



Consignor Handbook

**Everything you need to know about
selling with us! And lots more!**

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Step 1

Register as a consignor:

1. Go to www.ittybittyboutique.org
2. Click on the menu in the right hand corner if on mobile.
3. Click on Eugene Consignor Log-in
4. New consignors click on “Need a Consignor number?” Returning consignors can login using your username and password.
5. Returning Consignors, Click on menu, and then Register for Sale
6. Electronically Sign your Seller Agreement
7. Pay your consignor fee
8. Make sure all of your personal information is correct by going to the menu and clicking on “Update Account Information.” This will ensure that you receive important updates by email and that you will receive your payment in a timely manner.
9. Join the Facebook to the CONSIGNORS ONLY-itty bitty Kids Sale page for help with any of your questions and extra updates and reminders. (link to join is in the email you receive after registering)

***Note: You can un-register for the sale by clicking the Menu and choosing “Un-Register For Our Upcoming Sale.” You will be dropped from the sale so that another consignor can take your place. However, you will NOT be eligible to receive your consignor registration feedback. You are also NOT eligible to shop the consignor presale events.

Step 2

Enter Inventory:

1. Go through your house to collect items that you would like to sell
2. Check that the items work, are clean, have batteries, have not been recalled, have all of the pieces, are allowable items (see page 15 & 16 for more info), clothes are not torn, stained, are the correct season for the current sale, etc.
3. Organize your items into categories and by size (for clothing)
4. Go to ittybittyboutique.org
5. Click on the menu in the right hand corner
6. Click on Eugene Consignor Log-in
7. Log in using your username and password.
8. Click on the menu and select “Work With Consigned Inventory”
9. Click on Add Items (see next page on how to activate inventory from previous sales) and choose the format that you will be using (Mobile Version or PC/Laptop Version).
10. **Category.** This is very important!! Please see page 13: Item Limits - (Infant clothing, shoes, books, blankets, Juniors clothing).
11. **Size.** Select a size for clothing, costumes, shoes, etc. Select *Leave Blank* for items that do not require a size.
12. **Description.** Fill in the description boxes. You have 2 boxes available with 24 characters max for each box. Do your best to describe your item in the most detail possible. See page 18: General Tagging Tips for more information.
13. **Price.** Fill in the price. The lowest allowed price is \$2.00. Prices must be full dollar amounts. See Page 11-12: Pricing guide for help choosing a price.
14. **Quantity.** This should only be used if you have multiples of the exact same items that you would like to describe and price exactly the same. For example: If you have 2 identical toys you can select a quantity of 2. This will generate two entries and two tags.

Continued on the next page:

Enter Inventory Continued:

15. “Item can be **DISCOUNTED**” Check this box if you would like your item to go to half price on the last day of the sale. 100% recommend this! You want your items to sell, you don’t want to take them home! Warning: if you click this box it will stay selected for all of your entries unless you manually uncheck the box.

16. “Item can be **DONATED**” Check this box if you would like your item to be donated at the end of the sale if it has not sold. Warning: if you click this box it will stay selected for all of your entries unless you manually uncheck the box.

17. **Submit Item.** Click on the submit item button to finish entering your item. You will now see your item at the bottom of the page. You can Edit or Delete your item using the buttons to the right of your item. You can also search your items with the “Filter Inventory by Description” box. You can see all of your items entered by checking the “Only the last 5 items you have entered are shown below. Check this box to show all items.”

18. Make sure to enter ALL of your items by the Inventory Entry Deadline (usually the Saturday before the sale at 10pm). You will be locked out of the system at that time. No exceptions. Check your email, the website, and the Consignor Facebook Group page for the specific deadlines for each sale.

Activate inventory from previous sales:

1. Go to ittybittyboutique.org
2. Click on the menu in the right hand corner
3. Click on Eugene Consignor Log-in
4. Log in using your username and password.
5. Click on the menu and select “Work With Consigned Inventory”
6. Click on Inactive Inventory
7. You can now select items that you would like to try to sell again for the current sale. Inventory you select here will become “active inventory” and will appear on the “Work With Inventory” screen so that you can edit it and print tags for it (if necessary). If you do not make any changes to the tag then you will not have to reprint a tag, but you will still need to activate it.
8. You can also delete old items on this page that you no longer have or were denied due to stains or other reasons. Please keep your inventory cleaned up!

Step 3

Print Tags:

1. Go to the Consignor Inventory Menu.
2. Click on Print Tags and select either “Print Selected Tags,” “Print All Tags (HTML)” or “Print All Tags (PDF)” or “Print all Unprinted Tags”
3. Tags must be printed on white cardstock paper ONLY.
4. Cut out the tags.
5. Attach the tags to your items properly. See page 17-20 for tagging supplies, general tagging tips and how to tag your items for tips and instructions.

Step 4

Sign up for a drop-off appointment:

1. Go to ittybittyboutique.org BEFORE the inventory deadline.
2. Click on the menu in the right hand corner.
3. Click on Eugene Consignor Log-in.
4. Log in using your username and password.
5. Click on Drop-off Appointments.
6. Choose an available time-slot to drop off your items. Slots fill up quickly so if you need a very specific time slot make sure to sign up ASAP. Times are available for selection as soon as registration opens.
7. If you have more than one carload of items, please bring the bulk of your items, including clothing, shoes, & smaller items at your assigned time. Then bring your larger items at any other time during drop-off. No appointment needed for a second drop.

Step 5

Become a Crew Member (optional):

1. Go to ittybittyboutique.org BEFORE the inventory deadline.
2. Click on the menu in the right hand corner
3. Click on Eugene Consignor Log-in
4. Log in using your username and password.
5. Click on Crew Member Shifts.
6. Sign-up for any available shifts that you are available for.
7. Sign the Crew Member Agreement.
8. Show up for your shift ready to work with comfortable shoes, water, and a snack.
*See Crew Member information on page 27-29.

