and paintings, mirrors, bedding (in bedding bags please), floral arrangements, etc.

****All Items must be clean and in excellent condition.**

Home Décor Items NOT Accepted:

Large pieces of furniture, mattresses, stuffed animals and children’s collectibles, porcelain dolls, kitchen gadgets, pots & pans, dishes, small appliances, stemware, silverware, and dishes.

Stuffed Animals and children’s collectibles are not acceptable.

Supply List:

- White card stock paper for printing tags.
- *Please note – we do not accept tags printed on printer paper. They tear very easily and as a result do not stay attached to merchandise.*
- Zip ties to be used for attaching tags to items. (can be purchased at local hardware stores, Dollar Stores, etc. The 4 inch ones work best)

- Optional – tagging gun (can be used instead of zip ties) Please attach tag to a sizing label to avoid damage to the clothing.
- Shirt hangers: you may use any type you would like. Just make sure the item is presentable. We will no longer be able to return your hangers.
- Pant Hangers: All pants/skirts must be on clip style hangers.
- Clear packing tape (Scotch tape is not effective for this purpose) to attach tags to the inside of shoes and to home décor items. Make sure not to cover barcode.
- Optional – hole punch.

Preparing Your Tags:

- Log into your consignor homepage.
- Follow all online instructions for creating and printing tags.
- Punch a hole where indicated on your tag through which you can fasten zip ties. Skip this step if using a tagging gun or safety pins. DO NOT pin the tag to the clothing. If using pins, they must be pinned to a sizing label or similar so as not to cause damage to the item.
- On Saturday, all items will be sold at half price unless you mark NO for discount.
- You may donate any unsold items to benefit charity. To mark your items for donation, put a checkmark after donate when using the online system.

Tagging Your Items:

- Place all clothing that has been washed and pressed on hangers with the hook facing left, like a question mark.
- Use a zip tie, safety pin, or tagging gun to secure the tag to the inside label of the garment. If there is not an inside label, attach the tag with a tagging gun or safety pin in a seam.
- DO NOT zip tie the clothing to the hanger; customers are not able to properly try on items when attached to the hanger. Any items attached to hangers are automatically pulled from the sale.
- Try not to cause any damage to the clothing with the safety pin, pinning it to a seam should help deter potential damage.
- If selling a 2-piece outfit, you must hang items on 2 separate hangers. Then attach the hangers together using a rubber band. Only create 1 tag for the 2-piece outfit.
- For small items like jewelry – you may stick earrings directly through the pricing tag and secure them with a piece of tape on the back. For necklaces, attach the tag with string or curly ribbon so that our clientele can try things on.
- Handbags need to be stuffed with paper or bags so that they will display nicely. Attach tags to the outside handle of the handbag.
- Double check all of your items to make sure each tag is attached to the proper item.

Pricing Guidelines:

One rule of thumb for pricing is to price your items 25-35% of retail. For example, if you paid \$100.00 for an item, you may choose to price it at \$25.00.

We highly recommend allowing all of your items to be discounted 50% for our Saturday 1/2 price sale. Many shoppers on Saturday come in specifically looking for items that are discounted.