

# OJR Education Foundation Consignment Sale

## Sale Preparation List

### Tag Colors – Red, White, and Blue

- Red Tags** – (not donated and not reduced) - Use for all items not to be discounted at 11am and unsold red tags items will be returned to the seller. Sellers will be responsible for picking these items up after the sale, by 2:00 pm. Red tags are available for \$2.00 for a pack of 50 tags. Sellers who want a small number of red tags may request 25 tags for \$1.00.
- White Tags** – (not donated but can be reduced) – Use for items that can be reduced during the 50% off sale time. These items will be returned to the seller. Sellers will be responsible for picking these items up after the sale, by 2:00 pm. White tags are available for \$2.00 for a pack of 50 tags.
- Blue Tags** – (donated and reduced) – Use with items that will be reduced during the 50% off sale time and items that will be donated, if unsold.
- Sellers donating all proceeds to the OJR Education Foundation should use Blue Tags.

### Preparing Clothing Items

- Clothes must be clean, free of stains, rips, and any smell.
- Use children's size hangers, not large hangers. Place tags on the item, not on the hanger.
- Dress shirts, dresses, jackets, dress pants, and multi piece outfits should be on hangers.
- Jeans, pajamas, sweatshirts, sweaters, t-shirts should be folded.
- Please **do not use straight pins** or tape on clothing. Please use safety pins as needed.
- Shoes should be tied together with shoelaces. If no shoelaces, attach with a ribbon, cable ties or bag shoes together.

### Preparing Toys, Games, etc.

- All toys and equipment must be clean.
- Please familiarize yourself with recalled toys. For a partial list of recently recalled toys, please visit the following websites: [www.service.mattel.com/us/recall.asp](http://www.service.mattel.com/us/recall.asp) or [www.cpsc.gov](http://www.cpsc.gov)
- Toys, books, games, DVDs and play equipment must be functioning, gently used, clean, and supplied with batteries as needed.
- Books may be bundled together with rubber bands or in Ziploc bags. Please be sure that the title can be read and they are clean.
- All loose parts must be taped, tied or rubber-banded together, and securely attached to main piece.
- "Tray" style puzzles that do not have a lid should be taped, covered with clear wrap, or put in a clear bag so that the pieces do not fall out.

### Large Items

- All equipment must be thoroughly cleaned.
- Use more than one tag if too difficult to tape together (i.e. rocker with foot stool). List it as "1 of 2 pieces" and "2 of 2 pieces".

### Discounting and Pricing Items

- All items will be sold at 50% from 11:00-12:30, unless they are on a Red Tag.**
- Typically items should be 25% -30% off of the original price depending on brand name or original cost. **Price items to sell.**
- If you have a new item (clothing, toy, or accessory), mark this on your tag as BRAND NEW w/ TAG or NEVER BEEN USED. These items will sell quickly! There is a table reserved for new toys.

### Payment to sellers

- Tags are sorted by seller number and **Sellers receive 70% of their tag totals (less if volunteer requirements are not met).**
- Checks are prepared for sellers within two weeks of the sale.

### Preparing for Drop Off time

- Complete all tagging at home. Bring a few extra tags in case a tag falls off in transit.
- Sort clothing by gender and size. The tables and racks are labeled by size and gender.
- Group toys and games by type (princess, construction, board game, outdoor games, etc.)
- Be sure every item has a tag.
- Be sure every tag is filled out on both the top and bottom portions.
- Plan enough time to put items on racks and hangers. If you must leave before putting everything out, let an assistant know what items still need to be unpacked.

### Cleaning Items

- The Owen J Roberts Education Foundation has a permit to sell second hand items that must be compliant with Pennsylvania's Bedding and Upholstery laws. Items requiring a PA Yellow Consumer tag will be cleaned on Friday morning. **These items should be dropped off on Thursday night.** Tags for these items will be attached to the seller tag on Friday morning. This includes some strollers, pack N play mattresses, exersaucers, and crib bedding.
- Please be sure all toys, bicycles, outdoor equipment, chairs, and baby equipment are dropped off in clean condition. Items that are not clean will be removed from the sale.

### Condition of items

- The sale is intended for gently used clothing and children's items. Clothing that is ripped, noticeable worn, or out of style will be removed from the sale.
- Baby items must be washed and free of stains.
- Children's toys should be clean and include all parts.

# Using the Tags

Gather your supplies to help you tag your items quickly & easily:

Sale Preparation List  
 Safety pins  
 Ziploc bags  
 Tape

Tags  
 Hangers (children's size)  
 Batteries  
 Blue or black ink pens

## What to do:

- Purchase tags: \$2.00/pack of 50 tags white or red tags. Light blue tags are free. Unsold items with blue tags will be donated to charity.
- Purchase all tags through the Education Foundation
- Using INK, fill in both sections of perforated tag.
- Indicate the number of pieces/parts on the tag.
- Tags should be securely fastened to ITEM. (i.e. pin tag to label; tie on button, belt loop or buckle.)
- If attaching a tag with tape, ONLY tape across the top portion of the ticket, so that the bottom portion can be removed at register.
- **ALL items must be priced for at least \$1.00, rounding-off prices to the dollar, or increments of \$.50. If this method is not used, cashiers will round item price DOWN to the nearest dollar at check-out.**

## What NOT to do:

- Do NOT make or use homemade tags. Your items will be pulled from the selling floor if the correct tags are not used.
- Do NOT cross out any information on a price tag. If you make a mistake, use a new tag.
- Do NOT use pencil.
- Do NOT tie tags to hangers.
- Do NOT tape across bottom half of ticket.
- Do not price items for less than \$1.00 or for increments less than \$.50

## Tag Example:

**Seller Number** – must be on top and bottom portion!

**Size** –PLEASE use numerical size as labeled on manufacturer's tag; however, if item is labeled S/M/L, assign your own numerical size because that is how the tables & racks are organized

**No. 45**  
**Style Gymboree**  
**Size 5/6**  
**Price \$3.50**

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**Style** – manufacturer and/or description of item.

**Price** –

- Must be in **\$.50** increments!
- Use decimals!
- **Nothing under 1.00**
- **Using the \$ sign makes it hard to tamper with the price. Please use \$ sign**

**Please use \$.50 increments. This makes things easier during the 50% off sale time.**