

Epiphany's Children's Consignment Sale

1211 E. Grandview Avenue, Culpeper, VA 22701

Consignmentsale@epiphanycatholicsschool.org

New Consignor Information

Dates of Sale: Fall – 4th Weekend in September
Spring – 4th Weekend in April

Location of Sale: **Epiphany Catholic School Gymnasium**
Entrance to gym is behind the school building at
1211 E. Grandview Avenue, Culpeper

To become a consignor with Epiphany Catholic School Children's Consignment Sale, you must fill out the activation form which is either emailed to you or available for pick-up at the Consignment Sale Office. The office is located behind the main school building in the smaller "Pavilion Building." On the left side of the building and below the school cafeteria, there is a well-marked door and a mailbox located there. All documents can be dropped off and picked up there. For the safety of our students, please do not use the school office or the entrance to the school.

There is a **non-refundable/non-transferable \$10 fee** charged for each consignor at each sale. This fee is used for supplies, postage, publicity, food and fees associated with each sale. Your number will not be activated until this fee is received with your "activation form." For your first sale, a consignor number will be assigned to you by our Activation Coordinator upon receipt of your paperwork and payment.

What to Consign

The sale will be accepting seasonal children's clothing (newborn through Juniors sizes) shoes, accessories, children's furniture, baby equipment, toys (newborn through teen) books, DVD's maternity & nursing clothing, sports equipment, bikes, ride-on toys, yard toys and anything else related to children and babies.

During the **Spring Sale** we will accept only Spring and Summer items such as seasonal clothing, bathing suits, sandals, pool toys.

During the **Fall Sale** we will accept only Fall and Winter items such as winter

coats, snow suits, snow pants, sleds, hats, gloves, Halloween costumes, holiday dresses, holiday clothing and accessories or snow boots.

We cannot ever accept the following: car seats, booster seats, breast pumps, TV with CRT (old style), used pacifiers or bottle nipples, open packages of diapers, baby food or formula.

This is an upscale consignment sale. Our shoppers expect top quality items and brands. Please do not bring in soiled, stained, frayed, scratched or broken items. Do not bring anything with missing pieces, flat tires, missing wheels or dead batteries. If you would not buy it yourself please do not try to consign it. During drop-off we will have consignment volunteers checking and placing items and we reserve the right to decline any inappropriate items.

Consignor Number

Your consignor number is a unique number assigned to only you by the Activation Coordinator. Once you receive a number, it will remain the same for this sale and any other sale you want to be a part of. This allows you to take back and re-consign items if you wish or to tag items at any time of year for an upcoming sale. If you want to be part of a future sale you simply send in your “activation form” and \$10 fee to activate your number.

Your consignor number is very important. It is what we use to sort your tags and calculate your total sales. Please keep it in a safe place and please use it on all forms and correspondence related to the sale.

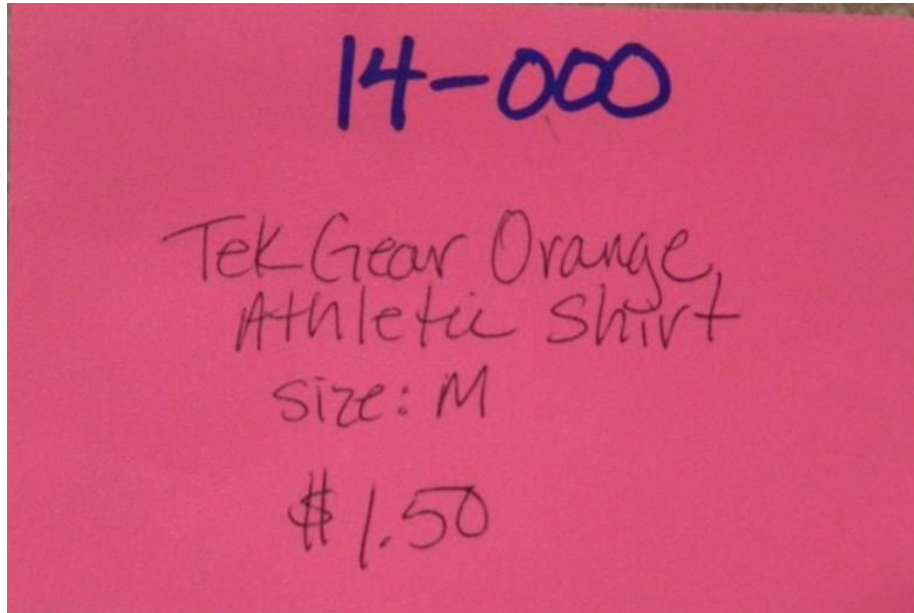
Tags

Each item must be individually tagged. Each item should have only 1 tag. If an item has multiple parts (i.e. dollhouse or play work bench) please place your tag on the main item that indicates a group of items (i.e. work bench with play tools and chair) and either NO tag on accessories or a tag that says “part of a set.”

Tags on clothing should be approximately 3x5, and of a heavy paper such as an index card or card stock. It is helpful for sorting and pick-up of unsold items to make your tags distinctive and recognizable to you. Some consignors use a bright or specific color paper; others use a small graphic or sticker. This is not necessary but is helpful to some consignors.