Step 6

Drop-off:

- Please have your clothes in size and gender and type order BEFORE arriving to the fairgrounds. You **MUST** have all of your items prepped and tagged BEFORE your drop off appointment (you cannot finish at the venue).
- Pull up your car to the designated area at your drop-off appointment time.
- Go inside and check-in with a load of clothing.
- Your clothing will be inspected by an inspector in the lobby.
- You will take your non-clothing items at put them in their specific areas yourself.
- Then you will go get your accepted clothing items and put them on the racks in order.
- Assemble any large items, or any item that needs put together, before you leave the fairgrounds! ie: pack n play, swings, jumpers, play tents, etc.

Step 7

Shop:

Consignors get to shop before the public! Mark your calendar to shop the Consignor Pre-Sale. Visit www.ittybittyboutique.org/consign for each sales specific dates and times.

Passes are good for one person per pass. While your children are welcome to shop with you during the public sale hours, *children are not allowed at Pre-Sales. Non-mobile infants are ok being worn or in strollers.*

Consignors are also invited to shop the Half-Price Pre-Sale. Anything that has “Discount-Yes” on the tag will be sold for 50% off and consignors get first dibs on half-price items!! Kids are ok during this pre-sale but they must stay WITH you!

Consignors get Guest Passes to give out to friends to shop the Consignor Guest Pre-Sale! Please check the website for the date and time of the Guest Pre-Sale.

Want to shop even earlier? Become a Crew Member and shop the Pre-Sale before consignors! Crew Members may also bring their children to their designated Pre-Sale time, if they have child care difficulties. We just ask that they be out of the building by the time the Consignor Pre-Sale begins. See page 27-29 and step 6 (above) for more information.

Check the website at ittybittyboutique.org/eugene-schedule for the full schedule each sale.

Step 8

Pick-up (optional):

If you don't want to come pick-up what has not sold, make sure you click the donate box when entering items into your online inventory. All of your donations go to local organizations who work directly with foster kids and kids in crisis!

- If you cannot pick-up your items, someone else may come in your place and collect your items. That person must know your consignor number to get your items (no exceptions), and they will need to walk the floor to collect them by checking numbers on tags.
- When you arrive at the designated time, bring in your totes/wagon/boxes.
- You will have access to an un-sold item report in your consignor account.
- You will walk around the sales floor and collect your items. You know what they look like, you will recognize them quickly. Items will NOT be sorted.
- Grab only the items you want to take home and leave the rest for donation.
- You will then jump in the check-out line where Crew Members will verify that each item you are leaving with is indeed yours. Then you are free to go! It is ok to make multiple trips, you will just have to go through the check-out line again for item verification.
- You must be DONE picking up your items at 5pm. Everything left at 5pm will be donated. Arrive EARLY so you have enough time to find your items.
- Don't forget to check the Lost & Found Table for any items that lost their tags. Also check the not-accepted item table for items that were pulled off the floor during the sale.
- itty bitty is not responsible for lost or missing items, as stated in the Consignor Agreement you signed.

Step 9

Get Paid:

We will deposit consignor earnings into your PayPal account within 10 days after the close of the sale. ***Make sure the email listed in your Consignor Account is the SAME or LINKED TO the email associated with your PayPal account.*** We pay all the fees involved, it does not cost the consignor anything.

If you do not have a PayPal account, we will issue you a paper check, minus a \$2 processing fee, within 30-45 days of sale close & mail it to the address on file.

(If you have a PayPal account, your funds will be "claimed" once we send them, even if you don't regularly use PayPal. "Unclaimed" Funds means there is no PayPal account associated with the email address we have on file.)

