

Lil Lambs Check in & Tagging Guidelines

What should I expect at Check-In?

1. Before you arrive, make sure your items are tagged and hung/bagged properly (instructions below).
2. For drop off, use our drive-thru receiving area located at the back of the church on Manhattan street (Trinity's street address is 1400 Oxmoor Rd, Birmingham, AL 35209). Pull into one of the receiving spots at your designated drop off appointment and a Lil Lambs team member will help you unload your vehicle. They will then take your items into the gym to check for stains, wear, working-order, etc. All items deemed not sellable will be returned to you at this time. You may also be asked to come into the gym to help with your items that require assembly. You may also use the "drop and go" option. Please refer to your Seller Agreement for details on this option.

What we accept:

Lil Lambs is committed to selling merchandise that is safe for our children. Please verify that all items you bring to consign have not been recalled by the manufacturer or the Consumer Product Safety Commission (www.cpsc.gov). Consignors are responsible for verifying recalls. Other helpful websites: www.recalls.gov and www.carseat.org.

✓ We accept the following:

* **Clothing:**

- o Sizes newborn- size 16 and teen sizes
- o Gently used and seasonally appropriate
- o Clean, odor-free, wrinkle free, and not in need of repair

* **Baby furniture & equipment:**

- o All furniture and equipment must be fully assembled
- o Nursery accessories
- o Breast pumps. Please remove all attachments and sell only the pump

* **Toys, books and video games (battery-operated toys should have batteries)**

* **Riding toys, bikes and outdoor toys**

x We are unable to accept the following:

* **Clothing:**

- o Hung on plastic hangers
- o Out of date or out of season
- o Stained, torn, missing buttons or otherwise extremely worn
- o Used underwear

*** Toys and games:**

- o VHS tapes
- o Violent
- o Battery operated toys without batteries

*** Baby equipment:**

- o Used nipples
- o Used pacifiers/teethers
- o Equipment that is not clean or has been recalled
- o Infant bedding – bumper pads
- o Car seats/bases

*** Items that are improperly tagged or deemed unsafe**

Creating tags for your items:

You will enter items into our consignment system (My Sale Manager) with the following information:

- o Category (use specific categories to ensure your item is stocked in the proper location for sale)
- o Size (use number sizes for clothing and shoes)
- o Description (color, brand, type of item): This is used if a tag becomes separated from an item. Ex: Girl, Clothing, size 4, Gymboree Pink & white striped shorts set
- o Price in whole dollar amounts. A good rule of thumb is that an item should be priced at 1/3 of the purchase price. Overpricing will result in unsold items.
- o Discount if you are willing to sell an item for half price on the last day of our sale. If you do not select discount, your tag will indicate “Discount: NO”.
- o Donate if you would like to donate any unsold items to one of our mission partners. If you select donate, “Donate: YES” will print on your tag.

Print tags from My Sale Manager on white cardstock and affix with a substantial safety pin for clothing or clear packing tape for other items. To print tags, go to your Consignor Homepage, and click on the “Menu” dropdown, and select “Work with Consigned Inventory”. Then click the “Print Tags” option located on your Consignor Inventory Menu.

Preparing your items:

• Clothing

- o Use safety pins to attach tags to the upper right side of the item.
- o Hang clothes on metal wire hangers with the hook facing to the left of the item. The hook should look like a question mark.
- o Pants should be pinned to the hanger on the top of the hanger.
- o Two-piece outfits should have pants pinned to the hanger, not the shirt.
- o Bows, bibs, mittens and other small accessory items should be placed in a Ziploc bag. Secure the tag to the outside of the bag and seal the bag with clear packaging tape.

- **Shoes**

- o Place shoes inside a Ziploc bag and secure the tag to the outside of the bag with packing tape.
- o Zip ties can also be used to keep pairs together, if shoes are too big for a Ziploc. Secure tag to the sole of the shoe with clear packing tap, or pin the tag to the zip tie.

- * **Toys**

- o Toys with small parts or puzzles: use a Ziploc bag, seal the bag with packing tape and secure the tag on the outside of the bag.
- o Make sure working batteries are in all battery-operated toys.
- o Secure unattached parts to ensure your toys and parts stay intact.