

Information for Consignors

Thank you for participating in the Junior League of Greater Springfield's 2nd Annual Consignment sale. To make sure things run smoothly **follow directions carefully**.

Please only use a 3x5 index card to mark your items.

Each Item should be on its own hanger and have its own tag on it. Pinned to the right corner of the item.

Consignor number
Size
Price



If you would like to pick up your items at the end of the sale you must use a **color index cards**. **The white index cards** will be donated at the end of the sale. Pick up time is specifically 1pm to 2pm only. If items are not retrieved they will be donated after 2pm

- **Accessories** – and loose items must be in a CLEAR zip lock bag placed visible inside.
- **Books**- should be priced individually
- **Shoes**- Should be tied together securely or placed in CLEAR zip lock bags with tag placed visible inside.
- **Board Games and Puzzles**- Should be secured with **Rubber bands**. Please do not use tape that will tear the packaging.
- **Clothing**- must be hung facing left (See photo- hanger will look like a “?” as you face the item). Please use child size hangers when possible.
- **All Toys**- small and large toys should have all the parts securely attached, with smaller parts in a smaller zip lock bag then strapped securely to the item.

Be sure to securely affix your tags to all items. On clothing, safety pin should go horizontally through tag and clothing item twice (once in, once out before fastening). Any item that does not have a tag cannot be sold. For you benefit, you will want your tags to be secure. Incorrectly tagged items may be rejected or if they slip through may be sold at the discretion of our sale and the consignor cannot expect to receive credit for any item that does not have a consignor number.

Items may be dropped off between 8a.m. and 3p.m on Friday, October 4th at the First Congregational Church, 7 Somers Road, East Longmeadow, MA. **Donations** may only be dropped off at 24 Donamor Lane, East Longmeadow, MA, any time after 5p.m. and before September 22, 2013.

For pricing guidelines, please visit

<http://consignmentmommies.com/Resources/ClothingGuide.htm>

To receive a consignor number email jlgs.membership@gmail.com