

Thank you for consigning with Asbury's Giggles & Grace Consignment Sale.

Whether you are a first-time or veteran consignor, we are thrilled to have you join us! If you have any questions, email the receiving committee at [receiving@asburygigglesandgrace.com](mailto:receiving@asburygigglesandgrace.com)

## **REGISTRATION INFORMATION**

### **New Consignor Registration**

- Click the 'Registration' link on the website.
- Your seller number will be sent via email.
- Complete the Registration form.
- Please keep the email with your consignor number, as you will need it for logging in to the system and creating tags.

### **Returning Consignor Registration**

- Click the 'Registration' link on the website.
- Use your previously assigned seller number.
- If you do not remember your seller number, you can access it by using your last name and email address.
- Complete the Registration form.

### **Volunteer Registration**

- Volunteers will shop early!
- You may volunteer without consigning.
- Click the 'Volunteer' link on the website.
- Volunteer Levels:
  - 4 hours = GIGGLE
  - 6 hours = ANGEL
  - 8 hours = GRACE
  - 12 hours = STAR
- Click the 'Volunteer' tab to read the volunteer guidelines.

## **RECEIVING INFORMATION & GUIDELINES**

### **Receiving Process**

- Enter the church and check-in at the Receiving Table.
- Receive your Consignor number on an index card.
- Get in the Receiving line
- Give your items to a Receiver for inspection when it is your turn.

- You may wait for us to look through your items in your car or inside the church
  - If you wait in your car, you will be called when we are done with inspection
  - If you wait inside the church, we will come back into the hallway and call your Consignor number when we are done with inspection
- Any items that do not pass inspection will be returned to you.

### **Drop-and-GO EXPRESS**

- If you want to drop-off your items at receiving without a wait, simply tell us at check-in that you want to donate any items that we do not accept into the sale.
- This does NOT mean that you are donating unsold items from the sale.
- We WILL place all of your ACCEPTABLE items into the sale and sort any unsold items for pick-up like normal.
- Drop-and-GO EXPRESS simply means that if you bring any items that are not accepted into our sale (such as ripped or stained clothing, out of season clothing, recalled baby items, etc.), that you are not waiting to take those items back home.
- Your unaccepted items will be donated to charity.
- Recalled baby items will be destroyed.

### **Pick-Up Process**

- Unsold items should be picked up from Asbury United Methodist Church on Saturday.
- Check the Homepage of the website and Facebook for the pickup times for this sale.
- Items must be picked up by the consignor or by an individual designated by the consignor.
- ALL ITEMS NOT PICKED UP DURING THE GIVEN TIME WILL BE DONATED TO CHARITY.
- Items that are marked as “Donate: Yes” will be donated at the end of the sale and will not be sorted for pick up.

### **Consignor Guidelines**

The Giggles and Grace Receiving Team reserves the right to return any items back to the consignor that do not meet these guidelines.

- Minimum 15 items in clean and in good condition
- Consignor will receive 75% of the sale price
- Asbury Children’s Ministries and Missions will receive the remaining 25%
- \$5.00 registration fee will be required at time of registration
- Sizes Accepted: Newborn through Youth Size 16

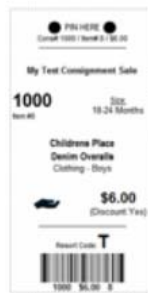
Accepted Items	Items NOT Accepted
Top Quality Seasonal Items – No stains, tears, loose hems, missing/loose buttons, etc.	Plush Items EVEN IF THEY ARE ELECTRONIC
Costumes (MUST BE ON WIRE HANGER)	Boppy's & Boppy Covers
Dancewear (NO TIGHTS)	Children's Decor
Transitional Items	Glove Shoes or other individual toe shoes
Coats (LIMIT 10 PER CONSIGNOR)	Humidifiers
Hairbows (LIMIT 10 PER CONSIGNOR)	Plastic Hangers
Swaddles & Sleep Sacks (MUST BE ON HANGER)	Maternity Clothing
Seasonal Children's Shoes (LIMIT 10 PAIRS PER CONSIGNOR) in clear, zip-top plastic bags that are taped shut (NO BOXES)	Feeding Items of Any Kind (bottles, bottle nipples, sippy cups, plates, bowls, utensils, etc.)
Children's furniture including cribs	Infant & Children's Bedding and Blankets
Strollers, Swings, Highchairs, etc. that have NOT been recalled	Changing Pad Covers
Children's toys & books	Diaper Pails, Diapers & Wipes Holders
Pregnancy Books	Parenting Books
Diaper Bags	Potty Chairs
Puzzles & Games (MUST INCLUDE ALL PIECES)	Souvenir or Travel-related T-Shirts
Children's DVD's & CD's	VHS Tapes
Car Seats & Booster Seats that have NOT been recalled and that are LESS THAN 5 YEARS OLD as per the manufacturer date posted on the seat	Craft Items of ANY KIND (beads, jewelry kits, window clings, markers, coloring books, band looms, etc.)
Hats IF PART OF AN OUTFIT	Baseball Hats
Breast Pump Motor but NO TUBES OR OTHER PARTS	Bath Items of ANY KIND (infant bathtubs, bath rings, towels, washcloths, etc.)
Athletic Wear (baseball pants, gymnastics leotards, cheerleader outfits, etc.)	Underwear, Socks, Tights – NO EXCEPTIONS

