

SELLER INSTRUCTIONS

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS!!!

IMPORTANT REMINDERS:

1. Each seller may have only one seller number.
2. Minimum of 50 items, maximum 150 items per seller number.
3. If items are not tagged or hung properly, you will not be allowed to check-in.
4. Your items must be entered into the system in the following way:
Separated into gender and then put in size order, smallest to largest. The items must be brought to us in numerical order starting with item 1.
4. Sellers who fail to keep their commitment to sell without advanced notice will not be able to sell again.
5. All items not picked up by 6:00 pm on Saturday will be donated to charity.
NO EXCEPTIONS! NO EXCEPTIONS! NO EXCEPTIONS! NO EXCEPTIONS!
We do not have space to store your items.
6. Please cash your LL checks in a timely manner. All checks not cashed within 90 days of sale will be considered a donation to LL.
7. All items must be entered by the Monday night deadline. Once the system is shutdown NO changes can be made, even by Lil Lambs committee.
8. We have final say on all items being sold.
9. We are not responsible for any lost or stolen items. Please do not sell anything your heart cannot bear to lose.

PRICING GUIDELINES:

1. Price your items to sell quickly (especially 12 Months and under clothing).
2. People expect to get a bargain at a consignment sale.
3. Good Rule of Thumb for pricing:
1/3 of the new price if the item is like-new or never worn
1/4 if the item is in good condition
4. Prices must begin at a minimum of \$1. Prices must be in whole dollar or half dollars.

INVENTORY SHEETS:

1. We will only ACCEPT Lil' Lambs Inventory Sheets printed on white letter size paper. Print your sheets on the front side of the paper only, in item number order.
2. We will NOT ACCEPT inventory sheets or tags from other sales, inventory sheets/tags printed on colored paper, legal size paper or sheets not in numerical order.
3. Be sure to bring your inventory sheet at your appointed time for check-in. You may want to make a copy of it for yourself; We will keep one copy.

Lil' Lambs Closet Consignment Sale

SELLER INSTRUCTIONS

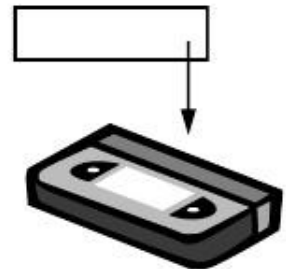
TOYS/GAMES:

1. Toys that require batteries **MUST** have working batteries in them in order to be accepted. This includes large ride on toys such as jeeps, trucks, etc.. If we can not see that it works, we will not accept it.
2. Toys and games must be clean and have **ALL** pieces.
3. Toys with multiple parts should be sealed in zip lock bags and taped shut.
4. Do not apply tape directly to decorative items on toys, games, puzzles. Tape can destroy decorative items. Put these items in bags, or wrap in plastic. You can tape price tags onto bicycles and other items that do not have paper decorative items on them. Do **NOT** tape over the barcode on the tag.
5. We will **ACCEPT** the following:
 Video games for game systems—Rated E Only
 Hand Held video Games (e.g. Game Boy)
 Computer Software for children
 Stuffed Animals—Limit of two (2) per seller
7. We will **NOT** accept the following:
 Nintendo, Sega, Playstation, Xbox, Wii, Ipods or any other "game" systems
 Televisions of any kind
 Violent toys, such as guns, knives, swords, etc.
 Scary toys/costumes, such as monsters, witches, etc.

BOOKS/VIDEOS/DVD:

1. VHS and DVD's are limited to 10 per seller.
2. All video tapes need a label on the spine. (see example below)
3. When placing multiple books or videos in zip-lock bags, place a label on the bag listing all titles . (see example below,)
4. We will **ACCEPT** the following:
 Videos that are rated G or PG only (at Lil' Lambs discretion)
 Children's books in good condition
 Books on pregnancy, childbirth or childhood/parenting Lion King—G
4. We will **NOT** Accept the following:
 Videos rated PG-13 or R
 Books/videos on marriage or relationships
 Teen/adult books

The following **BOOKS** are included in this package:



_____ Junie B. Jones _____	_____ Magic Tree House _____
_____ Hardy Boys _____	_____ Cat in the Hat _____
_____	_____
_____	_____

The following VIDEOS are included in this package:	
_____ The Lion King _____	_____ Cinderella _____
_____ Mickey Mouse _____	_____ Snow White _____
_____	_____
_____	_____

List all Books/videos grouped in bags.

