

## 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 properly (instructions below) AND bring a printed copy of your Inventory Sheet.
2. When you arrive, enter through the side door on Clermont Drive. Once your items are inside, we will ask you to sign a Seller's Agreement. A Lil Lambs team member will then take your Inventory Sheet and your merchandise into the gym to check for stains, wear, working-order. All items deemed not consignable will be returned to you at this time.

### 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](http://www.cpsc.gov)). Consignors are responsible for verifying recalls. Other helpful websites: [www.recalls.gov](http://www.recalls.gov) and [www.carseat.org](http://www.carseat.org).
- Clothing should be:
  - Sizes newborn- size 16
  - Gently used and seasonally appropriate
  - Clean, odor-free, wrinkle free, and not in need of repair
- Baby furniture & equipment
  - All furniture and equipment must be fully assembled
  - Nursery accessories
  - 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

### What we are unable to accept:

- Clothing that is:
  - Hung on plastic hangers
  - Out of date or out of season clothing
  - Stained, torn, missing buttons or otherwise extremely worn
  - Used underwear
- Toys and games that are:
  - VHS tapes
  - Violent
  - Battery operated toys without batteries
  - Stuffed animals
  - Helmets
- Baby equipment that includes:
  - Used nipples
  - Equipment that is not clean or has been recalled
  - Infant bedding (No comforters, bumper pads, quilts. Sheets & crib skirts are ok)
  - Carseats
- Items that are improperly tagged or deemed unsafe

### Creating tags for your items:

- Your seller number will be issued when you sign up for the sale. In order to work with our computerized system, your tags must be generated for this sale by MCM.
- You will enter items with the following information:
  - Appropriate category
  - Size (use number sizes for clothing and shoes, not S, M, L)
  - Description (color, brand, type of item)- this is used if a tag becomes dislodged from an item. Ex: Girl, Clothing, size 4, Gymboree Pink & white striped shorts set
  - 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.
  - 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, NO DISCOUNT will print on your tag.
  - Donate if you would like to send any unsold items to one of our mission partners to benefit another child. If you select donate, DONATE will print on your tag.
- Print tags on cardstock or thick paper and affix with a substantial safety pin.

### Preparing your items:

- Clothing
  - Use Safety pins to attach tags to the upper right side of the item.
  - Hang clothes on metal wire hangers with the hook facing to the left of the item.
  - Pants should be pinned to the hanger on the top of the hanger.
  - Two piece outfits should have pants pinned to the hanger, not the shirt.
  - Onesies should be hung on the hanger, not pinned.
  - Bows and small clothing items should be placed in a ziplock bag. Secure the tag to the outside of the bag and seal the bag with clear packaging tape
- Shoes
  - Sell your like new shoes. Label soles of shoes with masking tape with seller #.
  - Place shoes inside a ziplock bag and secure the tag to the outside of the bag with packing tape. If possible, do not tape your bag shut in case a buyer would like to try on the shoes. Zip ties can be used to keep pairs together.
- Toys
  - For toys with small parts or puzzles: place items in a ziplock bag and seal the bag and secure the tag on the outside of the bag with clear packing tape.
  - Make sure working batteries are in any battery-operated toys.
  - Kids are present at our sale, so secure unattached parts to insure your toys stay intact and are easier to sell.