Consignor Agreement

1. I acknowledge that I am submitting my children's clothing and goods for sale in **itty bitty boutique's** Kids' Consignment Sale. I understand that all sales are final, and no record of purchases is being kept in order to track down items sold at a later time.
2. I certify that I have not attempted to disguise the fact that an item is stained, broken, or missing pieces.
3. I am not entering any item(s) in the sale that have been recalled for any reason or that do not meet current requirements of the Consumer Product Safety Commission (CPSC) and may not be included on any list of recalled items, contain any hazardous material or exceed lead standards of 600 parts per million (ppm). Consignors must check the following websites to ensure that they are in compliance; **itty bitty boutique, LLC** Kids Consignment Sale will not be held responsible if consignor fails to meet these requirements: <http://www.cpsc.gov/cgi-bin/prod.aspx>
4. I agree that I will retain 65% of the total sales of my items sold, while itty bitty boutique, LLC will be paid a 35% commission. If I am a Crew Member that completes two shift(s), I will retain 70% of my total sales. If I complete three or four 4-hour shifts during the sale, I understand that I will retain 75% of my total sales. If I complete 5 shifts I will retain 80%.
5. I understand that I will pay a \$15 consignor fee upon registration and that fee is NOT refundable if I decide not to consign. If I find I cannot consign I will unregister immediately to allow my spot to be filled by another consignor. The fee cannot be transferred to future sales or be refunded. I also understand I cannot shop the consignor pre-sale if I do not consign any items.
6. I am aware that sale organizers have the right to deem any item brought to drop-off as inappropriate for the sale, whether due to condition, insufficient preparation, or any other reason, and that those items will be given back to me at that time. I further understand that items may be removed from the sales floor after drop-off if they are later determined to be inappropriate for the sale. Those items will be set aside and returned to me at Consignor Pick-Up unless they are marked to Donate.
7. If it is later discovered that I neglected to price an item, I give **itty bitty boutique, LLC** sale organizers permission to price the item at for me at fair market value so that it may remain on the sales floor. I agree to accept that this pricing is final.
8. I am aware that Sunday is Half Price Day, and all remaining items will be sold at 50% of my tagged price, unless I indicate "No Discount" in my online inventory for those items I do not want discounted. By indicating No Discount in my online inventory, my tags for those items will have a pre-printed (not hand written) "Discount:No" on them for the items I do not want discounted.
9. I agree that **itty bitty boutique, LLC** and its sale organizers will NOT be held responsible for items that are lost, damaged, or stolen during the course of the sale, though every effort will be made to prevent these circumstances. Due to the nature of this industry, I understand that loss does happen. If I am missing an item over \$10, I will alert sale organizers before 11:59pm on the last day of the sale.
10. I agree to waive any and all claims for personal injury resulting from participation in the **itty bitty boutique, LLC** kids consignment sale from whatever cause either foreseen or unforeseen against **itty bitty boutique, LLC** or sale organizers.
11. I agree to hold harmless and make no claim against itty bitty boutique, LLC, its owners, lessors, and/or owners of the space where the sale is held, any crew member and/or paid participants in the itty bitty sale, for the damage, theft, or loss of any items consigned to itty bitty boutique, LLC. Itty bitty boutique, LLC does not anticipate any thefts, damage or loss and takes every precaution to prevent them; however occasionally these events may occur and the consignor assumes the risks of these events by participating in the sale.
12. I acknowledge that my consignor number is to be used by myself/household only and I will not allow the use of my consignor number to be used by anyone else not in my household. I will not share my number with a friend or family member. It will be used for my own personal items that I am selling and I will not use it to sell items that are not mine.
13. I acknowledge that if I am selling items for more than I paid for them, in order to make a profit, or if I am selling other peoples items for them, and keeping a portion of the proceeds, I must request a Form 1099 from itty bitty boutique, LLC for tax purposes.
14. I acknowledge and understand that I will not make any changes to the printed tags by hand. If I need to change or edit any part of the tag, I will make those changes in my online inventory and reprint a correct tag. Any changes made by hand on the bar-coded tags will cause that item to be removed from the sales floor.
15. I understand that any items found without a tag during the sale will be placed in the Lost and Found. I may look through these items at the designated pick-up time for identification and that any items not identified will be donated after the pick-up period is over.
16. I understand that if I sell an item, ie: puzzle, game, toy, etc. that is missing pieces or parts I will be assessed a \$5.00 per item fee that will be deducted from my consignor check. If after drop-off, an item is found to be missing pieces or parts, it will be pulled from the floor and I will be assessed a \$5.00 per item fee.
17. I understand that if I bring an item to sell with a defect, missing component, holes, broken zippers, missing buttons, purposely concealed defect, tagged improperly that caused defect, books with torn pages, any item with defect, or flaw that has been hidden or concealed in order to sell, I will be assessed a \$5.00 per item fee that will be deducted from my consignor earnings.
18. I agree to collect all of my unsold items on designated time stated on website, or designate someone to do so for me. I understand that if my items are not picked up during this time, they will be donated to a charity of the sale organizers' choice. If an unexpected issue arises at a later date that prevents me from collecting my goods, I acknowledge that I will accept the responsibility of finding someone to claim my unsold items for me, or I will allow them to be donated to the aforementioned charity. I understand that there are NO EXCEPTIONS to this policy, and I will not ask that an exception be made for me.
19. I understand that my consignor earnings will be deposited into my PayPal account within 10 days after the conclusion on the sale. If I do not have a PayPal account, itty bitty will issue a paper check, minus a \$2 processing fee, between 30-45 days of sale close.
20. Non-Compete Clause: For a period of two years from the date of the consignors last involvement with itty bitty boutique, LLC, Consignor covenants and agrees that Consignor shall not, without the express prior written consent of itty bitty boutique, LLC (which consent may be given or withheld in the sole discretion of itty bitty boutique, LLC), be directly, indirectly, or otherwise own, manage, operate, control, consult to, or be employed by, or otherwise be connected with, any firm, person, corporation, limited liability company, partnership, entity or enterprise engaged in the business of consignment sales and/or resale's in the counties of Lane, Deschutes, & Douglas in the state of Oregon. Consignor is not prohibited from consigning items or volunteering their time with other resale events or consignment sales. Consignor acknowledges that the restrictions set for herein are reasonably necessary to protect the legitimate business interest of itty bitty boutique, LLC.

Pricing Guide:

What Should I price My Stuff at?

Our #1 piece of advice is to ask yourself “What would I pay for this?” If you wouldn't pay \$5 for it, don't ask others to either!

The goal is to SELL your stuff, not bring it back home. Pricing is KEY to your stuff selling! Quality/Condition being the second key to your stuff selling! Higher than Garage sale prices, but lower than consignment stores! (And ignore Goodwill type prices)

Be Competitive! Especially with clothing! Everyone always has a lot of clothing to sell. If you want a shopper to choose your item over another, it will come down to price. In regard to infant clothing (Newborn - 12 months) there is always sooo much! New parents get gifted a lot of clothing, so consider bundling items & pricing low!

Half-Price! We highly suggest allowing your items to be discounted on the last day by clicking the box for YES discount when entering your inventory online. Isn't it better that an item sells at half price than not at all? But please, DO NOT price an item higher so that you can get more for it if it sells on half price day. Always price items expecting them to sell at full price!

Money Makers! Our big sellers are always: Toys, baby equipment, & large items! So I always recommend starting the purge in the toy box! Once you have gathered all of your non-clothing items, then start on the closets and dressers!

Prices start at a minimum of \$2.00. If the item is not worth \$2, please don't sell it. If it is in great condition, consider bundling it! Maybe two t-shirts for \$3, or a shirt and a pant for \$4, etc.

CLOTHING

Infant onesies, rompers, etc - \$2-3

Footie sleepers/pj's - \$2-4

Jeans, chinos, pants, shorts : Target/Old Navy \$3-4, Gymboree/Gap \$4-5

Tops, Shirts, tanks : Target/Old Navy \$2-4, Gymboree/Gap \$3-6

Dresses - Casual \$4-6, Fancy \$6-12

Jackets/Coats - \$6-20 depending on brand

Shoes - bargain brands \$3-6, name brands \$5-15

BABY EQUIPMENT

Rule of Thumb: 25%-50% of retail

Pack n Play/Bassinet - Basic, no attachments \$20-30, Deluxe \$30-60

Swings - Travel/small \$10-25, Full Size/Standing \$25-60

Walker - \$8-20

Excersaucer/jumperoo - \$15-40

Umbrella Stroller - \$5-10

Stroller - price varies based on lots of factors

High Chair - \$10-50 depending on brand/condition

Bouncy Seat - \$10-20

Car Seats - Booster \$10-15, Infant \$20-40, Convertible \$30-100 based on brand

QUALITY, BRAND, CONDITION & AGE all play a role in pricing! Check marketplace/ craigslist for examples of resale pricing if you are unsure. Use the resources you have for help.... aka the Consignor Facebook Group Page!