### **Creating Tags**

- Giggles and Grace tags must be used or the items will not be accepted.
- Tags must be created using this link:  
[http://www.mysalemanager.net/itm\\_start.aspx?partnercode=ASBG](http://www.mysalemanager.net/itm_start.aspx?partnercode=ASBG)
- NO TAGS from any previous sales may be used in the current sale.
- Click here for instructions on creating tags: <http://asburygigglesandgrace.com/wp-content/uploads/2017/01/tag-creation-instructions-giggles-and-grace.pdf>
- All items should be priced at \$3.00 or above in whole dollar increments.
- Group items of lesser value together.
- **Rule of thumb for pricing**
  - 1/3 of original price for items in excellent condition.
  - 1/4 of original price for items in good condition.
- Fill in tags COMPLETELY

- Double check all information and price because you will not be able to change the tags once you drop them off at Receiving.
- Make sure that you choose if you want to discount each item on the last day of the sale. Your tag will print saying "Discount: Yes" or "Discount: No"
- When creating tags for items that you wish to have returned, make sure that you mark them "Donate: No". For items that you wish to donate, please check "Donate: YES" and that they print with a large open hand to the left of the price on the tag. Items with the hand WILL BE DONATED.
- DO NOT delete any tags in the system for items you plan to sell. If you delete an item you plan to sell, it will not show up in inventory and we can NOT sell it! Do NOT delete as you go!

Sample Tag



## Tagging Items

### **Clothing Items**

- Use wire hangers only.
- Hangers face left to resemble a question mark. (see illustration below)
- Pin tags with medium sized safety pins on the right side of the garment. (see illustration below)
- Swaddle blankets and sleep sacks should be placed on hangers.
- For extra protection against a lost tag, you may place masking tape with your seller number inside each garment and on the outside of all other items.
- Hanging Pants or Shorts:
  - o Place a piece of masking tape around the hanger where you would usually pin.
  - o Poke the safety pin through the tape as you pin the pants to the hanger.
  - o Now your pants won't slip and slide and items that are hung well sell better



## **Non-Clothing Items**

- If you are consigning non-clothing items (toys, books, shoes, etc.), you must bring a clear 14-16 gallon plastic tub to receiving. Clear plastic tubs must be labeled with RESORT number on BOTH sides. You can find your resort number on your tags.
- Do not tape over the printed barcode on the tags. This creates problems when scanning at checkout.
- **Shoes:**
  - Place each pair of shoes in a zip-top bag.
  - All bags should be taped closed with clear packing tape
  - The tag should be placed OUTSIDE of the bag.
  - Do not include shoeboxes in the bag.
  - Only US size accepted. (European sizes should be converted to US size.)
- **Toys:**
  - If a toy has many parts, you can place small parts (i.e. kitchen accessories) in zip-top bags then attach the bag to the main part (i.e. kitchen set) with clear packing tape.
  - Make sure you indicate your seller number on the bag of accessories in case of separation from the main item.
- **Books:**
  - If selling multiple books together, place in zip-top bag.
  - All bags should be taped closed with clear packing tape.
  - The tag should be placed OUTSIDE of the bag.
- **Games and Puzzles:**
  - Boxes should be sealed with clear packing tape.
  - The tag should be placed OUTSIDE of the bag.
  - For puzzles without a box, wrap the puzzle with Saran wrap then secure with packing tape.
- **Combined pieces or sets:** Bundle items together and use only ONE tag for the entire set.
- **Car Seats/Boosters:**
  - Manufacturer date MUST be clearly written on the tag.
  - Must be less than 5 years old.
  - Items that have been RECALLED will be rejected.

## **Printing Tags**

- The tags must be the proper size of roughly 4.5” high by 2.5” inches wide. If your tags print smaller, please email [receiving@asburygigglesandgrace.com](mailto:receiving@asburygigglesandgrace.com) for help.
- All tags MUST be on WHITE CARD STOCK.
- Print tags with “Fine” or “high” resolution black print option.