

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)
 - 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
 - A \$10 registration fee is required for every sale and due at the time of registration. This can be mailed to the church at:

Myerstown Church of the Brethren
Attn: Women's Fellowship, Consignment Sale
51 W. Stoever Ave
Myerstown, PA 17067
 - 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 with our sale.
- Tagging your items
 - All clothing items **must** be hung on appropriately sized hangers.
 - Small items such as socks and undershirts can be placed in Ziploc bags. No other clothing items will be accepted in bags.
 - Please keep clothing items season specific
 - For the fall sale we will not be accepting sleeveless tops, sundresses, or swim attire
 - 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:

Item Description
Brand
Size
Price
Consignor Number

- Tags should be fixed to the front of the sale item using safety pins or a tagging gun. Any items missing a tag cannot be sold.
- If you do not wish for your items to be sold at half price during the sale from 1-2pm, please write “No ½ off” under the price and highlight the price on the tag.

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 during scheduled drop-off times
 - The Wednesday before the sale: 6-8pm
 - The Thursday before the sale: 6-8pm
 - Friday before the sale: 8am-5pm
 - 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.
- Sale times:
 - A private presale for consignors will run from 4:30pm-6:30pm the Friday prior to the sale. Consignors can bring **1** friend or family member to shop with them during this time.
 - A paid pre-sale will be open to the public from 6:30pm-8:30pm the Friday prior to the sale. Admission will be \$5. Consignors and their **1** guest will not be charged admission during this time.
 - The main event will be Saturday from 8am-2pm with a half-price sale from 1-2pm. Early admission is not permitted.
- Item pick up
 - All items must be picked up between 2-3:30pm on the day of the sale.
 - Any items left on the premises after 3:30pm will be donated.
- Payment
 - Consignors will receive 60% of profits from their sold items (70% 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 Thursday and Friday for set-up and Saturday during the sale).
 - Checks will be mailed to the address provided on your registration form 6-8 weeks after the sale. Due to the overwhelming task of tallying sales, totals will not be given via email or text.