Ultimate Consignment Price Guide

3 Bargain Brands
Circo, Garanimals, Carters, Retails <\$10
Resell at: **\$1-4**

3 Basic Brands
Old Navy, TCP, OshKosh, Retails \$5-15
Resell at: **\$3-6**

3 Better Brands
Gymboree, Gap, Polo, Retails \$10-20
Resell at: **\$4 - 10**

3 Boutique Brands
Boutique, Retails \$20+
Resell at: **25-35%**

Toys, Gear, Books, and Everything Else
30%
of retail price

Charge LESS For:
Good Condition
Infant Items
Casual Clothing
Older Toys

Charge More For:
New with Tags
"Dressy" Items
Clothing Sets
Excellent Condition
With Manuals/Box
Hot Brands & Toys
Large Items
Rare Items

consignment Mommies
The Ultimate Resource for Swap Savvy Mamas

This Guide Provided by ConsignmentMommies.com
The Resale Resource for Swap Savvy Mamas!

Item Limits:

We have a maximum of 400 total items allowed per consignor. Our top priority is having quality items that will sell!

- **Clothing** - Infant clothing sized 0-12 months is limited to 50 tagged items for each gender. Limited sizes are: NB, 0-3m, 3m, 3-6m, 6m, 6-9m, 6-12m, 9m, 9-12, 12m. All other children's sizes are unlimited from size 12-18 months to big kid 18-20. Items sold together as a set or bundled (ie: 3 onesies) are considered 1 item
- **Shoes** - 30 of your best pairs, regardless of size or gender. 30 pairs total per consignor. Season appropriate, no excessive wearing, scuffs, and dirt-free. CLEAN them first! Clean shoes sell 90% better than dirty shoes!
- **Books** - we ask that you bring your 20 best books (20 tagged items, bundles ok if same reading level). Do not hide damaged books in bundles!
- **Blankets** - Bring your 5 best blankets. Hang on hangers, please. No handmade crochet style blankets!
- **Teen Clothing** - *Specific Brands* only, limited to 20 total tagged items. We will be very picky about junior clothing.

That's it! You may bring as many items from the other categories as you would like, up to the maximum item count of 400! Toys sell especially well, so please take the time to clear out your toy bins and play rooms! Quality over Quantity!!

TEEN Clothing - Things You Need To Know

1. NO “mom” CLOTHING - we want to be specific to just teen clothing
2. CLOTHING LIMITS - 20 total tagged items
3. SIZES - When you enter SIZES into the system use the drop down arrow to select Teen Sizes XS, S, M, L, XL. Make your best judgement! If it is a size 3-5 it would go in Teen S, etc.
4. BRAND SPECIFIC - Must be today’s styles. Teen sizes will not sell if they are not name brand! We will NOT take brands from JC Penney, Kohls, Walmart or other Discount Stores. Other brands not listed by discretion.

ACCEPTED BRANDS OF TEEN CLOTHING: (not all inclusive list)

Abercrombie & Fitch	H&M	Polo
Adidas	Hollister	Puma
Aeropostale	Hudson Jeans	Quicksilver
American Eagle	Hurley	Ralph Lauren
Anthropology	J Crew	Rock Revival
Armani	Levi	Roxy
Billabong	Limited	Rue 21
Calvin Klein	Lucky Brand	Silver
Charlotte Russe	Matilda Jane	Steve Madden
Columbia	Miss Me	The North Face
Converse	Nautica	Tommy Hilfiger
Crewcut	Nike	Toms
Express	North Face	True Religion
Forever 21	Oilily	Uggs
Fossil	Pac Sun	Under Armour
Gap	Pink	Urban Outfitters
		Volcom
		Vans

What NOT to Bring - Unaccepted Items

- Clothing that is out-dated, out of season, stained, torn, faded, has missing buttons, or broken zippers. Condition is Key!
- Maternity Clothing - Until further notice, we will not be accepting maternity clothing.
- Items that smell like cigarette smoke or smell musty from storage. Note: Please wash all your items prior to tagging them!
- Any recalled item; consignors are responsible for ensuring that their items have not been subject to a product recall. Please check the **CPSC database** to make sure your items do not have recalls.
- Cribs, due to safety concerns, recalls, and changing standards.
- Infant bathtubs, check manufacture date - new federal safety standards prohibit us from selling bathtubs manufactured before October 2nd, 2017.
- Ring-sling style infant carriers, due to safety concerns and recalls.
- Crib bedding sets. Crib sheets, mattress covers, are OK! But no bulky bumpers or crib comforter/quilts are accepted. Mesh bumpers are OK.
- No used bottles/sippy cups/plastic dishes. Metal utensils & silicone ok.
- No Stuffed animals, unless they “do” something, and no Build-a-Bear.
- Underwear, unless new in original packaging
- Potty seats/chairs, unless new in original packaging
- Diaper pails
- Battery operated items without working batteries
- Kids meal toys, or items that were free, including Imagination Library Books
- Random “grab bags” with miscellaneous items
- Single-user breast pumps - you must research this; there are very few multi-user breast pumps.
- VHS tapes or cassettes
- Adult books, Rated R movies, or adult video games
- Household items - no home decor, porcelain dolls, fragile items, baskets, pillows, etc. Children themed decorative pillows are OK.
- Items with missing parts or broken pieces

Please do not be offended if we return some items to you during your drop-off time. The lighting in the facility often shows spots that were not apparent in your home. We are striving to maintain a high quality of merchandise so that our customers will be happy and will return to shop!

