



We hope that you will choose to participate in our sale! The funds raised in this sale will be put back into the church to support our ministry efforts. As you begin, please take some time to become familiar with our guidelines and policies. . If you have any questions, please contact Kanoa King at 688-3103, 363-3103, or by e-mail at kanoak@knoxcentralumc.org Thank you and God bless you!

Guidelines for Participants:

- Clothing for junior through plus size, maternity, and young men through big & tall men will be accepted.
- Accessories such as shoes, purses, belts, ties, etc. will be accepted.
- Home, garden, holiday, and furniture items will be accepted.
- **NO children's items will be accepted.**
- There will be a \$10 participation fee for all consignors. This will be deducted from your final sales. With this fee, you will receive 100 price tags, admission to the consignor pre-sale, and up to 80% of your final sales upon working one 3 hour shift. Each participant who works at least two 3 hour shifts will receive 85% of their final sales. Any consignor not working at least one 3 hour shift will receive only 50% of their final sales.
- We use the two-part perforated tags; however, if you participate in other sales and have used a different tag, we will accept those as well. Please let us know in advance.
- **We reserve the right to remove from the sale any out of date clothing or clothing with stains, missing buttons, broken zippers, or holes at our discretion, as well as any other items that are missing parts, broken, or have been recalled.**

Registration

- If you would like to register to participate in this sale, email your request to kanoak@knoxcentralumc.org. (Subject line should read "Request for consignor number")
- Upon registration you will receive a consignor number. (If you have a consignor number from another sale, you may be able to use that number if it hasn't already been taken. Just let us know.)
- Upon registration, you will also receive 100 price tags. Tags can be picked up at the church. If you choose, you may also print your own tags. A template is included; please print them on card stock, not regular paper so the safety pin won't rip the tag.
- Additional tags may be purchased. The cost is \$1 for 100 tags.
- You will be required to sign a consignor agreement upon drop off of your items.

Tagging Information

- Your consignor number must be listed on both portions of the tag of every item you bring.
- **Please follow the size chart included when writing the size of your items on the tags; for items other than pants, you must use size letters (i.e. S, XL, etc.) on the tag – do NOT use the size number (i.e. 4, 12, etc.). For pants, please use the size NUMBER where appropriate (i.e. slacks, jeans, etc.).**
- When pricing, a good rule of thumb is $\frac{1}{4}$ to $\frac{1}{3}$ of the retail price. Price to sell! Even the newest items should not be priced more than $\frac{1}{2}$ of the original retail price. To determine an appropriate price, start at $\frac{1}{2}$ price and work your way down according to age/wear of the item. Always think about what you would be willing to pay.
- Price only in 50¢ increments (i.e. 50¢, \$1.00, \$1.50, etc.). **Nothing priced under 50¢ will be accepted.**
- Be sure to place a **large red** dot to the right of the price if you do not want your item sold at half price during the half price sale; the dot must be in RED ink – do NOT use any other color as that will contradict our signage and cause problems with our shoppers!! If there is a red dot next to the price, it will **NOT** be discounted at the half price sale.
- The price, size, brief description of the item and your consignor number must be on the top and bottom of the tag. (See diagram.)
- Write in ink only; do NOT use pencils.

- Place the tag on the left side of the garment in the area that would be over the heart. For shoes, pin the price tag to the laces or “buckle holes or tape to the bottom of the shoe or bag. (See diagram.)
- Tags should always be attached securely to your item with packing tape or a safety pin. Do NOT use other types of tape; only use packing tape! Only tape tags to hard surfaces; do NOT tape tags to clothing, stuffed animals, etc.!!!
- We are not responsible for lost tags or items. Make sure that your tags are tightly secured to your item.

Preparing Your Items

- All clothes should be wrinkle free and on hangers.
- All clothing should be hung with the hook facing left like a question mark. Do not drape clothing over hangers. (See diagram.)
- Button all buttons, snap all snaps, and zip all zippers.
- Jeans and pants must be hung straight; **attach the waist of the item to the upper part of the hanger with safety pins** so that the buyer can observe the knees, front and back. (See diagram.) **Do not fold or lay pants over the hanger.**
- Multi-part clothing sets should be hung so that all pieces can be seen without unfolding or removing part of the set; all pieces should be safety-pinned together and priced as one item. Please pin the pants to the top of the hanger as instructed above; the shirt should then be hung over the pants and both pieces pinned together. Both pieces should be viewable without unpinning them.
- Shoes should be connected with ribbon or plastic ties or placed in a Ziploc bag. Use package tape to seal the bag shut so the shoes do not become separated. Tape the top of the tag to the outside of the bag. **Do NOT tape shoes together!!**
- Small items such as bras, socks, etc. should be placed in a Ziploc bag and taped shut.
- If any of your items have many parts, all parts must be placed into a plastic bag and taped to the larger item using clear package tape, and you should tag both pieces. You should also mark the tags “1 of 2” and “2 of 2”. This will ensure that if your pieces become separated, they will not be sold individually.
- All bags should be taped shut so as to not come open.
- **Do NOT put tags in plastic bags; they should be secured to the outside of the bag with package tape making sure to only tape the top portion of the tag.**
- You can also place your consignor number on a piece of masking tape and place it inside your garment or on your item in case your tag falls off.

Drop Off

Please schedule to drop off your items. **Suggestions when dropping off your items:**

- When you arrive, please sign in before unloading your items.
- We ask that you have your items sorted by gender and size.
- Place your items in the appropriate area.
- Make sure you leave a box/bin with your consignor number on it for any unsold items to be placed in.