Tags should include the following information:

Consignor Number
Short description of item
Size (for clothing)
Price



Don't forget a color, brand or description of some sort. This helps us find an item if a tag becomes lost or detached. If you have a good description chances are we will figure out what item it goes with. This means you will sell that item and be paid for that item. If an item has no tag we cannot sell it to a shopper.

If a tag is on an item but missing a price, we can put a reasonable price on the item (if you give us permission to do so) and we can sell that item to a shopper and in turn you will be paid for that item. Most of our consignment committee members are consignors as well. We are very good at pricing items and will be fair to both parties. This happens a lot!

Clothing

Clothing should be stain free, and have no holes, rips or frayed fabric. All clothing should be on a hanger. All hangers should face the same way. Clothing tags should be pinned on each garment (no straight pins please) near the **left shoulder, side or**

sleeve. Pricing guns are another quick and easy way to attach tags to any fabric item. They can be purchased at office supply stores and online. Each garment should be on a hanger so if it is hanging on a rack, front faces Left (see photos).



Recycled hangers and safety pins will be available to active consignors a few weeks before the sale while supplies last. They can be picked up outside the Consignment Office. Active consignors will be notified by email when they are available. We ask that you please only take what you need so all consignors have an opportunity to use the recycled hangers.

All Other Items

Items to be consigned should be in good working order. All toys that run on battery power should have fresh or working batteries. If a toy does not work when tested by a shopper, it probably won't sell. Bikes, scooters, ride on toys and skateboards should not have flat tires or missing wheels. It is helpful to take the time to set-up a portable crib, swing or other devices, when you bring them to the sale. The more visible an item is, the better it will sell.

All other tags should be either taped on the item (cribs, toys, strollers) or stuck directly on the item using **REMOVABLE labels** of the same size. These removable labels are available at Wal-Mart, Target and Staples.

Shoes should be paired in some way. Some suggestions are: Ziploc bags, rubber bands, clothespins, zip ties or in a shoe box with rubber bands.

Socks should be paired and sell well in groups i.e. 3 pair in a Ziploc bag.

Baby onesies and tee-shirts also sell well in groups of 2 or 3 per bag.

Small toys are best grouped together in a see through bag or in a grab bag style package. For example “3 My Little Ponies” in 1 bag or a bag of “mixed LEGOS”

Games and puzzles should be checked BEFORE consigning them and labeled as: “all pieces in box”, “all game pieces are there” or “missing one game piece” as appropriate. If they are not labeled it is ASSUMED that all pieces are in the box as if it were new in box.

Books can be bundled and sold in a pack or series. Please secure them well with rubber bands, tape or string.

Please secure all small items that are part of a set. For example, a kitchen play set that comes with food items. Put all small accessories and food items in a Ziploc or clear bag and ATTACH them to the play set. State this clearly on your tag “play house with food and cart” so the shopper and checker will know to look for additional items. Place only 1 tag on each item.

Movies & Video Games

Video Game boxes should NOT be taped shut. When you arrive for drop-off video games are logged in to a special book and the empty case is put out on the floor. It is clearly marked and stated that shoppers will buy the empty box and then retrieve the actual cartridge or disc from a volunteer as they leave the sale. This area is clearly marked and is for the security and safety of all consignors and shoppers.

DVD, Blu-ray and VHS boxes should be taped shut. These boxes will be opened and inspected at check-out to confirm the movie is there before we remove the tag. If a consignor attempts to sell an empty box they will not be allowed to join our sale in the future.

Pricing

Consignors must price their own items. There is a pricing guidelines page at the end of this document. You do not need to follow these guidelines. They are to give

you an idea of consignment pricing. Use your own judgment and consumer expertise. We all shop! As a general rule of thumb consignment prices are about 25% – 50% of the original “new in box” price. Items that are in new condition, have a box and instructions, hold their value better than repackaged and well used items. If an item has an original tag on it, leave it on and price it accordingly. Designer and name brands sell at a higher price than generic and store brands. Most of the items that sell at this high end consignment sale are brand name items. Very good sellers are: Gymboree, Gap, JJ Cole, Heart and Kite Strings, Lands’ End, LL Bean, Little Tykes, Melissa & Doug, Hannah Anderson, Baby Einstein, American Girl, Aeropostale, Polo, ALEX, Gerber, Graco, Britax, Fisher Price, LEGO, Nintendo, Stride Rite, Bobs, Sketchers

Dropping off

We accept items for drop-off starting Wednesday afternoon prior to each sale from 1:00pm – 9:00pm and Thursday morning prior to each sale from 8:30am – 1:00pm. The exact dates will be included in the emails before each sale. Drop-off is done at the garage door at the back of the school gymnasium.

When you arrive at the sale you will need to first visit the check-in table to verify your contact information and sign your sales agreement. If someone else is dropping off your items, please notify us via email.

When you drop-off your items, a Consignment Volunteer will inspect your items and place them in their appropriate locations. We reserve the right to decline any items that are of poor quality or out of season. We will have a “Pulled Items” rack in the back of the sale you may want to check for any missing items.