Accepted Items By Season:

Items Always Included Year Round

- Dance & swimwear
- Jeans/pants
- Athletic/sports shorts only
- Short & long sleeve shirts
- Pretend & dress-up clothing
- Sweaters & Sweatshirts (must be seasonally appropriate)
- Croc-style shoes (must be CLEAN!)
- Rain boots
- Cowgirl/cowboy boots
- Light fleece jackets & sweaters

Only Allowed at Spring Events

- 4th of July themed items
- Life vests, pool & flotation toys
- Water Tables & Sandboxes
- Tank tops & sleeveless shirts
- Sandals, flip flops & water shoes
- Summer dresses, tank dresses
- Shorts (athletic shorts ok at both sales)

Only Allowed at Fall Events

- Halloween, Thanksgiving, Christmas & Valentine's themed items
- Costumes
- Tall fashion boots, snow boots, winter boots
- Heavy winter coats & snow pants
- Winter hats, mittens & gloves
- Fleece, flannel & corduroy

Notes on Seasonal Clothing

We DO NOT have hard and fast rules on acceptable clothing beyond what we have listed above. That means items like vests, skirts, sweaters, etc. are accepted year round, when seasonally appropriate. We ask that for our spring sales, clothing be of spring prints/colors and lighter in weight. In the fall, clothing should be fall prints/colors and heavier weight. It is Oregon after all, and our seasons do blend together; use our guidelines and your best judgment when entering items for sale.

Tagging Supply List:

- WHITE Cardstock Paper (65-110lb) Tags MUST be printed on cardstock. Tags print 6 to a page.
- Magic Erasers will be your best friend! Toys, shoes, baby equipment, everything!,
- Safety Pins or Tagging gun
- Hangers: All clothing item must be on hangers! Any type of hanger is ok! Wire or Plastic
- Batteries: Required for ALL items that use batteries (Dollar Tree has cheap batteries)
- Scissors or paper cutter for cutting tags apart
- Zip-Lock bags: Use for anything that would need to stay together. Toys, accessories, socks, etc.
- Zip Ties: Secure shoes together, attach tags to items, use to keep toy pieces together
- Clear Packing tape: Secure top of zip lock bags closed, attach tags to items
- Blue Painters tape: Attach tags to items that can be damaged by regular tape. NO masking tape
- Plastic Wrap: Secure extra pieces to toys, secure puzzles together, group books together.
- String or yarn: Good for bundling books, attaching shoes together, rolling sheets & blankets
- Rubber Bands: Good for bundling books together, securing rolled sheets/blankets
- Stain Remover: Give those close a good look over, and wash before tagging!
- Lint roller: For pet hair and fuzzies
- Cleaning Wipes and/or baby wipes

Safety Pins

We have high quality safety pins available for our consignors! These safety pins slide like "buddah" through your clothes. Much better than the dollar store pins that bend and break, and these won't leave holes! They are 1.5 inch pins and are in bags of 100 for \$1.00! Amazing deal for high quality safety pins! We do in person meet-ups for safety pins. Pick-up information will be given on the Consignor Only Facebook Group. If you would like them shipped, order and pay on the website, and we will ship them. The ordering section is at the bottom of the Prep & Tagging page website page. (www.ittybittyboutique.org/item-prep-tagging)

General Tagging Tips:

Use very detailed descriptions on your tags. If an item gets separated from its tag, we can look it up in our system, but only if the description on the tag gives us enough information to match it up to the item. A tag that just says “toy” or “pants” will never get matched back up to its item, which means we won’t be able to sell it. Be very descriptive on your tags, ie: “Blue Sweater” should be “Baby Gap Light Blue Sweater with dog”.

Once you have printed your tags, do NOT change ANYTHING in the tagging program or on the actual tags such as price, description, size, discount, etc. The bar code will only give the info that was input into the computer at the time it was printed. If you need to make a change, you must correct it in your online inventory AND print out a new tag and attach to the item.

Make sure your bar codes are not smudged or fuzzy. The scanners will not read them. If using an inkjet printer, set it on the draft or low ink setting. If your bar codes come out fuzzy or too bold, they will not scan. Print on white cardstock only (65-110lb)

Multiple items should be noted in your description, so if something comes loose we can find the missing piece. You can attach a separate 3x5 card with additional item details for items that you’d like to let the shopper know a little bit more about!

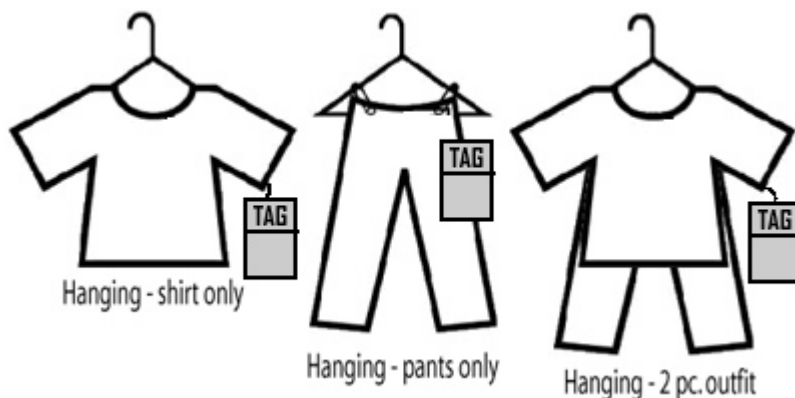
If you have a multiple piece large item (ie: stroller, car-seat, base), you will hand-write Item 1 of 3 on the bar coded tag, then hand-write a second tag that says Item 2 of 3 and 3 of 3 to attach to the other 2 items that go with it. Also include your consignor number, item number, and description on the 2nd and 3rd tags.



