

# TKS Drop-Off Guide



## Follow these steps to Prepare for your Drop-Off Appointment

After you register to consign, prepare and tag all of your items. Then bring them to the venue during sale week at the day/time you select in the My Sale Manager ("MSM") Consignor Portal.

Note: When you register, Drop-Off appointments may not be visible yet.

Watch for updates in: • The TKS Chit Chat Facebook Group • Email updates • Text messages

## Do I Need a Drop-Off Appointment?

(Review the 3 scenarios below and choose the one that fits you.)

### 1. Consignor ONLY: No Helper Shift

- YES. Please select a drop-off appointment using the MSM Consignor Portal.

Consider adding a Helper Shift!

Increase Your Profits while having fun with your TKS Family!

### 2. PRESALE Helpers : (Helper Shifts BEFORE 12PM on Thurs)

- 300 ITEMS or Less
  - You have TWO options:
    - Option 1 – Arrive Before or Stay After Your Helper Shift
      - Arrive at least 30 minutes BEFORE your shift or unload after your shift.
        - If your shift starts at 9am or 10am, plan to unload after your shift.
        - If you arrive before your shift, you MUST stop unloading and come inside when your shift begins.
          - You will finish unloading after your shift.
    - Option 2 – Sign Up for a Drop-Off Appointment
  - More Than 300 ITEMS
    - YES – you must sign up for a Drop-Off Appointment.

### 3. Helper Shift DURING Sale Week (AFTER 12PM on Thursday)

We want your items available when early shopping begins.

- YES – please sign up for a Drop-Off Appointment.

Can't Find an Appointment That Fits Your Schedule?

No problem! Email us and we will make it work.

## How to Prepare for Drop-Off

★ Organization + Preparation = Smooth & FAST Drop-Off ★

- Hanging Items
    - All clothing MUST be organized by gender and size.
- PRO Tip:** Group same-size or same-category items by:
- Rubber banding hangers
  - Putting a trash bag over grouped items
  - Alternating hanger direction in your tub
- Specialty / Seasonal Clothing Categories
    - Separate these from regular clothing and organize by gender + size:
- Boutique (High-end brands only)
  - Pajamas (2T & above—infant PJs stay with regular clothes)
  - Halloween
  - Thanksgiving Clothing
  - Easter Clothing
  - Christmas Clothing
  - Sunday Best
  - Rain Jackets
  - Winter Coats (zip or button all the way down; no half zips)
  - Snow Pants/Bibs
  - Swim
  - Costumes/Dress-Up
  - Dance/Gymnastics
  - Team Sports (Collegiate/Pro)
  - Sports Clothing (ex: baseball pants)
  - School Uniforms

- Shoes
  - Put all shoes in a separate container
  - Organize by gender + size
  - Large cardboard boxes will be labeled (ex: "Boys – Little 10")
    - → Place your shoes in the box matching gender/size

**PRO Tip:** Bag all shoes of the same gender/size together in a tied plastic bag; drop the bag into the corresponding shoe box.

Quality Standards + Season Appropriate Items									
TKS is a Seasonal Sale and accepts ONLY season-appropriate items. The items listed below are NOT the entire list of items accepted during that season; this list only includes the items we receive the most questions about.									
<b>Clothing Standards:</b> <b>Unacceptable Quality List Below</b> <ul style="list-style-type: none"><li>• No items with fuzz/lint/pilling</li><li>• No broken zippers/missing buttons</li><li>• No Pin Holes from Tagging</li><li>• Small or Cigarette Smoke/Dog Hair</li><li>• No Holes/Tears</li><li>• No Stains/Color Bleed</li><li>• No Faded/shrunk items</li></ul>	<b>Items NEVER ACCEPTED</b> <ul style="list-style-type: none"><li>• No Home Decor (only Child Theme)</li><li>• No Used Diaper Genie</li><li>• No Crib Mattress (without bed)</li><li>• No mature-rated items</li><li>• No Cassettes/VHS or Consoles</li><li>• No Computer Games</li><li>• No Wedding Gowns</li><li>• No Used Underwear</li><li>• No Breast pumps</li><li>• No Adult Bedding</li><li>• No Recalled Items</li><li>• No Free Items (Formula/Mail Toys)</li><li>• No Beauty/Personal Items (hair products/makeup/styling tools)</li><li>• No Stuffed Animals (only interactive or Disney Characters)</li></ul>								
<b>Winter/Fall Seasonal Items</b> <table><tr><th>NOT ACCEPTED</th><th>ACCEPTED</th></tr><tr><td><ul style="list-style-type: none"><li>• No Summer T-shirts</li><li>• No Spring/Sundresses</li><li>• No Summer Tops</li><li>• No Summer Shorts</li><li>• No Sandals</li><li>• No Bathing Suits</li><li>• No Beach Toys/Items</li></ul></td><td><ul style="list-style-type: none"><li>• All Jackets</li><li>• Lilly Pulitzer</li><li>• Athletic Wear</li><li>• Crocs/Natives</li><li>• Winter Holiday Items</li><li>• New in Package socks/underwear</li></ul></td></tr></table> <p>Winter Holidays: Fall, Halloween, Thanksgiving, Christmas</p>	NOT ACCEPTED	ACCEPTED	<ul style="list-style-type: none"><li>• No Summer T-shirts</li><li>• No Spring/Sundresses</li><li>• No Summer Tops</li><li>• No Summer Shorts</li><li>• No Sandals</li><li>• No Bathing Suits</li><li>• No Beach Toys/Items</li></ul>	<ul style="list-style-type: none"><li>• All Jackets</li><li>• Lilly Pulitzer</li><li>• Athletic Wear</li><li>• Crocs/Natives</li><li>• Winter Holiday Items</li><li>• New in Package socks/underwear</li></ul>	<b>Spring/Summer Seasonal Items</b> <table><tr><th>NOT ACCEPTED</th><th>ACCEPTED</th></tr><tr><td><ul style="list-style-type: none"><li>• No Sweaters</li><li>• No Heavy Jackets</li><li>• No Wool or Leather Pants</li><li>• No Sweatpants</li><li>• No Leather Boots</li><li>• No Winter Toys/Items</li><li>• No Toboggan/Winter Gloves</li></ul></td><td><ul style="list-style-type: none"><li>• Light/Rain Jackets</li><li>• Jeans/Khaki Pants</li><li>• Cowboy/Rain Boots</li><li>• Athletic Wear</li><li>• Bathing Suits</li><li>• Holidays Below</li><li>• New in Package socks/underwear</li></ul></td></tr></table> <p>Summer Holidays: V-Day, St. Patrick's, Easter, Patriotic Days</p>	NOT ACCEPTED	ACCEPTED	<ul style="list-style-type: none"><li>• No Sweaters</li><li>• No Heavy Jackets</li><li>• No Wool or Leather Pants</li><li>• No Sweatpants</li><li>• No Leather Boots</li><li>• No Winter Toys/Items</li><li>• No Toboggan/Winter Gloves</li></ul>	<ul style="list-style-type: none"><li>• Light/Rain Jackets</li><li>• Jeans/Khaki Pants</li><li>• Cowboy/Rain Boots</li><li>• Athletic Wear</li><li>• Bathing Suits</li><li>• Holidays Below</li><li>• New in Package socks/underwear</li></ul>
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We pride ourselves on selling gently used items at discount prices that meet our quality standards. We REJECT ALL items that do not meet our standards.									