Work Shifts

- **Shifts during the public sale and clean up must be filled first!** The drop-off/pick-up shifts will only be filled once the sale shifts are filled. Shifts are assigned on a first come basis. If you need a particular shift, submit your request early.
- The work shifts are as follows:

Friday	8 am-11 am	Public Sale
	10 am-1pm	Public Sale
	1 pm-4 pm	Public Sale
	4 pm-7 pm	Public Sale
Saturday	8 am-11 am	Public ½ Price Sale
	11 am-2 pm	Public ½ Price Sale
Sunday	1 pm - 4 pm	Clean Up

Pick Up

- Each consignor will collect their own items after the sale.
- All items left after 2 pm on Saturday must be picked up by 3 pm on Sunday. If you cannot pick up your items, ask a friend to pick them up for you.

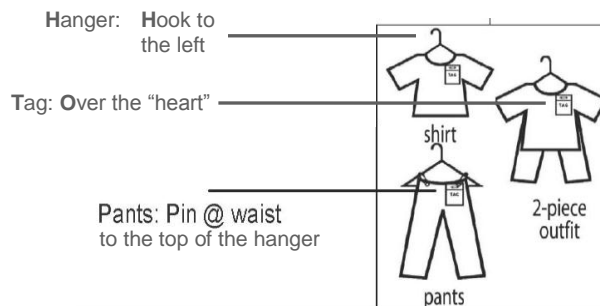
- *Any unsold items not picked up by 3 pm, Sunday, will be donated to charity unless other arrangements are made in advance. This will be enforced due to the use of the Fellowship Hall by other groups. No items may be left in the Fellowship Hall after the sale!*

Payment

Your payment will be ready approximately two weeks after the sale. You may pick it up at the church or it can be mailed to you. Please make sure the address you provided is correct. You will receive the tags from your sold items if you pick up your check at the church; if payment is mailed, you will not receive the tags.

MEN'S SHIRT SIZING CHART							
SIZE	S	M	L	XL	2XL	3XL	4XL
NECK	14-14.5	15-15.5	16-16.5	17-17.5	18-18.5	-	-
CHEST	34-36	38-40	42-44	46-48	50-52	54-56	58-60
<i>Pants should be sized according to their waist number and length (i.e. 38X32).</i>							

JUNIORS/MISSES/PLUS SIZE SHIRT/DRESS SIZING CHART										
SIZE	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
	0-3	4-6	8-10	12-14	16-18	20-22	24-26	28-30	32-34	36-38
	-	-	-	36	38-40	42-44	46-48	50-52	54-56	58-60
<i>Pants should be sized by number; use the shirt size chart to convert size letters.</i>										



Complete both portions, top and bottom, completely!

No. 00

STYLE Red Shirt

SIZE XL

PRICE 2.00 ●

No. 00

STYLE Red shirt

SIZE XL

PRICE 2.00 ●

Place a LARGE red dot if you DO NOT want your item discounted during the 1/2 price sale!

Changes

The public and pre-sale hours have been adjusted. The pre-sale is on Thursday, April 29, from 5-7 pm. The public sale hours are Friday, April 30, 8 am – 7 pm and Saturday, May 1, 8 am – 2 pm.

Consignor work shifts will only be available during the public sale hours of Friday, April 30, 8 am – 7 pm and Saturday, May 1, 8 am – 2 pm and clean up on Sunday, May 2, 1-4 pm. If all shifts are filled, then the drop off and pick up shifts will be offered. This is to your benefit to be sure that the sale has appropriate coverage.

There will be no nursery due to church policies and lack of workers/interest.

Do not price any item below 50 cents; only price in 50 cent increments (i.e. \$1.50, \$2.00, \$2.50). It's hard to take 50% of 75 cents!!!

We will be checking your items in at drop off. Make sure your items are hung correctly, priced correctly, tagged correctly, etc.; incorrect items will be pulled and must be corrected before they can be placed on the sale floor. Also ensure that your items are of good quality. Any items not appropriate for the sale will be refused.

You are responsible for ensuring that each of your tags is completely filled out. If the tag is not legible, we may not charge correctly for the item. It is your responsibility to make sure we can read the tag.

Make sure you place a LARGE RED dot next to the price on BOTH portions of the tag if you do NOT want your item discounted. You MUST use a RED pen; use of any other color will not be acceptable (i.e. the item WILL be discounted). Our sale signage specifies that “any item with a RED DOT will NOT be discounted”; use of any other color will cause confusion for our shoppers.

DO NOT TAPE THE BOTTOM PORTION OF THE TAG!!!!!! We must be able to remove the bottom portion to be able to pay you for your item.

DO NOT USE SCOTCH TAPE!!! It falls off easily and does not prevent shoppers from separating items with multiple parts. **ONLY** use CLEAR package tape. If you are concerned that the tape will damage your item, seal the item in a clear bag and tape the tag to the bag. Make sure you seal the bag with clear package tape to prevent the item from being removed and separated from the tag.

Do NOT tape tags to clothing or other fabric! Only tape tags to hard, non-porous surfaces. Taped tags fall off of clothing. Tags should be attached to clothing with safety pins **ONLY!**

Please make sure your items are a current style, clean, pressed, properly hung, and tagged. This is not a yard or rummage sale. Only bring the quality items that you would want to buy. This is meant to be a step above a yard sale; items that are faded, worn, or very out of date should be donated to the charity of your choice or saved for a yard sale. Inappropriate items will be removed from the sale and returned to you after the sale.

Any consignor \$10 or less in sales will have the registration fee waived; it will NOT be deducted from their final sales. The commission (20% or 15% - depending on the number of shifts worked) will still be deducted.