

# Epiphany Catholic School Children's Consignment Sale

1211 Grandview Avenue, Culpeper, VA 22701

[Consignmentsale@epiphanycatholicschool.org](mailto:Consignmentsale@epiphanycatholicschool.org)

Greetings Consignors,

The Spring 2017 Children's Consignment Sale has begun! The attached form should be used if you wish to activate your consignor number and be a Spring 2017 consignor. Extra forms are located in the mailbox at the Consignment Sale Office, which is behind the school below the pavilion building, the same location that hangers are picked up. If you have any questions or concerns please email us at our email address above.

Here are a few reminders for you:

- Our consignor fee is still **\$10**. The entire amount is **non-refundable** and due at time of activation. Please mail your activation form with the **\$10 non-refundable** fee as soon as possible. Please make checks payable to Epiphany Catholic School. You will not be activated until the fee is collected.
- All consignment sale related mail needs to be sent to Epiphany Catholic School at the address above or dropped off in the mailbox by the consignment sale office door. Please do not use the school office for consignment sale business.
- If you will be a new 1<sup>st</sup> time consignor please use this same attached form and you will be contacted and assigned a new consignor number. If you cannot remember your consignor number please contact us at [consignmentsale@epiphanycatholicschool.org](mailto:consignmentsale@epiphanycatholicschool.org)
- **Activation will begin immediately and runs through April 12th**. As a reminder **we only accept 100 consignors** for each sale, so please send in your form to activate your number as soon as possible. (Epiphany's Spring Break is April 13th - 21st. The office will be closed and no activations will take place. We can not guarantee your activation after April 12th.)
- Upon receipt of your activation form and \$10 fee you will be notified by email that you are an active consignor for this Spring 2017 sale and be sent the Volunteer SignUp Link.
- Volunteer requirements have remained the same. We require that Consignors give 2 hours of their time in order to receive the special 75% return on sales rather than the standard 50%. Volunteers need to be at least 16 years old or a middle school student needing service hours.
- Children are not permitted at the sale while you are volunteering. All children attending the sale must remain with an adult.
- There will be a 50% off sale on Saturday from 1pm-3pm. If you do not want your items to be sold at 50% off, please put a circle around the price on your tags.
- The Volunteer SignUp Link will be emailed to you once you are activated for this sale. Volunteer time slots are on a first come, first served basis. Any changes to your scheduled time must also be made through the site.
- As always please be mindful of the condition of the items you are consigning. If pieces are missing or damaged, please do not sell them. As a rule of thumb, if you wouldn't buy it yourself then do not consign it. This is a Spring sale, so only Spring and Summer items will be accepted. Out of season items and items in poor condition will be pulled.
- If you have any other questions please contact us at [consignmentsale@epiphanycatholicschool.org](mailto:consignmentsale@epiphanycatholicschool.org)