## • Bin Items

- As you unload, you'll see bins labeled for each category.
- Organize items in advance to match these categories.

**PRO Tip:** Place each category's items into separate bags, boxes, tubs for easy drop-off.

## • Bin Categories

- Outdoor
- Sporting Goods (bats, skates, helmets, etc.)
- Infant (all things infant, except toys)
- Accessories (bows, hats, belts, bags)
- Boy Toys (cars, superheroes, trucks)
- Toys (animals, LEGO, general toys)
- Girl Toys (dolls, princess, Barbie)
- Infant Toys (stackers, interactive plush, blocks)
- Crafts (Play-Doh, beads, DIY kits, stamps)
- Puzzles & Games
- Electronics (DVD, Blu-ray, video games, headphones, VR)
- Kidz Room Decor (infant to big kid, including bedding)
- Christmas (Non Clothing)
- Halloween (Non Clothing)
- Thanksgiving (Non Clothing)
- Easter (Non Clothing)
- Large Items (furniture, gliders, cribs, shelving)

## • ASSEMBLY REQUIRED at DROP-OFF

- All large items **MUST** be assembled at drop-off, including:
  - Cribs
  - Pack-n-Plays
  - Beds
  - Large outdoor toys

Do you have **LARGE ITEMS** that you can't bring during your Drop-Off Appointment?

Bring **LARGE ITEMS ONLY:** to the venue by Thursday at 12 noon.

Please let us know at your drop off appointment: Please check hours.

You must bring all other items during your drop-off apt.

## Not Donating Everything?

- Leave a plastic tub/bin with your Consignor Number written on **ALL 4 SIDES** with Permanent Marker- No Paper/Tape
  - Your unsold items will be placed in your bin at Pickup.
  - Consignor Bins Are **VERY** Important
    - They make sorting faster
    - They reduce sorting errors
    - If you do **NOT** leave a bin, \$5 will be deducted from your earnings.
      - Plastic tubs only
        - NOT allowed:
          - Laundry hampers
          - Cardboard boxes
          - Baskets



## Smile & Go Drop-Off – Fast, Easy & Stress-Free

- Smile & Go is the **FASTEST** drop-off option available to consignors who choose to donate 100% of their unsold items.
- This quick, drive-through style drop-off is offered at the beginning of drop-off week and is not available every day, so planning ahead is important.
- How Smile & Go Works
  - ✓ Sign up for a Smile & Go Drop-Off Appointment in **MSM**
  - ✓ Prepare your items for Drop Off
  - ✓ Arrive at your scheduled time
  - ✓ Stay in your car
  - ✓ Honk to let us know you've arrived
  - ✓ TKS Helpers unload your vehicle for you
  - ✓ Receive your shopping pass – and you're on your way!

### ★ Why Consignors Love Smile & Go

- No unloading
- No waiting
- No stress
- In and out in minutes!

### ! Important Reminders:

- You must select a Smile & Go Drop-Off Appointment in advance to use this option.
  - Smile & Go is **NOT** offered everyday- Check your Drop Off Appointment
- Large Items must be assembled at drop off
- **All Tags MUST BE MARKED DONATE to Use Smile & Go**

## We REJECT items for the following reasons:

Too worn

Off season

Stained

Holes/rips/tears (that do not appear to be part of original design)

Broken

Missing pieces

Not a kid appropriate item

**TAG GUN/SAFETY PIN** with tag **MUST GO IN A SEAM**, not in the fabric of the garment! It creates holes in the item and may be rejected!

Expiration dates of car seats