



# Consignor Checklist for Drop-Off

Please make sure to register for a drop-off appointment

Friday, 4/7/17 from 7-8:20pm & Saturday, 4/8/17 from 8-11am

## McKelvie School

108 Liberty Hill Ave - Bedford, NH

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Please check-in at the registers in the Gym on for all drop-off appointments.

Clothing Items/Shoes should be brought to the Cafe. Books are located in the middle hallway.

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. 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 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](http://www.TotsToTeensNH.com).
- I understand that if I am not donating unsold items I need to pick leftovers up between 2:00 PM & 4:00 PM Sunday 4/9/17. We will do our best to sort clothing items together by consignor# under each size), Any items left after 4 PM will be donated.

**THANK YOU!!!**