



Consigning Information & Guidelines

Thank you for your interest in consigning with Asbury 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

Information: Registration

NEW CONSIGNOR REGISTRATION

- Click the **Registration** link on the website.
- Complete the registration form, including making a receiving appointment.
- Please keep the email with your Consignor/Seller Number, as you will need it for logging into the system and creating tags.
- A \$5.00 registration fee will be required at the time of registration.

RETURNING CONSIGNOR REGISTRATION

- Click the **Registration** link on the website.
- Use your previously-assigned Consignor/Seller Number.
- If you do not remember your Consignor/Seller Number, you can access it by using your last name and email address.
- Complete the registration form, including making a receiving appointment.
- A \$5.00 registration fee will be required at the time of registration.



Quick Facts

75%

Amount Consignors receive from their sales

(Asbury's Children and Youth Ministries receive the remaining 25%)

15

Minimum number of items needed to consign

2

Minimum number of hours Consignors must volunteer to access the early sale

Asbury Giggles & Grace Consignment Sale

6690 Cahaba Valley Road

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receiving@asburygigglesandgrace.com

Information: Volunteering



VOLUNTEERS SHOP EARLY!

- To register, click the [Volunteers](#) link on the website.
- You may volunteer without consigning.
 - If you are **VOLUNTEERING ONLY**, you may choose either one 4-hour shift (Giggles), one 6-hour shift (Angels), two 4-hour shifts (Graces), or three 4-hour shifts (Stars).
 - If you are **CONSIGNING**, you must volunteer a minimum of 2 hours to shop early.
- Volunteers **CANNOT** bring children or shop during their shift(s).
- Children are **NOT PERMITTED** during the Early Shopping Day (Thursday).
- Star Volunteers (12-hour Volunteers) will receive a Guest shopping pass and are welcome to come back and shop again with their Guests during Guest shopping time.

If you need a volunteering shift that's not on the schedule during registration, or if you need to change your volunteering time after registering, email the Volunteer Committee at volunteers@asburygigglesandgrace.com.

EARLY SHOPPING SCHEDULE	NUMBER OF VOLUNTEER HOURS	THURSDAY SHOPPING SCHEDULE
STARS	12 — three 4-hour shifts	10am - 12pm
GRACES	8 — two 4-hour shifts	12pm - 2pm
ANGELS	6 — one 6-hour shift	12:30pm - 2:30pm
GIGGLES	4 — one 4-hour shift	4pm - 6pm
CONSIGNORS	2 — one 2-hour shift	6pm - 8pm
GUEST PASSESS	N/A	6pm - 8pm

We love our
Volunteers!



SPRING 2024 VOLUNTEER STATS

101 youth volunteered 351+ hours.

128 adults volunteered 822+ hours.

229 total Volunteers donated 1,173 hours.

28 Committee members volunteer year-round.

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Guidelines: Items



The Receiving Team reserves the right to return any items back to the Consignor that do not meet these guidelines:

ACCEPTED ITEMS

High-quality items:

- Garments are laundered and **free of** stains, odors, holes, wear and tear, excessive wrinkles, loose threads/hems, missing buttons/snaps, broken zippers, etc.
- Shoes and cleats have clean soles and are laundered if possible.
- Games, puzzles, and toys have *all* pieces; toys are not broken.
- Equipment, furniture, and accessories have all pieces and are clean and **free of** damage.

Seasonal garments and shoes:

- **Spring Sale:** Spring/Summer items (*including swimsuits, cover-ups, sundresses, shorts, sandals/flip flops, clogs, swim shoes, light long-sleeve onesies/t-shirts/dresses/dress shirts, etc.*)
- **Fall Sale:** Fall/Winter items (*including coats/jackets, hoodies, sweaters, puffy/sweater vests, fleece garments, heavy long-sleeved shirts, corduroy/snow pants, boots, etc.*)
- LIMIT 10 PAIRS OF PANTS/JEANS PER CONSIGNER — ACCEPTED IN BOTH SALES

Car seats and booster seats:

- CANNOT have been recalled (*check for seat recalls: <https://www.buckleupnc.org/car-seat-recall-list/>*)
- CANNOT have been in a crash or fender-bender
- CANNOT be counterfeit
- MUST be approved for use in the U.S.
- MUST have visible manufactured dates (*within the past **FIVE** years*) - OR - MUST have visible expiration dates (**NOT** past expiration)

