

CONSIGNOR GUIDELINES

Consignor Drop-Off...

Achieve an efficient and pleasant Drop-Off

- **DROP OFF:** Reminder emails with Consignor Drop-Off shift will be sent within 72 hours of sale set up beginning. Should you not be able to make your drop off time you MUST email info@CTCSale.com at your earliest convenience and state your needs, and you MUST reference your sale location and consignor number and include a phone number to contact you (if required). The consignor drop off schedule planned to maximize the timeframe allotted and the man-power to get the “store” set up within a 14 hour time frame over a two day period. Your merchandise MUST be on the sales floor before the first pre-sale begins or it will not be received in the season’s sale. No exceptions.
- **PARKING:** You may pull up as close as possible to the entrance of the sale venue, without blocking traffic or fire lanes or inside a handicap spot.
- **CHECK IN:** Come inside the event venue doors and check in at the Consignor Check-In Desk; be prepared to give your name and consignor number. NOTE: We understand that you may have consigned with us numerous times, please now that our staff does it’s best to “remember” you but it is possible that we may forget the name or the face. We apologize in advance; we just wanted you to know we do value you as MUCH more than “a consignor number.” 😊
- **UNLOAD:** We recommend you bring a helper (or two) to help you unload your vehicle; as well as wagon or rolling cart to help transport your items into the venue as quickly as possible. It is imperative that you UNLOAD AND MOVE YOUR VEHICLE to a designated parking space as swiftly as you can. Once you have unloaded please help our staff get your items on the sales floor...
 - **MERCHANDISING:** Our sales are known for many things, including efficient drop off and swift set up with great quality control! We achieve that, in part, by having our consignors take part in the merchandising process. We will assign you to a LEAD MERCHANDISER who will assist you with placing of your items onto the sales floor; specifically we request that you place your clothing items on the designated racks. This makes the process go very quickly; and then our Quality Assurance Team comes behind you and checks the merchandise for any flaws or challenges. NOTE: Should merchandise be pulled for any reason (as noted in the Preparing Guidelines) the tag will have an X drawn on it and it will be placed in the “Reject Room” where it will await you to pick it up at Consignor Pick-Up.
- **TOTES, BOXES, BAGS, ETC:** Take them with you! We have NO need for them to remain at the sale venue site, nor anywhere to store them. Should you choose to leave any behind sale ownership is NOT responsible for them and NO financial compensation of any kind will be given should they get lost or stolen.
- **CHILDREN AT DROP OFF**
 - **We prefer no children** (not able to sit in a stroller or be harnessed to you in a sling/etc) at your drop off appointment. Should you find it is necessary to bring your children to the drop off appointment please note the following:

- At no time is Cradle to College, LLC and/or The Sale Boat, LLC, its employees or volunteers, owner, event venue or event management responsible for your child.
- It is your responsibility to ensure your child stays with you at **ALL times**.
- It is your responsibility to ensure that your child **does not run around the event venue at any time**, including under or around the clothing racks, tables and merchandise.
- It is your responsibility to ensure that your child **does not play with or touch** any merchandise, at any time.
- Should Sale Ownership or event management find your child is interfering with or risking themselves or merchandise at any time you will be asked to leave, and your drop off time will not be rescheduled.
- **CONSIGNOR PAYMENT:** All consignors are paid via Bank Check. Your name and mailing address are recorded in our SECURE online banking system and once sale reconciliation is complete the checks are then cut and mailed from our bank. There is NO cost to you for this service, NO envelopes or stamps for you to provide. Checks are processed and to your mailbox within 14 business days post-sale.
 - **It is imperative that consignors ensure their mailing address information is accurate in the Consignor Database.** Should your check be returned for an address issue it will delay your payment by a minimum of 14 business days, and you will be assessed a \$25 check re-issuance fee. No exceptions.

GROUP CLOTHING & COMBINE CATEGORIES

- **Clothing must be grouped together by gender, size, and category!**
 - Example: Boys, size 2T, pants * Girls, size 12, dress * Etc.
 - Separate holiday and specialty wear (Easter, Christmas, Swim Wear, Boutique Brands, etc)
- To ensure they stay in the way that you organize them, we suggest using rubber bands to tie around the hangers of each category then lay the items in a box or basket (keeping boys and girls separate).
- **See STORE CATEGORIES below.**

Store Categories

We are an upscale event and display your items in a professional, department-like store setting. To aid in an efficient drop off and store set-up, we ask that you categorize your items in the following manner...

Maternity

Shirts, shorts, dresses, pants, accessories, undergarments

Girls and Boys

Preemie, Newborn, 3-6mths, 9mths, 12mths, 18mths, 24mths – 2T, 3T, 4T, 5T, 6, 7, 8, 9, 10, 11, 12 (NOTE: ½ sizes will go within the general size category; i.e. 9 ½ will go with size 9) * Holiday (Easter, Halloween, Christmas), Boutique Brands (see list of boutique brands under Preparing Guidelines), School Uniforms

Other

- Shoes, socks, hats, undergarments (These must be separated by gender!)
- Bottles, bibs, plates and cups and utensils
- Safety
- Bath

- Bedding
- Decor
- Boppy Pillows
- Blankets (Baby, Infant, Toddler, Tween)
- Books - infant, toddler, grade school, pregnancy, parenting
- CDs - infant, toddler, grade school
- DVDs - infant, toddler, grade school
- BluRay – infant, toddler, grade school
- Videos - infant, toddler, grade school
- **NOTE: Books, CDs, DVDs, Videos must be separated by reader skill level as your tag indicates**
- Arts and Crafts
- Outdoor toys
- Large Indoor toys
- Sports, Dancewear clothing and accessories (These must be separated by gender!)
- Beach/Swim Wear clothing and accessories (These must be separated by gender!)
- Riding toys, walkers
- Indoor toys – infant, toddler, grade school, electronic (REMEMBER – We do not take TV Electronics!)
- Strollers, Car Seats, and accessories
- High chairs, bounce seats, jumparoos, etc
- Nursery – Juvenile furniture, including cribs, bassinets, pack n plays, gliders, rockers, changing tables, dressers, bunk beds, kid’s bedroom sets
- Other furniture (bookshelves, desks, table and chairs, etc)

SAFETY NOTE regarding BUMBO SEATS: To comply with CPSC guidelines, we CANNOT accept ANY Bumbo Seat (brand name or otherwise) that does not have the repair kit attached; as noted on the safety standards: [Click here!](#)

Should you have any questions please email info@CTCSale.com and reference your sale location, name, consignor number and be as specific as possible in your request for more information.