How to Tag Your Items:

Clothing

- Sizes Premie - 18/20 accepted. Also Teen sizes. No Maternity.
- Check clothing carefully for stains, excessive wear or pilling, broken zippers, and missing buttons. Don't waste your time preparing items that will be returned to you at drop-off or pulled from the racks later.
- Price competitively! Our racks are full and overpriced items don't sell. **Consider marking your items to go to discount.** Who wants to take home outgrown clothes instead of more money? Check our pricing guide for help.
- Minimum price is \$2.00 and you can only price in whole dollar increments.
- **All clothing must be on hangers.** Clothing should be hung with the hook facing to the LEFT, like a question mark. “?”
- When hanging pants on a regular hanger, pin the pants to the TOP angled rungs of the hanger.
- Two-piece sets should be secured with safety pins. Pants, skirts, and bottoms can be hung on the backside with two safety pins attaching them to the top part of the hanger, with the shirt hung normally on the hanger.
- Make sure that all buttons, snaps, and zippers are fastened.
- Use a safety pin or tagging gun to attach the tag in the seam or in the original manufacturer tag, if there is one, to avoid damaging the clothing. **Use the inside seam at the end of the left sleeve** (right side when looking at the item). *Do not pin to the front of the garment.* (FYI: Tags attached with a tagging gun lose their tags much easier than tags attached with safety pins) Items tagged with a tagging gun will get rejected for improper tagging.
- Please use the entire description field when entering your items. Be very detailed and descriptive! Use words like slim, husky, runs small, or runs big when applicable. **Include BRAND, COLOR, PATTERN, in the description field.**
- All clothing items must have a numbered size entered in the size field on the tag. Please convert S,M,L to the number size it fits. If clothing is size 6/7 or 10/12, always use the smallest size on the tag when entering it into your inventory. So a 6/7 put as a 6, etc. See size guide on page 21.
- Sleep sacks, swaddle blankets, wearable blankets, all blankets etc., need hung on hangers.



How to Tag Your Items Continued:

Shoes

Must be clean and show little wear. We have a limit of 30 pairs regardless of gender. Please do not put shoes in plastic bags or shoeboxes. Punch a hole in the tag and then attach with string or zip-ties while securing shoes together. **MUST BE CLEAN!** Take a few minutes to wash them! Magic Erasers work wonders on shoes! Dirty shoes will not be accepted!

Blankets

Limit of 5 Blankets, NO handmade, knitted blankets. NO hospital blankets. Should be on hangers, but do not pin them on. Just fold across the bottom bar of the hanger. Sleep sacks and swaddle blankets need hung on hangers as well. Sleep Sacks with no sleeves, and swaddlers go in the Blanket Category, pin to top rung of hanger. Sleep Sacks with sleeves, will go in the Clothing Category.

Toys

Must have working batteries, all pieces must be included, and loose pieces should be in zip- lock bags and attached to the item. Clean toys always sell better! No stuffed animals or recalled items. Do not use scotch tape; only clear packing tape on plastic toys or secure tags with zip ties. Don't be stingy with tape either! If your toy comes with small pieces, put them in a zip-lock bag and secure to the item with a zip tie. Package them as if you were shopping in a storm! (This is comparable to all the children that are looking at items while shopping.) Zip-tie pieces together!

Puzzles & Games

Count ALL pieces before tagging. ALL pieces must be included in order to be sold. Please use plastic saran wrap to secure all puzzles not in boxes (wood puzzles, peg puzzles, etc.), then secure the saran wrap with clear tape. Only use blue tape on boxed puzzles, small pieces on all 4 sides. If you try to sell something with missing pieces, you will be assessed a \$5 fee per item.

Large Toys & Outdoor Equipment

These are best-sellers! Must be clean! Wipe them down to get rid of dirt and crumbs. This includes play kitchens, play houses, wagons, bicycles, toy boxes, doll houses, tool benches, etc.

Infant Carriers

Ergos, Wraps, Baby Bjorn, Lillebaby, Moby, Tula, etc. These need to be clean and checked for recalls. Zip-tie to a hanger.

Books

We have a limit of 20 tagged items for books. If selling bundles of books, secure them together with 2 rubber bands or tie with string! Do not try to hide damaged books in the middle of bundles and do not use tape on books, even blue tape peels off the cover sometimes. You may use two small pieces of blue tape to secure the tag on the item. But do not wrap the books in tape. (Items found to have flaws, that were hidden in bundles, etc. will be assessed a \$5.00 per item fee)

Sizing Chart for Clothing

- Use this chart to help in choosing a NUMBER size for youth clothing.
- Some brands use S-M-L sizes for their kids clothes. We need a number size on the tag to make it easy for rack placement!
- Do not use 1/2 sizes for clothing. (Those are for shoes ONLY!)
- Do not use Juniors sizing, unless it is a juniors item.
- Make sure to use the Infant clothing category for sizes UP TO size 12 months. 12-18 months is the lowest size that should be in general clothing versus infant clothing.
- Questions: just ask! Facebook Group: CONSIGNORS ONLY-itty bitty Kids Sale



SIZE CHART

BRAND	XS	SMALL	MEDIUM	LARGE	XL	XXL
NIKE	6	8	10	14	16	18
UNDER ARMOUR	6	8	10	14	16	18
TARGET - GIRLS	4	6	7	10	14	18
TARGET - BOYS	4	6	8	12	16	18

If an item has a combo size, 4/5, 6/7, 10/12, 14/16 - use the smallest number as the size on the tag. For Example: For 6/7 - use size 6 For 10/12 use size 10

You must use a number size for all youth clothing. If an item is sized S-M-L, please use the number size that it corresponds to.

JUNIORS IS THE ONLY CATEGORY THAT USES LETTER SIZING, USE THE JUNIORS SIZING FOR THOSE ITEMS.

Categories:

Accessories: A little bit of a miscellaneous category. Try to find a better fit before using this one

Accessories Boys: Refers to items such as belts, sunglasses, ties, suspenders, etc.

Accessories Girls: Refers to items such as belts, sunglasses, scarves, etc.

Baby Gear: Bassinet/Co-Sleeper

Baby Gear: Bouncy Seat

Baby Gear: Bumbo Seat: Also includes other brands of infant seats.

