

How To Prepare My Items

By now you have collected all of your clean, quality items and are ready to prepare them for the sale.

Tools you will need:

- **White 8.5" x 11" card stock.** This is what your labels will be printed on. If you are using an inkjet printer, please use the economy mode when printing. *You will be prompted for item entry and tag printing under the consignors link*
- **Safety pins** (please NO straight pins!) or a **tagging gun** which can be purchased online.
- **Wire hangers** are preferred but not necessary. You can check your local dry cleaner or big box store.
- **Ziploc bags** to keep pieces together. Regular and XL bags for larger items.
- **Clear packing tape** to affix tags to larger items and seal bags shut. Only use one strip of tape on the top portion of the tag.
- **Painters Tape** to affix tags to books or other items that can be easily torn or ripped.
- **Batteries.** Each toy or item that requires a battery must have them in place and working. Please replace any batteries as items will be inspected at drop off.
- **Velcro/Rubber bands** (optional) for keeping shoes together
- **String/Twine** (optional) to affix tag to large items such as strollers, cribs, bikes, shoes etc. by using a hole punch on the top of the tag and threading it through and onto the item.

Clothing:

- Clothing must be washed, pressed or dry cleaned and free of any markings or stains. Please do not include any items that have pilling or are color faded. **Clothing will be closely inspected.** If we feel it will not sell, please do not be offended if we ask you to keep it. Remember, the better it looks the more you can get and the faster it will sell!!!
- Please make sure that all zippers, buttons, fasteners and Velcro are in working order and affixed properly to the garment.
- All items must hang on the hanger so that it looks like a question mark, **"?"** when facing the garment.
- Shirt and pant/short sets must be safety pinned together on one hanger.
 - If you need to use multiple hangers for one outfit, please use a rubber band to keep them together and **ONLY ONE TAG** for pricing.
 - If you have additional accessories such as hat/hair pretties/socks/shoes please include in a Ziploc and tape to the neck of the hanger.
- Tag clothes with the safety pin in a vertical position.
- Tags should be placed on the upper right hand corner of the garment.

Shoes:

- Prepare shoes by wiping them down with baby wipes or polishing them. Take a toothbrush to sweep out any debris from the sides and bottom of the shoes.
- Please keep shoes together by tying the shoe laces, using Velcro or rubber bands.
- Infant shoes can be placed in a Ziploc bag with the tag affixed with one strip of clear packing tape on the top right hand corner of the bag.

Toys/Games/DVD's/Software/Books:

- You can either place these in a Ziploc bag and seal it shut with clear packing tape or you can affix the tag in the inside back cover by using painters tape so that it does not rip or tear when removing.
- Please place all pieces to toys and manuals if you have them in Ziploc bags and DO NOT tape them shut as they will be inspected at drop off. If you are ***missing a few pieces, please make a note*** as most people do not mind purchasing a toy with a few pieces missing. Again, if you would not buy it, please don't sell it!

Linens:

- Linens should be grouped together and displayed on hangers. Please use a rubber band to keep the hangers together and ONLY ONE TAG for pricing.

Furniture/Strollers/Cribs/Outdoor Toys:

- Larger items need to have the tag taped on the front or attached by string/twine.
- Please use only one strip of clear tape on the top portion of the tag to secure the tag to the item. You may use painters tape for those items that will be ruined by the clear tape when removed. Please make sure you secure the painters tape so that it does not easily peel and fall off.

****Please note that we reserve the right to decline any garments or items that do not pass our "clean, quality" inspection at drop off. We may also feel that something will not sell and therefore will ask you to take it with you. We strive to maintain nothing but the best in our offering of gently used products at Chicago Kids Consignment Sales and want our shoppers to have the confidence that they are getting high quality gently used goods at delightful prices****