



The one stop guide for all your consignor preparation questions!

Check for recalls @
<https://www.cpsc.gov/Recalls>. Items that have been recalled are not allowed.

- 1- Organize Your Items & Supplies Needed
- 2- Item Limits
- 3- Hanger Guidelines
- 4- Clean, Check & Prepare Your Items
- 5- Secure & Package Your Items

All items must be in gently used, like-new condition before entering them into your Consignor Portal (MSM - My Sale Manager).

★ Pro Tip: The more organized you are, the quicker and smoother your consigning experience will be – and the more money you'll make!

Organize Your Items

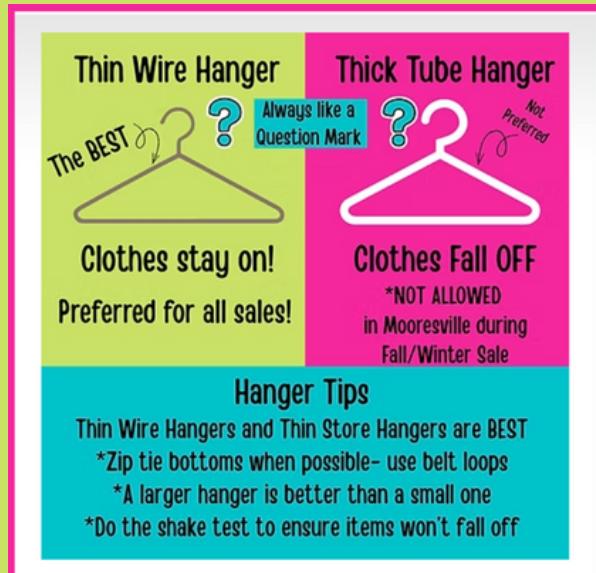
Sorting your items before adding them to MSM saves time and makes tagging and drop-off a breeze!

★ Pro Tip: Organization is key to a smooth process.

- Clothing & Shoes
 - Organize by gender and size
- Toys, Games, Puzzles
 - Organize by gender, type, or category
- Books
 - Sort by level, category, or theme
- Other Items
 - Group by category

Item Limits

- 300 hanging clothing items per consignor
 - Mega Consignors (earned \$500+ last sale) have no hanging limit
- Infant hanging (0-18 mo): max 50 items
 - Does not include Specialty & Holiday Sections
- Juniors: 25 items (true Juniors only- NO WOMENS)
- Young Men: 25 items
- Women's Boutique: 30 high-end brands only



Supplies Needed

- #65 white cardstock (required if printing tags yourself)
- Safety pins (1-1.5 inches, no small gold, no 2 inch or larger)
- Tagging gun (recommended)
- Rubber bands
- Packing tape
- Plastic cling wrap/Stretchy shrink wrap
- Zip ties (various sizes)
- Ziploc baggies
- Batteries for items requiring them
- Hangers – ask neighbors, coworkers, friends & family to save them
 - (We also provide shareable social graphics for hanger collection!)

Hanger Guidelines

All clothing must be hung – including onesies, sleepers, pajamas, & sleep sacks.

★ Pro Tip: Presentation matters! Shoppers are more likely to buy items that are neat, clean, and easy to see.

- Preferred Hangers
 - Wire hangers or thin store hangers
 - (They hold better and maximize rack space.)
- Thick Plastic & Tube Hanger Policy
 - Mooresville Fall Sale: Not accepted.
 - If used, items will be placed as restock.
 - All other sales: Allowed, but not preferred
 - They do not hold clothing securely
 - They take up significant rack space
- How to Hang Clothing Correctly
 - Hooks must face left (like a question mark)
 - Zip-tie bottoms to hangers when possible (use belt loops!)
 - Use a larger hanger instead of a small one to avoid stretching necklines
 - Perform the shake test to ensure clothing won't fall off
 - For multi-piece sets, secure hangers together at the neck with:
 - Rubber bands, Zip-ties, Tape
 - Please do not cut zip-ties – cut ends are sharp and unsafe

Clean, Check & Prepare Items

◆ Pro Tip: Boost your profit with great prep!

Toys & Large Items

- Wipe down with mild soap & water or baby wipes
- Make items look clean, bright, and ready to sell
- Ensure all pieces are included
- Confirm the item is fully working
 - (batteries must be installed)

Games & Puzzles

- Make sure all cards, parts, and pieces are included
- Secure loose parts inside the box or bag
- Confirm everything is functional and complete

Shoes

- Use a Magic Eraser to remove scuffs
- Give them a little sunshine to help freshen and brighten
- Ensure they are clean, odor-free, and seasonally appropriate

Clothing

- Give items a quick fluff in the dryer to release wrinkles
- Avoid fragrance sprays that "mask" odors – fresh is best
- Ensure items are clean, stain free, & inspection-ready

Outdoor Items

- Remove dust, dirt, leaves, and debris using soap & water
- Check for any outdoor residue or buildup that may reduce value

Large Infant Items

- Check straps, buckles, & harnesses for cleanliness & safety
- Clean the fabric, including corners and seams
- Wipe "hidden" nooks and crannies where buildup collects
- Ensure all parts are secure and functioning properly

Secure & Package Your Items

Clothing

- Hang ALL clothing Items- See Hanger Guidelines Below
- When Making Bundles
 - All Items must be the same size
 - Pins must be in the seams
 - Pin through Hangers so items do not pull & stretch
 - Secure hangers with tape, zip ties, rubber bands
 - DON'T HIDE stained/worn items behind nice items!

Large Infant Items

- Check straps, buckles, & harnesses for cleanliness & safety
- Clean the fabric, including corners and seams
- Wipe "hidden" nooks and crannies where buildup collects
- Ensure all parts are secure and functioning properly

Secure & Package Your Items

◆ Pro Tip: Keep items visible so shoppers know exactly what they are buying!

Toys & Large Items with Extra Pieces

- Place small parts and pieces in a Ziploc bag and secure it to the main item using tape or a zip tie
- Tape all bags closed to prevent lost pieces
 - For large sets:
 - Use CLEAR bags or tubs
 - (If shoppers can't see the item, they are less likely to purchase it!)

- Wrap pieces together with clear cling wrap and secure with tape
- Zip-tie multiple items together
- Label clearly

Games, Puzzles, Crafts & Boxed Items

- Wrap wooden/chunky puzzles with clear cling wrap
- Place all puzzle pieces in a Ziploc bag and secure it to the puzzle base using tape or a zip tie
- Do NOT tape over stickers, decals, or artwork!
- Boxed items: tape boxes closed so pieces are secure

Books & Crafts

- To Make Bundles
 - Use Ziplock Bags or Clear Cling Wrap
 - Painters tape can be used, however, consider the quantity and weight- sets will come apart if there are too many or they are too heavy
- Consider including a list of all titles/contents
- Individual Books & Crafts do not need to be packaged

Decor, Blankets & Soft Items

- Hang items whenever possible
 - Curtains, Large blankets, Bedding, Closet organizers
- Roll blankets and secure with ribbon or a zip tie
- Use clear wrap, zip ties, or safety pins to attach multiple pieces
 - When securing tags or grouping items, use caution around:
 - Paint, Decals, Stickers, Stains/Finishes
 - Don't let tape damage your item!

Shoes

- Zip-tie shoes together
- Use rubber bands for boots or other shoes that cannot be zip-tied or safety-pinned
- No shoes in boxes or bags
- Infant shoes/booties may go in Ziploc bags to keep them secure