

Consignor Guidelines
2010 Fall / Winter Consignment Sale
517 E. John St., Matthews, NC
Website: matthewscog.org
Email: matthewscogconsignmentsale@yahoo.com

How the sale works

Drop off your clean, already tagged items for us to sell. After the sale, 70% of the proceeds of your items sold will go to you. After the sale you may pick up your unsold items. Any items that are not picked up will be donated. Your proceeds from the sale will be mailed to you within 14 business days of the sale.

How to register as a consignor

~ Completely fill out the registration form and mail it to Matthews COG Consignment Sale, 517 E. John St., Matthews, NC 28105. Be sure to include the \$5 registration fee and a self addressed, stamped envelope. Make checks payable to Matthews Church of God.

~ Pre registration ends August 9. If you have missed the pre registration deadline you may register in person at either one of the drop off times. Be sure to bring your \$5 registration fee and a self addressed, stamped envelope.

Drop off times

Thursday, August 12 from 6:00 p.m. – 8:00 p.m.

Friday, August 13 from 9:30 a.m. – 12:00 Noon

How to drop off your items

Come during either one of the drop off times with your items tagged. We will have people available to assist with unloading your items. After your items are unloaded come inside to check in. You will receive your ticket to the consignor presale at check in.

Consignor pre-sale

The consignor only pre sale will be held on August 13 from 7:00 p.m. to 9:00 p.m. This sale will not be open to the general public and will require an admission ticket to enter. You will receive your admission ticket when you drop off your items. Every individual who enters this pre sale MUST have an admission ticket. NO EXCEPTIONS.

How to prepare your items for the sale

1. Clothing sold at this sale must be Fall/Winter clothing only. Size preemie through juniors.
2. The only women's clothing that may be sold is maternity clothing.
3. All clothing, shoes, and equipment must be clean and in good condition. Please do not attempt to sell stained, damaged, or well worn items. Only sell items you would consider buying yourself. Items not in compliance will not be put on the sales floor and will be returned to you at pick up. No undergarments please!
4. Bring clothes on hangers with the hook pointing to the left (like a question mark) when the front of the garment is facing you. Two piece sets should be hung together.
5. Sort clothes by size and gender and rubber band each grouping together. Ex., 2T boys, 5 girls, etc.

Tagging guidelines

1. Tag your items using card stock weight paper the size of half of an index card. You may use handwritten or computer generated tags.
2. Include the following on each tag: brief description of item (in case the tag comes off), size of the item, price, and your code (the first initial of your first name plus the last four digits of your phone number).

-----safety pin-----

Description
Size
Price
Code

3. If you have items that you **DO NOT** want sold at half price during the half price sale, please cut off the bottom right corner of the tag for each item that you **DO NOT** want sold at half price. All items that do not have the corner of the tag cut off will be sold at half price from 1:00 p.m. - 2:00 p.m.
4. Place items like hair bows, socks, and shoes in a Ziploc bag. Attach tag to the outside of the bag.
5. With the front of the item facing you, attach the tag to the right side of the item with a safety pin.
6. Attach tags to toys and equipment where they can be easily seen using packing tape. Attach the tag securely, but also making sure that tag can be easily removed at check out.
7. Price all items using whole dollar or .50 increments.

**Tell your friends to come shop on
Saturday August 14, 2010**

8:00 a.m. – 12:00 noon & 1:00 p.m. – 2:00 p.m.

~ half price sale starts at 1:00~

****SALE IS CASH ONLY****