

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

Thin Wire Hanger	Thick Tube Hanger
 <p>The BEST ? Always like a Question Mark</p>	 <p>? Not Preferred</p>
<p>Clothes stay on!</p> <p>Preferred for all sales!</p>	<p>Clothes Fall OFF</p> <p>*NOT ALLOWED in Mooresville during Fall/Winter Sale</p>
<p>Hanger Tips</p> <p>Thin Wire Hangers and Thin Store Hangers are BEST</p> <ul style="list-style-type: none"> *Zip tie bottoms when possible- use belt loops *A larger hanger is better than a small one *Do the shake test to ensure items won't fall off 	



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!

Reminder: Do NOT tape over stickers, decals, or artwork!

- 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