

Consignor Guidelines
2010 Spring/Summer Consignment Sale
Matthews Church of God
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 (consignors will have an opportunity to shop at a consignors only pre-sale on Friday night). After the sale, 70% of the proceeds of your items 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, c/o Heather Canipe, 1427 Clear Creek Dr., Monroe, NC 28110. 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 on March 5. If you have missed the deadline you may register in person at either one of the drop off times. Be sure to bring your tagged items, \$5 registration fee, and a self addressed, stamped envelope.

Drop off Times

Monday, March 8 from 6:00 p.m.-8:00 p.m.

Tuesday, March 9 from 9:30 a.m.-12:00 noon

How to drop off your items

Come to either of the drop off times with your items tagged. We will have people available to assist with unloading your items. Once your items have been unloaded, park your car and come inside to check in. You will receive your ticket to the consignor pre-sale when you check in.

Consignor Pre-Sale

The consignor only presale will be held Friday, March 12 from 6:30 p.m.-9:00 p.m. This sale will not be open to the general public and will require an admission ticket. You will receive your

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. Please remember – Only Spring and Summer clothing (size preemie through juniors size 10) may be sold at this sale!
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 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 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. (2T boys, 5 girl, etc.)

Tagging Guidelines

1. To tag your items use card stock weight paper the size of half of an index card. You may use hand written or computer generated tags.
2. Include on each tag the following: brief description of item (in case the tag comes off), size of the item, price, and your code (your 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 for half price from 12:30 p.m. – 2:00 p.m.

4 .Place items like hair bows, socks, and shoes in a sealed Ziploc bag. Attach tag to the outside

- of the bag.
5. With the front of the item facing you, attach the tag to right side of the item with a safety pin.
 6. Attach tags to toys and equipment where they can easily be seen using packing tape. Attach the securely and try to make it so that the tag can be removed at check out.
 7. There is a \$1 minimum price limit. Price all items using whole dollar or .50 increments.

**Tell your friends to come shop the sale on
Saturday March 13, 2010
8:00 a.m. – 12:00 noon
&
12:30 p.m. – 2:00 p.m.
~half price sale starts at 12:30~**

REMEMBER: SALE IS CASH ONLY