Baby Gear: Carriers/Wraps: Hiking backpacks, Ergos, Baby K'tan, Moby Wrap, Yoovee, Tula, Boba, Tushbaby, Infantino, BabyBjorn, etc. Items used to wear your baby.

Baby Gear: Excersaucer/Jumper

Baby Gear: High Chair/Booster Seat

Baby Gear: Nursing Pillow

Baby Gear: Pack N Play: This includes all portable playards.

Baby Gear: Play Mat: Activity mat used on the floor.

Baby Gear: Swings

Baby Gear: Walker

Baby Monitor: Monitors for sound, baby movement, video, etc.

Bags/Backpacks: Purses, cinch bags, backpacks, safety leash backpacks, etc.

Bath Supplies: Tubs, washcloths, towels, unopened soap, bath toys, bath toy storage, etc.

Bedding: Crib Crib sheets, crib mattress pads, mesh bumpers.

Bedding: Full Size

Bedding: Mattress Covers/Pads

Bedding: Mesh Crib Bumper

Bedding: Toddler Bed

Bedding: Twin Size

Bibs & Burp Cloths

Bikes/Trikes

Blankets: 5 blanket limit. Hang on hangers. No handmade!

Blankets: Sleep Sacks/swaddlers Hang/pin on hangers

Books: 25 book limit (25 tagged items, bundles ok if same reading level, rubber band bundles).

Car Seat Accessories: Mirrors, toys, blankets, seat protectors, canopies, covers, head support, sunshades, etc.

Car Seats

Categories Continued:

CDs

Changing Pads & Covers

Clothing INFANT BOYS (0-12mo): Infant clothing sized 0-12 months is limited to 50 tagged items for each gender. Limited sizes are: NB, 0-3m, 3m, 3-6m, 6m, 6-9m, 6-12m, 9m, 9-12, 12m. Items sold together as a set or bundled (ie: 3 onesies) are considered 1 item

Clothing INFANT GIRLS (0-12mo): Infant clothing sized 0-12 months is limited to 50 tagged items for each gender. Limited sizes are: NB, 0-3m, 3m, 3-6m, 6m, 6-9m, 6-12m, 9m, 9-12, 12m. Items sold together as a set or bundled (ie: 3 onesies) are considered 1 item

Clothing: Boys: No limit Size 12-18 months to big kid 18-20.

Clothing: Girls: No limit Size 12-18 months to big kid 18-20.

Clothing: Junior-Boys: *Specific Brands* only, limited to 20 total tagged items. We will be very picky about junior clothing. Details on page 14.

Clothing: Junior-Girls: *Specific Brands* only, limited to 20 total tagged items. We will be very picky about junior clothing. Details on page 14.

Costumes: Fall/Winter sale ONLY. Costumes and costume accessories ONLY. Halloween themed clothing goes in the clothing category.

Crafts

Crib Mattress

Crib Mobile

Dancewear: Tutus, leotards, dance shorts, dance skirts, dance costumes.

Diaper Bags

Diapers: Cloth

Diapers: Disposable

Dress-Up Accessories: Princess, doctor, fireman, police officer, nurse, military, astronaut, construction worker, pilot, train engineer. Dress-up outfits used for pretend play bought from the toy aisles. NOT Halloween Costumes!

DVDs

Educational: Vtech, Leapfrog, Science, Educational Kits, STEM, Learning Tools

Electronics: Phone/ipad cases and accessories, computers and accessories, radios, video game consoles

Feeding: Unopened bottles, bottle drying racks, unopened dishes/kid utensils, dishwasher baskets, etc.

Continued on next page....

Categories Continued:

Furniture: Misc. furniture. Try to find a more specific category before choosing this.

Furniture: Changing Table

Furniture: Dresser

Furniture: Rocker/Glider

Furniture: Toddler Beds

Furniture: Toy Storage

Games: Board games, card games, etc.

Hair Accessories: Bows, barrettes, headbands

Hats-Boys

Hats-Girls

Health: Thermometers, droppers, comb, nail clipper, unused nasal aspirator

Helmets

Holiday Items: Holiday themed items such as signs, décor, Easter baskets, Halloween baskets, Easter eggs, Christmas stockings, etc. NOT clothes or costumes.

Infant Accessories: Taggie blankets, unused pacifiers, pacifier clips, etc.

Jewelry: Necklaces, watches, bracelets, earrings, etc.

Lunchboxes

Mittens/Gloves: Fall/Winter sales only

Musical Instruments: Real musical instruments. NOT pretend play instruments for toddlers.

Nursing Accessories: Nursing covers, unused nursing pads, nursing stool, multi-user breast pumps, breast milk bags, breast milk cooler, etc.

Outdoor Play Equipment: Water/sand tables, play houses, climber, picnic tables

Puzzles

Ride-on Toys

Room Décor: Misc. room décor. Try to find a more specific category before choosing this. Signs, storage, shelves, hooks, curtains, child themed pillows, jewelry boxes, child themed décor items, baskets, bed canopies, etc.

Room Décor: Lighting

Room Décor: Picture Frames

Room Décor: Rugs

Room Décor: Wall Art

Continued on next page....

Categories Continued:

Safety: Baby Gate

Safety: Baby Proofing

Safety: Bed Rails

Shoes: Boy & Girl: 20 of your best pairs, regardless of size or gender. Season appropriate, no excessive wearing, scuffs, and dirt-free. CLEAN them first!

Shoes: Dance

Shoes: Slippers

Shoes: Soft Soled Infant (Size Newborn-12mo)

Shoes: Sports Cleats

Shopping Cart Cover

Sleeping Bags

Socks-Boys

Socks-Girls: Includes tights and leg warmers.

Sports Equipment: Bats, balls, shin guards, tennis rackets, fishing poles, soccer gloves, skis, rollerblades, roller skates, skateboards, goggles, bike training wheels, etc.

Stroller Accessories: Toys, organizers, cup/snack holders, covers, canopies, clips etc.

Strollers

Toys

Toys-Infant

Video Games/Consoles: Nintendo, Playstation, X-Box, Wii

Wagons

Water Toys/Life Jackets: Spring/Summer sale ONLY.