Garments **size premie/newborn through youth 16** — ON WIRE HANGERS

Children's equipment, furniture, accessories (*including cribs, strollers, swings, highchairs, etc.*) — CANNOT HAVE BEEN RECALLED

Shoes **size newborn through youth 7** in clear, zip-top plastic bags that are taped shut (NO BOXES) — LIMIT 10 PAIRS PER CONSIGNOR (*Note: Cleats and dance shoes do not count toward this limit.*)

- Children's toys, puzzles, games — ALL PIECES
- Infant development toys/toddler busy boards
- Electronic toys/accessories — NO PLUSH
- Bicycles, tricycles, scooters, big wheels, ride-on toys, rocking horses, etc.

Athletic and dance wear (*including baseball pants, cleats, gymnastics leotards, cheerleader outfits, tap shoes, etc.*) — NO TIGHTS OR SOCKS

Books (*including children's and youth's books and Bibles, boxed sets, pregnancy books, etc.*)

Costumes (*including Halloween*)/dress-up/pretend clothing/accessories — ACCEPTED IN **BOTH** SALES

Baby monitors — WITH ALL PIECES

- Hairbows — LIMIT 10 PER CONSIGNOR
- Hats/caps — ONLY IF PART OF AN OUTFIT

Breast pump MOTOR ONLY — NO TUBES/OTHER PARTS

- Baby carriers/slings — ON WIRE HANGERS
- Swaddles and sleep sacks (*including fleece*) — ON WIRE HANGERS

Bags (*including diaper bags/totes, backpacks, sports bags, lunchboxes, etc.*)

Guidelines: Items

The Receiving Team reserves the right to return any items back to the Consignor that do not meet these guidelines:



NON-ACCEPTED ITEMS (EVEN IF BRAND NEW)

ANY recalled items	Items on plastic or wooden hangers
Tags from PREVIOUS Giggles & Grace sales	Tags from OTHER consignment sales
Bathrooming items: <ul style="list-style-type: none"> • Changing pads/covers • Diaper pails/holders/bags • Wipe warmers/holders • Potty chairs • Potty seats/seat covers • Diapers/wipes/powders/creams/lotions 	Feeding items: <ul style="list-style-type: none"> • Bottles/nipples/liners • Sippy cups • Plates/bowls/snack cups/utensils • Reusable food pouches/pouch tops • Drying racks • Bibs/burp cloths
Bath items: <ul style="list-style-type: none"> • Infant bathtubs/sink baths • Bath rings • Towels/washcloths • Bath toys 	Bedding items: <ul style="list-style-type: none"> • Pillows/pillowcases • Blankets/sheets — NO RECEIVING BLANKETS • Mattresses • Crib bumpers
Arts and crafts items: <ul style="list-style-type: none"> • Beads/jewelry kits/looms • Window clings • Markers/crayons/color pencils/paint/glitter • Coloring books/sticker books/activity books 	Personal-wear items: <ul style="list-style-type: none"> • Underwear • Socks/tights • Hats/caps — UNLESS PART OF AN OUTFIT • Mittens/gloves/scarves
Decor	Glove-shoes or other individual-toe shoes
DVDs/VHS tapes, CDs, console video games	Breast pump tubes/other parts
Maternity garments	Humidifiers/air purifiers/diffusers
Souvenir/travel-related shirts	COVID face masks/gaiters
Parenting books	Pacifiers
Broken/damaged/dirty/unsafe/unseasonal items	Plush items — EVEN IF THEY ARE ELECTRONIC
Nursing pillows/pillow covers	Teething rings/teethers/soothers

Guidelines: Tagging

CREATING TAGS

- **NEW TAGS MUST BE CREATED FOR EACH SALE.**
- **ONLY** Asbury Giggles & Grace tags can be used.
- After registering, login to the website and click the **Tag Creation** link to create new tags.
- Fill in tags **COMPLETELY**, and be as descriptive as possible.
- Double-check **ALL** information and prices.
 - You will not be able to change tags after you give them to the Receiving Team.
- Choose whether or not you want to **DISCOUNT** each item **50%** on the last day of the sale.
 - If yes, your tag will print: (Discount: Yes).
 - If no, your tag will print: (Discount: No).
- Choose whether you want to **DONATE** each item after the sale.
 - If yes, your tag will print with an open hand icon to the left of the price.
 - If no, your tag will print with nothing to the left of the price.
 - **ITEMS WITH THE HAND WILL BE DONATED. NO EXCEPTIONS.**
- **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 appear in inventory and we **CANNOT** sell it. **DO NOT DELETE AS YOU GO!**

SAMPLE TAG



Helpful Hint:

Include the most important info on the first line (e.g., brand, special features).

