## **Drop Off Checklist for Consignors**

Now that you've registered & paid online, here is a printable "to do" list to make sure you're prepared for your Drop Off appointment...

- 1. Sign up online for a Drop Off appointment. One appointment for every 200 items consigned, consecutively (back-to-back appointments).
- Read through the Consign section of the As They Grow website at www.astheygrowsale.com including the Item Prep, Tagging Instructions and What Can I Sell pages to fully understand what's accepted at our sale and how to prep & tag your items.
- 3. Check items to make sure they're clean, pressed & hung or packaged correctly. Check toys & gear with batteries to make sure they work. Replace batteries if needed.
- 4. Check to see that each item has a tag and that it's attached well.
- 5. Large items: print an extra, duplicate tag to be attached to a Large Item Claim Ticket at Drop Off.
- 6. Group your items by gender & size, and rubber band the hangers of each size together
- 7. Use distinctly-colored hangers and/or washi (craft) tape to easily identify your unsold items at Pick Up.
- 8. Check the recall list at http://www.wemakeitsafer.com with special focus on "safety" items like car seats, strollers & cribs. You wouldn't want to sell an unsafe item to another mom. Most manufacturers offer free replacement parts to make the product safe for use.
- 9. Sign up for your volunteer shift early to get your desired shift. Consignors who volunteer 2 or more work- shifts keep 70% (an extra 5%) of what your items sell for & you'll get to shop our exclusive Volunteer PreSale!
- 10. If you're consigning furniture, please be prepared to assemble it at Drop Off. All furniture needs to be assembled except if it's brand new in the box with a picture on the outside of the box.
- 11. Consignors who have 10 or more items that DO NOT meet ATG's requirements at Drop Off, will be placed on probation and limited to consigning 50 items (or less) at our next sale. The probation will be lifted when the consignor brings in 50 items (or less) that meet the ATG requirements.
- ~Thanks for your cooperation in making this the highest-quality shopping event!