

Consignment Sale How-To

- You will need to obtain a consignor number from Myerstown Church of the Brethren.
 - Contact Jessica Singer (jl.singer@hotmail.com) or Leslie Fuhrman (leslie.noll@comcast.net)
 - A \$10 registration fee is required for every sale
 - This number is unique to you and will be a tracing method for your payment.
 - Numbers are carried over from sale to sale, once you have been assigned a number, it is yours to use for subsequent sales.
 - If you have consigned with a different sale, please contact Jessica or Leslie to see if the number is available for use.
- Tagging your items
 - All clothing items **must** be hung on appropriately sized hangers.
 - Small items such as socks and onesies can be placed in plastic Ziploc bags
 - No other clothing items will be accepted in bags.
 - Non-clothing items can be labeled individually or placed into large Ziploc bags and sold as a set.
 - Any items containing loose parts must be contained in the original box or in large plastic Ziploc bags. Myerstown Church of the Brethren is not responsible for lost items/pieces.
 - Every item must be labeled as follows:

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|------------------|
| Item Description |
| Brand |
| Size |
| Price |
| Consignor Number |

- Tag should be fixed to the front of the sale item using safety pins or a tagging gun.

NOTE: No damaged items will be accepted. All clothing should be stain free and not contain holes or show extensive wear. Toys should be in working order and contain all pieces.

- Item drop off
 - All items must be dropped off the Friday before the scheduled sale between 8am to 3pm and 5pm to 7pm
 - It is the responsibility of the consignor assist in hanging/setting up their items.
 - Bins/boxes can be stored at the church but **must** be labeled with the consignor's name/number. Myerstown Church of the Brethren is not responsible for lost or misplaced bins/boxes.
 - All consignors must fill out a registration form prior to dropping their items at the sale. Registration forms will be available for download from the church website at www.myerstowncob.org
- Item pick up
 - All items must be picked up between 2pm and 3:30pm on the day of the sale.
 - Any items left on the premises after 3:30pm will be donated.
- Payment
 - Consignors will receive 65% of profits from their sold items (75% with the full-fillment of a 2 hours volunteer slot. Volunteer slot sign up is on a first come, first serve basis. Slots are available Friday for set-up and Saturday during the sale).
 - Checks will be mailed to the address provided on your registration form within 6 weeks of the sale.