Lil' Lambs Closet Consignment Sale

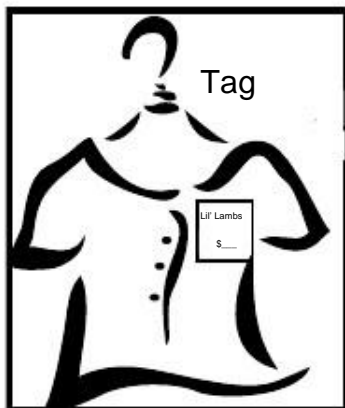
SELLER INSTRUCTIONS

TAGGING, HANGING AND ORGANIZING YOUR ITEMS:

- 1. Only Lil' Lambs computer generated tags on white CARDSTOCK will be accepted! We are scanning items in this time. CARDSTOCK is a must!**
- All clothes must be hung on hangers—as shown in the example below. Make sure the hook is turned away from the tag. Make sure all buttons, zippers and snaps are closed.
- 3. DO NOT BEND adult hangers at the ends to accommodate smaller clothing.** (The bent hangers snag other items on the racks). Please use the correct size safety pins.
- 4. DO NOT place price tags inside of bags—they are too hard to remove at check out.** Attach tags to outside of boxes or bags with clear packing tape.
- 5. Please do not put tape over the barcode. We scan the barcode to check-in and sell.**
- Place items such as comforters and bumper pads on hangers.
- Put all receiving/crocheted blankets in plastic bags—not on hangers.
- Socks and accessories should be placed in zip lock bags and taped shut.
- Make sure all tags are securely fastened with SAFETY PINS ONLY to the front left shoulder of the garment as shown below. We will not accept items pinned with straight pins, staples or tiny brass-colored safety pins. Please use correct size safety pins.
- Group like items together (boys clothes, maternity clothes, toys, etc.) and put in size order prior to entering them in the system. Item numbers are based the order the item was entered. They can not be rearranged.
- All clothing must be marked with an exact size (i.e. 3 months, 2T, etc.). If something says Small, medium or Large, use your best judgment to mark the appropriate size on the tag.
- 12. Please bring items to Check-In in numerical order. This is how they will be checked-in. We will NOT accept items and inventory sheets if they are not in numerical order.**
- When you have items with multiple pieces, please use safety pins to securely attach pieces of a set together.

Barcode Tags:

Below is an example of the new barcode tags. The black dot will print if you select to donate your item. The word "reduce" appears on the tag if you select to sell your item for half price on Saturday.



LIL' LAMBS CLOSET CONSIGNMENT SALE

WILL ACCEPT

Lil Lambs computer inventory sheets/tags
Inventory Sheet on white letter size paper
Inventory sheets printed single sided
Inventory sheets printed in numerical order
Tags printed on white CARDSTOCK
Items priced at a minimum of \$1.00
Items priced in \$0.50 increments
Current season items only
Size 0 infants through size 16 girls & boys
Items with sizes in numerals (2T, 8, etc.)
Items securely fastened to hangers
Maternity clothes
Shoes - Limit 10 Pair (good condition)
Games for game systems – Rated E only
Hand held video games (i.e. Gameboy)
Computer software for children
Children's books in good condition
Pregnancy, childbirth and parenting books
Videos/DVDs rated G and P G Only
VHS tapes/DVD's-limit of 10 per seller
Stuffed Animals - Limit 2
Battery operated toys with working batteries
Games & Puzzles that have all pieces
Clean Toys and baby items
Nursery furniture (changing table, crib etc)
Toddler beds
Crib mattresses

WILL NOT ACCEPT

Items on the CPSC recall list
Inventory sheets or tags from other sales
Inventory sheets printed on colored paper
Inventory sheets printed double sided
Music CD's
Tags printed on colored or regular paper
Handwritten inventory sheets and tags
Items hung or tagged incorrectly
Items priced under \$1.00
Bent wire hangers
Clothes with broken buttons/snaps/zippers
Clothing marked as small, medium, large
Any underwear used or in opened packages
Breast pumps
Juniors and adult sizes
Badly stained or dirty items
Overly worn items/Out of style clothes
Items with stale, musty or smoky odor
Toys, games or puzzles missing pieces
Scary themed items (monsters, ghosts etc)
Guns and other violent type toys
Game systems (Nintendo, Sega, Xbox, Wii, Ipods
Videos rated PG13 and higher
Teen and adult books/videos
Marriage or relationship books/videos
Televisions/Stereos- any kind
Regular sized beds or mattresses