

SWEET REPEATS DETAILED TAGGING INSTRUCTIONS

Items Needed to Tag Your Items:

- *Hangers (wire preferred)*
- *Safety Pins*
- *Clear packing tape (for toys)*
- *Masking tape (for books/puzzles/board games)*
- *White Card stock/ printer or index cards*
- *Zip ties*
- *rubber bands (optional)*
- *curling ribbon (optional) Used when combining books, CDs, DVDs*

Hanging Items

We want your items to sell! Please clean and press if needed. Hang neatly. Pin items well so they do not fall off the hanger. Pin securely to prevent damage to your item or an adjacent item on the rack. The better your items are presented, the more likely they will sell!

You can follow these easy steps:

- Place clothing on a hanger with the hook turned left, like a question mark.
- Pants, shorts & skirts should be secured on the top (angled) part of the hangers using medium to large safety pins. **NO STRAIGHT PINS OR TINY GOLD SAFETY PINS ALLOWED.**
- 2-piece outfits: It is best to safety pin the pants over the back of the shirt, and onto the hanger – please do not hang the pants inside the shirt. Pinning to the back allows shoppers to see your outfit more thoroughly. **METAL HANGERS** are preferred. A good resource for metal hangers is your local dry cleaners. Make sure clothing is clean and pressed if necessary.

Tagging Items

Place the tag on the upper left side of the garment (right if facing you), vertically, using a safety pin. Make sure that your tags have **ALL** the information needed, including your consignor #, size, price, description and if your item can be discounted during the ½ price sale. Securing your tags will help sell your items. Please understand if anything loses a tag we cannot sell it.

Pricing Items

- A general guideline for pricing your items is 30-40% of what you originally paid. The condition of the item may raise or lower that price.
- NO ITEMS under \$3.00.

Preparing Shoes

- SHOES MUST BE SUPER CLEAN!
- Shoes must be appropriate to the season
- For larger size shoes: tie laces together and place a safety pin thru them to secure tightly. On shoes without laces use curling ribbon to tie them together. Another option is to use zip ties to hold shoes together. Our goal is to keep matching pairs together. Please use your best judgment to help make this possible.

Preparing Toys, Books, Videos, Large Equipment & Furniture

- If you can not successfully pin the tag to the item, use appropriate tape to secure your tag to the item. This will help prevent your item and tag from being damaged or ripped. Please do not use packing tape on books, board games, and puzzles. This will cause damage to the item. Painter tape or masking tape will do the trick. **Be sure you are not taping over the barcode.** For plastic toys and bigger items (ex: a walker) packing tape should be just fine. Please use your best judgment.
- If toys have loose pieces, the pieces should be placed in a zip-loc-type bag then attached to the item as securely as possible. (Think about kids wanting to play with your item and tape accordingly.) We cannot accept responsibility for lost or damaged pieces.

What does Sweet Repeats accept?

- *Children's clothing that is in current style and season*
- *Boys infant thru teens (no more than 15 clothing items sized newborn to 12 months)*
- *Girls infant thru teens (no more than 15 clothing items sized newborn to 12 months)*
- *In season shoes*
- *All things for baby including furniture, equipment, bedding, strollers, pack-n-plays, etc.*
- *Pretend play, dress-up clothes and dolls*

- *Dancewear*
- *Halloween Costumes (in the fall/winter sale)*
- *Sports equipment (in season and good condition)*
- *Power wheels, riding toys, and Little Tykes equipment*
- *Toys for infants, toddlers thru teens*
- *Books, puzzles, board games, CD's, DVD's, all gaming systems*

What does Sweet Repeats NOT accept?

- *Clothing with stains, holes, missing buttons or broken zippers (if we miss during drop-off we will pull off the floor during the sale)*
- *Clothing not in current style and current season*
- *MORE than 15 clothing items sized newborn to 12 months (due to space)*
- *VHS tapes*
- *Used towels and washcloths*
- *Mattresses (not in original packaging)*
- *Changing Pads (not in original packaging)*
- *Maternity Clothing*
- *Toys, equipment or furniture with missing/non-functioning parts*
- *Stuffed Animals*
- *Car seats*
- *Smoke-scented clothing*
- *Items missing batteries*
- *Baby bottle nipples*

Conditions & Limitations

- 90 items TOTAL per consignor (unless you work at least a 3-hour shift then you may bring 150 items)
- Please inspect your items closely before bringing them to the sale. Ask yourself, "would I buy this again?" Keep in mind that we reserve the right to refuse any item that does not meet our standards.
- Make sure toys, strollers, high chairs, etc., are super clean and in working condition.

All toys must include all parts and those requiring batteries MUST have batteries

How to create your tags:

1. Login to your consignor portal
2. Make sure all of your personal information is up to date
3. Look over and Sign your consignor agreement form
4. Click “Barcode Label/Tag Orders”
5. Enter your price, the number of tags you will need at that specific price and select if “yes” or “no” if you want those specific amount to be discounted or not on Discount Day, then select “submit barcode”
6. Repeat step #5 over until you have made a tag for each item
7. Then click “submit barcode order”
8. It will pop up a blurb telling you what order number your tags/barcode is. You really only need to know that number if you are handwriting your tags instead of printing them. Email me if you need more info on that.
9. Under “Barcode Label/Tag Orders” you will find your barcode/tag order, which is saved as a PDF so that you can print them easily
10. BE SURE TO PRINT ON CARDSTOCK. That will keep your tag intact during the sale and will help your items to sell.
11. Once you have printed, then you need to write in your description AND size of item. Be sure to see the example on the “consignor info” page of where to properly place that information on the tag.
12. IF you want to print a description instead of handwrite, then please email me for more information.