

## 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).
2. Read through the Consign section of the As They Grow website at [www.astheygrowsale.com](http://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 (3) tags. One to attach to the item and 2 for Large Item Claim Ticket.
6. Clothing: group your items by gender & size, and rubber band the hangers of each size together to help you place on racks after inspection.
7. Non-clothing: organize your totes by department to help you easily place your items on the sales floor after inspection (1) toys (2) family depot: games, puzzles, books, arts & crafts, electronics, DVDs (3) baby/infant items, shoes & accessories and décor (4) Home Sale items
8. Use distinctly-colored hangers and/or washi (craft) tape to easily identify your unsold items at Pick Up.
9. 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.
10. Sign up for your Consignor+ time blocks early to get your desired times. Consignor+ helps keep more of their consignor revenue & get to shop our exclusive Consignor+ PreSale!
11. 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.
12. 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!