Picking-up

Consignors have the right to retrieve any unsold items at the end of the sale. All unsold items must be picked up by the consignor (or authorized person) on Saturday between 3:00pm – 5:00pm. Early pick up is not possible because the sale is still open to the public on Saturday until 3:00pm. Any items not picked up by 5:00pm on Saturday will become the property of Epiphany Catholic School. These items will be donated to charitable organizations in the community. We do not keep records of items donated, that is the responsibility of each individual consignor.

You will receive all of your sold and calculated tags after the sale with your consignor check and a receipt of donation **to be filled in by you.**

Volunteering

Volunteers are needed Wednesday, Thursday, Friday & Saturday the week of the sale. We do not require consignors to volunteer, but we do give incentives for those who do. Consignors who volunteer receive 75% return on their total sales. We require that consignors give a minimum of 2 hours of their time in order to receive the special 75% return on sales. As an added incentive, all volunteers are granted an early shopping pass. This allows volunteers to pre-shop at the sale Thursday evening at 5pm prior to the Friday public opening.

There are sometimes other options available for volunteer hours so if you have questions or conflicts contact our volunteer coordinator for that sale.

Children are not permitted with you when you volunteer. We must also require that all volunteers be at least 16 years old or a middle school student needing volunteer hours. Consignors may have a friend or relative complete their volunteer hours for them. It is YOUR responsibility to make sure that we know who is volunteering for whom. Please send us an email, make a note on the volunteer sign-up sheet when you log-on, or use your consignor # when signing in the day of their shift. If we don't know, we can't give you credit.

We are now using an online volunteer sign up program, Sign Up. You will receive an email with a link to the current volunteer sign-up calendar before each sale. Please visit the volunteer sign-up site as soon as possible to pick your time slot. Any changes to your scheduled time must also be made through the site. **Volunteer time slots are 2 hours long and on a first come, first served basis.**

Consignors that do not volunteer their time will receive the standard 50% return on their total sales. Consignors may shop on Thursday evening at 7pm. The sale is open for pre-shopping only Thursday night until 9pm.

Consignor Checks

Consignor profits are determined by the calculation of tags removed from sold items and volunteer time. It takes the sale committee about 2 weeks to calculate tags and another 2 weeks to process checks. You can expect checks to be ready 1 month after the sale. When the packets are ready for pick-up you will be contacted to pick up from the school office.

Consignment Sale Pricing Guidelines

These are just ideas for pricing, you do not need to follow these prices but they are a good idea for where to start, use your own judgment and shopping knowledge. Keep in mind while you are pricing your items that the condition of the item counts and designer brands and labels are ALWAYS a bit more.

Baby Items

Portable Cribs \$5 and up
Umbrella Strollers \$2-10
Strollers \$20 and up
Infant Carrier \$10 and up
Diaper Pails \$5-10
Bouncy Seats \$5 and up
Swings \$10 and up
Exersaucers \$5-10
High Chairs \$10 and up
Diaper Bags \$5 and up
Nursing Pillows \$5 and up

Linens

Crib sheets \$4 and up
Shopping Cart Covers \$5
Baby Blankets \$2-5
Crib Sets \$10 and up
Toddler Sheet \$5 and up
Hooded Towels \$2-4

Baby Clothing

Onesies 2/3 for \$1

Overalls \$2 and up
Sleepers \$1-4
Shoes \$2 and up
Socks 2/3 for \$1
Snow suits \$5 and up
Bathing suits \$2 and up
Pants \$1-5
Dresses \$2 and up

Children's Clothing

PJ's \$2-4
Jeans \$2-5
Shorts \$2-3
Tee Shirts \$1-3
Polos \$2 and up
Socks 2/3 \$1
Shoes \$2 and up
Tights 2/\$1
Sweat shirts \$3 and up
Sweaters \$3 and up
Sports Jerseys \$5 and up

Books Videos & Games

Easy Readers 4/\$1
Chapter Books \$.50 and up
Board Books \$.50
Hardbacks \$3-5
DVDs \$2-5
VHS \$.50
Audio Books \$3
CDs \$2-3
Handheld Games \$2-5
Console Games \$5-7

Furniture

Head Boards \$15 and up
Toddler Beds \$15 and up
Dressers \$20 and up
Rugs \$10 and up
Book Case \$10 and up
Cribs \$25 and up
Changing Table \$20 up

Seasonal Items

Winter Coats \$10 and up
Snow Boots \$5 and up
Hats \$1-3
Mittens/Gloves \$1-3
Bathing suits \$2 and up
Pool Toys \$2 and up
Holiday Dresses \$8-10 up

Sports Equipment

Leotards \$3 and up
Cleats \$5 and up
Uniforms \$3 and up
Soccer balls \$2-5
Helmets \$5 and up
Boy & Girl Scout
Uniforms \$5 and up
LAX sticks \$5 and up

School Uniforms

Pants \$3-5
Shorts \$2-5
Polos \$3-5
Button downs \$5 up
Skirts \$5 and up
Jumpers \$5 and up
Sweaters \$5 and up
**Add a few dollars if they are
monogrammed Flynn & O'Hara brand