Wipe Warmer

To Participate

Consignors must have a minimum of \$75 worth of items to sell. Consignors can sell a maximum of 400 items.

If you have only a few items to consign, we ask that you consider whether your potential commission is enough to make the cost of participation worthwhile to you. Every consignor benefits from that which the consignor fees help to cover: the venue rental, advertising expenses, insurance, etc. For this reason, we are unable to waive the registration fee for those who choose not to submit many items for sale, or do not sell many of the items they do bring.

Super Seller Consignor Perks



itty bitty boutique
KIDS' CONSIGNMENT SALE

Super Sellers

Bring 100+ items

85% + Sell Through Rate
Items prepped correctly, guidelines followed

Rewarded with the following at the next sale:

- Half-price registration fee
- 30 minute head start at your shopping time
- A guest can shop WITH you
- Entered into drawing for 90% commission
- A free itty bitty t-shirt
- SUPER SELLER STATUS!**

*subject to change each sale (this is current as of Spring 2022)

Be a Part Of Our Crew!

Our Crew Members are the reason we can put on an event of this magnitude! We depend on our *itty bitty Crew*; they are our family and the heart of itty bitty! The more we grow, the more we are determined to invest in quality Crew Members! Crew Members are rewarded for their time by getting to shop FIRST, refund of consignor fees, and get a higher commission on their items sold!

Some consignors help out purely to shop early, while other consignors help out to make more money! Whatever your motivation may be, we WANT and NEED your help in making the sale the best it can be! If you can't find a shift that works for you, please let us know. We are happy to create a custom shift just for you.

Each Crew Member Shift is four hours and all shifts are first come, first serve. Log into your Consignor Account to view and sign-up for the shifts you would like. If the shift you are wanting is not available, be sure to check back, especially the week before sale week. Many times schedules change and shifts will open up at the last minute.

Please note: If you sign up for a shift and participate in shopping at the pre-sale, then do not show up for your scheduled shift(s), and we cannot reschedule you for another shift. Your sales percentage will be reduced to 60% and you will be unable to help at future sales. We know this sounds harsh but signing up and NOT showing up is far worse than not signing up at all. It is not fair to our other committed Crew Members who complete their shifts.

Crew Member Perks:

- Shop FIRST to grab the best deals!
- Earn more for your items!
- Enjoy time with amazing moms that become friends! After all, we have the BEST crew in all of Oregon!

Crew Member Cancellation Policy:

Before the Sale: If you find that your schedule changes, please return to your Worker login page as soon as you are aware of the conflict to cancel the shift and reopen it to another helper. It is imperative that we know as soon as possible before the sale begins, as we need to ensure that we have adequate coverage at the sale. If there are still slots available, we would love for you to reschedule your shift in order to preserve your worker benefits.

During the Sale: If you are unable to fulfill your crew commitment, you must notify us immediately by calling or texting 541-525-9035. We will ask that you select another shift or find a replacement. It is your responsibility to find a replacement or make up that shift. If you are a no show, your consignor sales percentage will be lowered to 60% and you will not be permitted to help in the future.

What do Crew Members Do at itty bitty?

Consignor Drop-Off

- Make sure *your drop-off appointment* is not during your crew member shift.
- Check-in and inspect consignors' inventory.
- Keep the sales floor neat and organized.
- Help consignors put clothing on the racks by size, gender, and type.
- Ensure all toys, equipment, and other items are in their designated areas & organized.
- Assist with the overall organization of the sales floor.
- Lots of walking during these shifts. Don't sign up if you can't put items in the correct place, or don't want to ask questions. These are not shifts for the lazy :)

Sale Days

- Assist shoppers.
- Put items away in the correct place.
- Organize tables and racks to keep things looking nice.
- Greeters, line attendants
- Some days are slower than others, good job for self-starters who can find tasks to do when it is slow.

Husband Hours

- Sale Set-up & Tear Down - Must be handy with tools and have no restrictions
- Help shoppers carry out large items on Wednesday Pre-Sale Night!
- Floor security
- Door check/watch

End of Sale

- Pull items marked for donation.
- Check-out consignors before they exit to verify they are leaving with only their items.
- Tear down sale equipment

Crew Member Guidelines

- We (shoppers, consignors, and staff) rely heavily on our Crew Members and their assistance in maintaining a high quality sale. All helpers must show up ready to help in order to create a great experience for customers and sellers. We are looking for hard working, willing, and abled bodies who WANT to give some of their valuable time to do good work and do it right.
- We ask that all of our Crew Members arrive on time, dressed comfortably, wearing comfortable shoes, and ready to get your instructions and jump in.
- All Crew Members are expected to work their entire shift/hours to receive their perks, as well as ensure proper and constant floor coverage for customers.
- Please bring any snacks or meals you may need while you are helping. A short break can usually be taken during slower moments. Please read the room on timing of breaks.
- Children are not allowed to accompany you during your shifts. If you are a nursing mom, working mom, or have child care difficulties we are more than happy to accommodate different schedules! If you need to do a split shift (two 2-hour shifts), just email us for a customized shift schedule!
- Leaving early or backing out of shifts at the last minute makes it very difficult for the sale to operate smoothly and puts us in a hard spot. You are required to find a replacement for your shift or, at the very least, reschedule your shift. If you cannot do that, then your consignor percentage will be lowered to 60%.
- We understand that emergencies happen. We know that some of you will miss shifts due to legitimate emergencies. Things happen. Please call or text us to let us know ASAP. You then have 3 options. 1) Do nothing- Your seller percentage will be reduced to 60% (seems harsh yes, but it is better to never sign up than to sign up, and not show up. We are counting on you and we need to be fair to all helpers and consignors). 2) Reschedule- Let us know when you are available to do a make-up shift. 3) Phone-a-Friend - Call someone to replace you!

Our helpers are the lifeblood of the sale! You are the best shoppers, advertisers, and advocates that we have and we want you to have an awesome and positive experience! We put rules into place so that the same opportunity is available to everyone! Thanks for understanding!