



# 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.

#### Clothing Standards : Unacceptable Quality List Below

- No items with fuzz/int/pilling
- No broken zippers/missing buttons
- No Pin Holes from Tagging
- Small of Cigarette Smoke/Dog Hair
- No Holes/Tears
- No Stains/Color Bleed
- No Faded/shrunken items

#### Items NEVER ACCEPTED

- No Home Decor (only Child Theme)
- No Adult Bedding
- No Recalled Items
- No Free Items (Formula/Meal Toys)
- No Beauty/Personal Items (hair products/makeup/styling tools)
- No Stuffed Animals (only interactive or Disney characters)

#### Winter/Fall Seasonal Items

##### NOT ACCEPTED

- No Summer T-shirts
- No Spring/Sundresses
- No Summer Tops
- No Summer Shorts
- No Sandals
- No Bathing Suits
- No Beach Toys/Items

##### ACCEPTED

- All Jackets
- Lilly Pulitzer
- Athletic Wear
- Crocs/Natives
- Winter Holiday Items
- New in Package socks/underwear

#### Spring/Summer Seasonal Items

##### NOT ACCEPTED

- No Sweaters
- No Heavy Jackets
- No Wool or Leather Pants
- No Sweatpants
- No Leather Boots
- No Winter Toys/Items
- No Toboggan/Winter Gloves

##### ACCEPTED

- Light/Rain Jackets
- Jeans/Khaki Pants
- Cowboy/Rain Boots
- Athletic Wear
- Bathing Suits
- Holiday Items
- New in Package socks/underwear

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 **FASTE**ST 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