If there's room (especially on the second line), add more description, even if it's obvious (e.g., color).

Pricing Tips

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

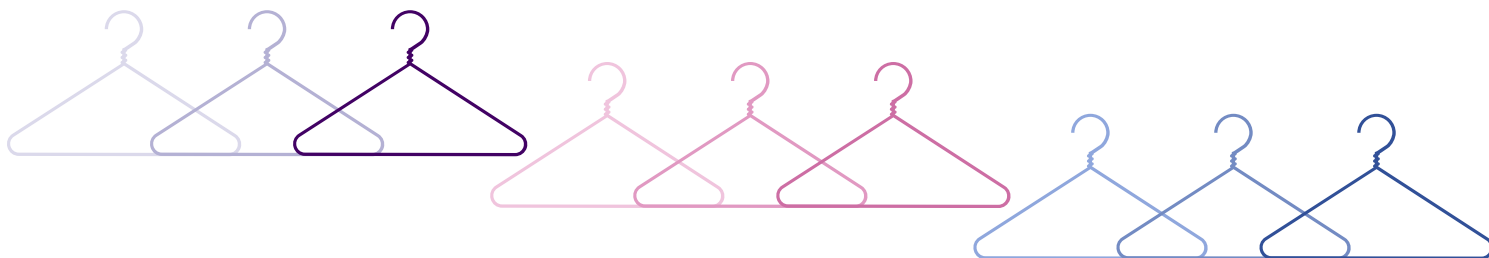
PRINTING TAGS

- Print tags on **WHITE CARD STOCK** only.
- Print tags with "fine" or "high" resolution **BLACK INK**.
- Size tags to approximately 4.5" high by 2.5" wide (system default).
 - If your tags print smaller, email receiving@asburygigglesandgrace.com for help.

Guidelines: Tagging

TAGGING GARMENTS

- **USE WIRE HANGERS ONLY.**
- Hang garments with the hook facing **LEFT** (like a question mark: ?).
- Pin tags with medium-sized safety pins through the black dot guides onto the **UPPER RIGHT** side of garments.
- Group like items into bundled sets for added value.
- For pants, jeans, shorts, skirts, swimsuits, or anything else that could easily slip around on (or fall off) the hanger, place masking or painter's tape pieces around the hanger where you would usually pin, and poke the safety pins through the tape pieces. *No more sliding!*
- For extra protection in the event of a lost tag, place a piece of masking/painter's tape with your Consignor/Seller Number in an inconspicuous spot on the garment.



TAGGING SHOES

- Place each pair of shoes in their own zip-top bag — **NO SHOEBOXES.**
- If possible, position the shoe's tongue to face the outside of the bag so the size is clearly visible.
- Staple the top of the bag shut **AND** add clear packing tape over the top for extra protection.
- Convert European sizes to U.S. sizes when creating tags.
- Tape the tag securely to the **OUTSIDE** of the bag **WITHOUT** taping over the barcode.
- For extra protection in the event of a lost tag, place pieces of masking/painter's tape with your Consignor/Seller Number in inconspicuous spots in both shoes.



