# Children's Cooperative Playschool Consignment Sale Tagging Instructions
**Saturday October 7, 2023 8 AM – 12 PM        2025 Ephesus Church Rd, Chapel Hill, 27517**

Please fill out the google form here before dropping off your items with us.
Find more information online at
https://www.childrenscooperativeplayschool.com/2023-consignment-sale

If you'd rather not consign the items yourself and would prefer to donate items to CCP please contact coopfundraising@gmail.com to schedule a time for your donation.

## Tagging Instructions
Tagging your items appropriately helps ensure that you receive the correct money earned from the sale of your items. Prior to dropping off your items with us, please do the following:
- Preparing clothing items:
  - Wash or dry clean items as needed. Ironing clothing is recommended .
  - Close zippers and buttons.
  - Hang on hangers with the hook facing left (like a question mark).
  - Place shoes in a plastic ziploc bag with a double layer of tape on the seal..
- Preparing non-clothing items:
  - Clean or wipe down items as needed.
  - For items with multiple pieces, ensure all parts are accounted for. Place any loose pieces in a plastic ziploc bag with a double layer of tape on the seal.
  - Place small items (such as finger puppets or matchbox cars) in a plastic ziploc bag with a double layer of tape on the seal.
  - Include instructions with any disassembled items, if possible.
- Pricing items:
  - We suggest pricing items at 1/4 of retail, keeping in mind age and condition.
  - Check Ebay, Craigslist, Buy/Sell/Trade groups, or local consignment stores for similar items if unsure of how to price.
  - Grouping outfits together can help items sell. If selling as an outfit, put each item on a separate hanger and use a twist tie to attach the hangers.
- Tagging items::
  - Each tag should include:
    - Your identifier (the first letter of your first name + last four digits of your phone number). ex. **A3981**
    - Size (if a clothing item). ex. **4T**
    - Price. ex. **4.00**
  - If you want to donate the proceeds of items to the school, replace your identifier with COOP (ex. **COOP   4T   4.00)**
  - Use BEIGE masking tape to tag items that you want sold for 1/2 price at 11am.
  - Use BLUE painter's tape to tag items that you DO NOT want sold for 1/2 price at 11am.
  - Use a black fine tip Sharpie to write on tags.
  - Layer two pieces of tape for fuzzy items or ziploc bags to ensure we can remove the tags and account for your sales.

- Place all tags in an easily visible location. We suggest placing clothing tags at the top right of the garment.

**Dropping Items Off:**
- Fill out [this Google Form](#) prior to dropping off your items.
- Drop items off at 2025 Ephesus Church Rd, Chapel Hill on one of the designated days the week before the sale.
- Bring a stamped, self-addressed envelope with you when you drop off your items. We will use this to mail you your check following the sale.
- We can provide a donation receipt upon drop off, if requested.
- You are welcome to shop early when dropping off your items the week before the sale.

**After the Sale:**
- Pick up any unpurchased items at 12pm on Saturday, October 7. Any items that are unclaimed by 12:30pm will be considered donated to Children's Cooperative Playschool.
- Sellers receive 65% of the total earned from items sold. You will receive a check with your profits within 3 weeks of the sale.

| **ITEMS ACCEPTED:** | **ITEMS NOT ACCEPTED:** |
| --- | --- |
| ❖ Children's clothing (size NB-14/16) in good condition <br> ❖ In-season maternity and nursing clothing in good condition <br> ❖ Children's shoes in excellent condition <br> ❖ Baby equipment: high chairs, carriers, strollers, pack-n-plays, exer-saucers, bouncers <br> ❖ Nursery furniture: changing tables, gliders, cribs <br> ❖ Rockers, kid tables/chairs, etc. <br> ❖ Toys in good condition with all parts, including clean stuffed animals <br> ❖ Children's and parenting books <br> ❖ Bikes, scooters or ride-on toys. <br> ❖ Outdoor play structures or toys <br> ❖ Halloween or dress up costumes <br> ❖ Cloth diapers and covers in good condition. <br> ❖ Baby carriers <br> ❖ Nursery decor | ❖ Car seats older than five years – the date will be on the seat. <br> ❖ Clothing with holes or stains <br> ❖ Scuffed or dirty shoes <br> ❖ Broken toys or equipment <br> ❖ Toys with missing or broken parts <br> ❖ VHS Tapes <br> ❖ **Recalled Items – Please see below for more information.** <br><br> *The Children's Coop reserves the right to reject any item.* |

## **Recalled Items:**

Sellers MUST check for recalls before bringing items. You can check the Consumer Products Safety Commission website www.cpsc.gov for recalls, or Google the item, or go directly to the manufacturer's website and search their recalls. The Consumer Protection Agency has said that Resellers (which would be the Sellers themselves) must not sell recalled items.