

# Tiny Treasures Consignment Sale *Seller Information*

**PLEASE READ  
FIRST!**



Thursday, pre-sale  
6:00 pm to 7:30 pm

Friday,  
8:00 am to 5:00 pm

Saturday,  
Half-price Sale 8:00-11:00 am

Gloria Dei Lutheran Church  
8301 Aurora (Urbandale)

The Tiny Treasures Consignment Sale will accept Children's, Teen's and Maternity clothing, accessories and bedding, décor, toys, books, videos/DVDs, equipment, and furniture. Items must be clean and in excellent condition.

**Housewares will not be accepted.**

## Preparation of Items

### **Completion of Tags**

- You MUST have a seller number (from the preschool office-777-3902).
- This number MUST appear on all tags, no number sale goes to preschool.
- You will be receiving 70% of the price for all your merchandise that is sold!!!
- **Please price your items in no less than \$0.50 increments, with the minimum price for all items in the consignment sale being \$1.00.**
  - No items for less than \$1.00, combine if need be.
- Please tape the seller tag to the outside of the Ziploc bag with clear packing tape (do not tape all four sides). Please lock your Ziploc bag closed with a piece of clear packing tape.
- **For items that are \$20.00 or more, please highlight the print on your tag with a yellow highlighter, to alert the cashiers that this is a higher-priced item.**
- Be sure to include the price, size (if applicable) and seller number on **EVERY** tag!
- Please describe your item with a short description that will help you sell it!! For example, "Osh-Kosh Sundress", "Only worn once" or "Like New".
- Donating items to charity at the end of the sale:
  - If you want the items returned, please circle the "N" on the tag.
  - If you want your items donated, please circle the "Y".
- Discounting ½ price
  - If it is OK with you to charge ½ price for an item on the last day of the sale, use a black pen to write your tags.
  - If you DO NOT allow us to discount your item, write out your tag in red pen.
- Do not change prices on tags. If you want to alter the price, write out a new tag.
- On books or boxed items please use masking/painter's tape on 2 sides only.
- No sticker prices or tags from other sales are allowed.
- If you want the preschool to get ALL the money from an item, please write "99" for the seller number on that tag.

- Former sellers will have their numbers reserved for reuse for one year (Fall-Spring-Fall) and then released.
- *If an item doesn't have a tag, the price will be determined by the preschool director. And money will go to the preschool. Large ticket items we will do our best to find the seller.*

## **Clothing/Shoes**

- Clothing must be in good condition with no stains or tears and smoke-free.
- Children and Teen– applicable to current season.
- Children and Teen Shoes.
- Maternity – Must be in current style.
- Clothing should be hung up with Seller Tag pinned to the top left corner. Please pin the seller tag to the top left shoulder (when being worn) of shirts, jackets, etc. and to the top left pocket area on shorts, skirts, pants, etc.
- All clothing (except tiny baby clothing) should be neatly placed on a hanger and pinned together if there is more than one piece in a set.
- If clothing has more than one item, such as a short set, please pin items together so that they do not become separated. Place the top on the top and pants on the back and pin with a safety pin so that customers can see all items!!
- Please use safety pins or a tagging gun, NO straight pins.
- Please place all maternity clothing on hangers. Please have hangers facing away from the tag so that customers can view all clothing in the same direction.
- All buttons, snaps, and zippers should be closed and working.
- When bringing shoes to the sale, please tape the tags to the bottom of the shoes if possible.
- If the shoes are small enough, please put the pair in a Ziploc bag so that they do not become separated.
- Please tie or use a twist tie to attach the shoes to one another if they don't fit in a Ziploc bag!

## **Furniture, Accessories, Equipment**

- Baby & Toddler Needs – diaper pails, potty chairs, backpack carriers, etc.
- Nursing/Feeding Supplies, diaper bags, blankets, etc.
- Underwear, hats/gloves, pajamas, socks, belts
- Small items (such as socks or sippy cups) may be grouped together in a large Ziploc bag. Please, do not tape all four sides of the tag.
- Please “lock” your bag closed with a piece of clear packing tape. Be sure you write the contents of your bag on the tag!
- Bedding Sets include comforters, blankets, sheets, etc.
- Picture Frames, mobiles, rugs, lamps and more – Must be child or teen related!!
- Nursery bedding must be clean and neatly folded.
- Strollers, walkers, highchairs, etc.
- Toddler beds, bassinets, dressers, chairs, etc.
- Beds, dressers, desks, etc. should be very clean & like-new. Assembled furniture sells faster and goes for a higher price. If you cannot assemble attach a picture of your item.
- We will only accept car seats that are less than five years old. Please check the following websites for recalls on car seats:

<http://www.nhtsa.gov> or [www.carseat.org](http://www.carseat.org). Car seats must have a sticker on the base that gives the manufacturer information. We will check for this sticker.

## **Toys/Books/Videos/DVD's**

- Must be in working order with all pieces.
- Toys that require batteries must have them.
- Only unique stuffed animals, please.
- Videos must have a matching cover. We will not accept videos or DVDs not in their original case.
- If toys have multiple pieces, please include pieces in a Ziploc-style bag and attach them to the toy with clear tape.
- Please put all board puzzles in plastic bags taped shut to ensure the pieces stay with the puzzle.
- Bicycles, tricycles, etc.

## **Volunteer to Work**

- We require **EACH SELLER** to volunteer to work 2 hours.
- You must work four hours to shop at the pre-sale.
- The hours that are worked can be during set up, during the sale, or during clean-up.

## **Drop-Off**

- All items are visually inspected. We keep standards high so that shoppers can shop with confidence, knowing our quality control is top-notch.
- You may drop off on Wednesday night between 7:30-8:45 pm or Thursday morning between 9:00-11:00 am in the FLC.
- **You must display your own items in the designated areas where they belong.**
- Signs will be posted to guide you where to put your items.
- You will be asked to fill out a short form at drop-off time that indicates your pick-up plan.

## **Pick Up**

- All items NOT PICKED UP by 12:30 pm on Saturday will be donated to a charity.
- **If you are picking things up at the end of the sale, you need to leave boxes with your seller number clearly indicated on them.** At the end of the sale, we will use those boxes to collect your things for pick-up.

## **Other Information**

- You will receive your check within two weeks of the sale.
- We are not responsible for lost or stolen goods.
- We are not responsible for unsold goods due to lost tags.

Please contact the office to get your seller number and ask any questions at 777-3902 or e-mail [heather.schmitz@gdjc.church](mailto:heather.schmitz@gdjc.church)

**To shop the presale Thurs. from 6:00-7:30pm, you MUST volunteer a minimum of four(4) hours (not necessarily consecutive).**

## **Times to Know:**

### **Drop Off:**

Wednesday 7:30-9:00 pm FLC  
Thursday 9:00am-2:00 pm FLC

### **PreSale**

(for 4+ hour volunteers only or \$5 entry fee)  
Thursday 6:00-7:30 pm

### **Sale Hours:**

Friday 8:00am-5:00 pm  
Saturday (half-price) 8:00-11:00am

### **Clean Up/Pick Up:**

Saturday 11:00am-12:30pm FLC

## **Info to Know:**

### **\$5 registration fee**

[gdlc.church](http://gdlc.church)

Or contact

Heather at [heather.schmitz@gdlc.church](mailto:heather.schmitz@gdlc.church) or 515-777-3902  
Or it can be deducted from your income.

### **Volunteer:**

2 hours as a seller  
4 hours to shop the pre-sale for free