Guidelines: Tagging



TAGGING OTHER ITEMS

- Group like items of small value together and place them in a zip-top bag, taping the tag to the **OUTSIDE** front of the bag.
- For items with multiple parts, place small pieces in a zip-top bag and attach to main items with clear packing tape.
- For combined pieces or sets, bundle items together and use **ONE** tag for the entire set.
- Seal puzzle and game boxes with plastic cling wrap and secure with clear packing tape.
 - *If boxes are not available, put in zip-top bags.*
 - *Double-count all puzzle pieces, and double-check all game pieces are together.*
- For extra protection in the event of a lost tag, place pieces of masking/painter's tape with your Consignor/Seller Number in inconspicuous spots on/in **ALL** items/bags.
- Use clear packing tape to securely affix tags to items, **BUT... DO NOT TAPE OVER THE PRINTED BARCODE ON THE TAGS!** (*This makes your items very difficult to scan during check-out.*)

Tips & Tricks

- Keep an Asbury Giggles & Grace box handy to add items throughout the year as they are outgrown or no longer used.
 - *Do an extra clean-out before Christmas and kids' birthdays to make room for new items coming in. Get kids involved (as age-appropriate) in identifying items to sell.*
- Prepare and clean items as you collect them to save time when tagging.
- Keep a "tagging kit" with your Asbury Giggles & Grace box that contains wire hangers, zip-top bags, safety pins, clear packing tape, masking/painter's tape, white card stock, printer with black ink, cling wrap, scissors, permanent marker, and cleaning supplies.
- Join the Asbury Giggles & Grace Consignment Supply Exchange Facebook Group to find or share wire hangers and safety pins: <https://bit.ly/3Rb2dce>

TAKE YOUR
CONSIGNING
TO THE

Next Level

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<https://bit.ly/3Vg8oOI>



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Information: Receiving



RECEIVING SCHEDULE	TRADITIONAL	DROP & GO
MONDAY	No Traditional Receiving	4pm - 6pm Appointment Only
TUESDAY	10am - 7pm Appointment Only	10am - 7pm No Appointment Needed
WEDNESDAY	8:30am - 12:30pm Appointment Only	No Drop & Go Receiving

TRADITIONAL RECEIVING PROCESS

- Enter the church and check in at the receiving table.
- Give your items to a Receiver for inspection when it is your turn.
- Receive your Consignor/Seller Number on an index card.
- You may wait in your car or inside the church while we inspect your items.
 - *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/Seller Number when we are done with inspection.*
- Any items that do not pass inspection (see *accepted and non-accepted guidelines on pages 3 - 4*) will be returned to you.

DROP & GO RECEIVING PROCESS

What is Drop & Go? Drop & Go means that, if you bring any items that do not pass inspection (see *accepted and non-accepted guidelines on pages 3 - 4*), you will not wait to take those items back. This does **NOT** mean you are automatically donating **UNSOLD** items after the sale if you do not designate items for donation.

- We **WILL** place all of your **ACCEPTABLE** items into the sale and sort any unsold items for pick-up (like with traditional receiving).
- **UNACCEPTED** items will be donated to charity instead of being returned to you.

Drop & Go Steps:

- Enter the church and check in at the receiving table.
- Give your items to a Receiver for inspection when it is your turn, and let them know you are using Drop & Go instead of waiting.

Information: Pick-Up



ITEM PICK-UP PROCESS

- Unsold items should be picked up from Asbury United Methodist Church on Saturday afternoon.
 - Check the [website](#), [Facebook](#), or [Instagram](#) for the pick-up times for this sale.
 - You will go inside the church to pick up your items.
- You can pick up your items or designate someone to pick them up for you.
- Items that are marked as "(Donate: Yes)" will be donated at the end of the sale and will not be sorted for pick up.
- **ALL ITEMS NOT PICKED UP DURING THE DESIGNATED TIME WILL BE DONATED TO CHARITY. NO EXCEPTIONS!**

CHECK PICK-UP PROCESS

- Checks will be available to pick up from Asbury United Methodist Church on Saturday.
 - Check the [website](#), [Facebook](#), or [Instagram](#) for the pick-up times for this sale.
 - You will go inside the church to pick up your check.
- You **MUST HAVE YOUR ID** available to pick up your check.
 - Friends can pick up unsold items for each other, but **NOT CHECKS**.
- If you are unable to pick up your check on Saturday, it will be mailed to you.
- There is a \$35 fee to reprint lost checks.

Thank you, Consignors!

SPRING 2024 SALES STATS

Total sales reached more than \$174,000.

335 Consignors registered.

Consignors sold 25,854 items.

Consignors received more than \$130,475.

SPRING 2024 MISSIONS STATS

208 Consignors donated at least one item.

100+ bags were donated to 6 local charities.

5,079 items valued at \$30,308 were donated.

98 families received \$9,000 in shopping coupons.

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