



Consignor Checklist for Drop-Off

Please make sure to register for a drop-off appointment

Saturday, September 20, 2014 from 8:00-11:00 AM

Restocking Consignors 6:00 PM

McKelvie School

108 Liberty Hill Ave - Bedford, NH

Please check-in at the registers in the Gym.
Clothing Items/Shoes should be brought to the Cafe.
All other items should be placed in marked areas in the Gym.

- I have a self-addressed stamped envelope.
- I have read the "Accepted Items List". All of my consigned items are appropriate for the season. I understand that adult clothing is not accepted.
- There are no stains, holes, defects or recalls on ANY item. Please be a responsible seller!
- My hanging items are hung on the hanger like a question mark and tags are attached on the right side of the item with a safety pin or tag gun barb. NO STRAIGHT PINS!
- Snaps are snapped, zippers are zipped, buttons are buttoned, loose threads snipped, and there is no major piling on my clothing.
- Clothing is organized by size and gender. This will save you lots of time at drop-off! Rubber-banding hangers together will keep sizes separate while transporting. Consider placing colored tape around tops of hangers or using stickers on your tags to make sorting non-donated items easier.
- Non-clothing items, are sorted by type (i.e. books together, toys, nursery items, etc.)
- Items that require batteries are in working order. All pieces for games, puzzles and other items with multiple parts are required to be complete!
- Tags are printed on white cardstock and have a clearly printed barcode (NO paper/draft mode).
- I have not taped over the bottom barcode on my tags. These may be removed during checkout.
- The correct seller number, item number and price are on every tag.
- If I am selling a car seat or infant carrier, I have printed/filled out/signed a Car Seat Waiver Checklist available at: www.TotsToTeensNH.com.
- I understand that if I am not donating unsold items I need to pick them up at 1:30 PM (non-sorted) or between 3:00 & 4:00 PM (sorted), Sunday, September 21, 2014. Any items left after 4 PM will be donated and a receipt will be available for tax purposes.

THANK YOU!!!