

CONSIGNOR GUIDELINES

Choosing & Preparing Items

Consignment is good for you (clean out the clutter), for you family (free up space in your home and allow us to sell the items for you), for your wallet (make 70-75% of everything you sell), and for the environment (recycle gently used items)! By consigning, and shopping, you are also helping local charitable organizations! We are available for questions or concerns via info@CTCSale.com or by calling 407-616-1233. **NOTE: Please reference CTC or TSB and your consignor number in all correspondence and/or voice mail messages.**

It is our goal to offer only the best items at all of our consignment sales events. We do not intend to sell recalled or unsafe items. Our number one goal is the safety and security of our shoppers. It is the responsibility of our consignors to make sure all of their products offered for sale meet the required safety standards. **Please review our safety standards: [Click here!](#)**

What is accepted?

Clothing is seasonal! For the spring season we accept only spring and summer clothing. For the winter sale we accept only fall and winter clothing.

- **MAXIMUM NUMBER OF ITEMS PER CONSIGNOR IS *600 TOTAL ITEMS!** Unless otherwise arranged, via email correspondence, with sale owners.
- Clothing: Premie/Newborn to child **size 12**. (Clothing cannot be faded, have stains or missing buttons or broken zippers. **MUST** be clean, pressed and smell fresh!)
 - ***MAXIMUM amount of “wearable items” (clothing) per consignor is 300! Make them your very best! If you arrive at drop off with more than 300 wearable items (clothing) the items above 300 will not be accepted.**
- Shoes that are clean and in excellent condition! (No visible wear and tear of any kind!) Sports shoes and dance shoes will be accepted **ONLY** if they meet the regular shoe criteria. Please use zip-ties or Ziploc bags to keep pairs together. (Shoes tied together with ribbon or rope or string will **NOT** be accepted.)
 - ***MAXIMUM amount of shoes accepted per consignor is 20 pairs! Make them your very best pairs! If you arrive at drop off with more than 20 pairs of shoes the items above 20 will not be accepted.**
- Cribs, Car Seats, Walkers, Baby Baths/Bath Rings, Toddler Beds, Mattresses (Crib/Toddler)
 - **Please review our safety standards, and required safety check lists: [Click here!](#)**
- Maternity upper body undergarments and accessories (i.e. belts, belly bands, back support, etc) are accepted.
- Everything for baby! Including strollers, walkers, highchairs, bouncy seats, boosters, equipment, furniture and accessories, pack ‘n plays, décor, bassinets, etc.
- Bedding and/or accessories that are geared towards decorating for a child under the age of 12 years old.

- If accessories, lamps, etc require batteries or light bulbs the seller must ensure that these components are included (for testing) or the item will not be accepted for sale.
- See note below regarding crib bedding sets!
- Children’s athletic wear and dance equipment and gear.
- Outdoor toys: Playhouses, slides, sandboxes, climbers, kiddie pools, etc. All must be in excellent condition, clean inside and out, and free of holes and cracks.
- Toy boxes in good to new condition.
- Toys and riding toys (All electronic toys must be in working order and have fresh batteries)
 - See note below regarding electronic toys!
- Games and puzzles (must have all pieces and parts)
 - See Tagging Guidelines for tips how to package these without tearing the paper parts of the boxes or puzzles!
- Books, DVDs and CDs’ for baby, children (up to 6th grade), and mommy/maternity related
- Breast pump and/or accessories
 - Please review our safety standards: [Click here!](#)
- NEW Children’s undergarments
 - Only if UNOPENED in its original package. No exceptions! See below with regard to socks.
- Bibs and Hats: Recommendation to put more than 2 together in a set and secure them together using safety pins. You may use baggies, however those in baggies tend NOT to sell as the shopper cannot fully see or smell the item.
- Pretty much anything else you can think of that a child has; that is clean and in good to new condition!

Please allow enough time for checking of items and testing of all electronic items, during Consignor Drop-Off by our Quality Assurance Team.

Anything with a loose part **must be** firmly attached to the item using zip-ties or placing item(s) in a large Ziploc bag and adhering to the main item with blue painters tape or a zip-tie. Items that are loose from the main component will not be accepted! No exceptions!

Consignors are required to assemble ALL furniture items. If the item is new in the box, consider assembling it as it will show better and be more likely to sell.

What is not accepted!

- Recalled items – Please review our safety standards, and find links to recalled items: [Click here!](#)
- Breast pumps and/or accessories – Due to contamination issues, and guidelines set forth by the FDA, we will no longer accepted USED breast pumps and/or accessories for consignment. To read more about the FDA guidelines [Click here!](#)
- Stuffed animals (non-electronic) are not accepted for the sale. However, stuffed animals that are in good to new condition AND freshly laundered will be accepted and donated to local police department and child welfare programs. A bin will be provided at Consignor Drop-Off to place the DONATED stuffed animals.
- Clothing that is faded, stained or has missing buttons/snaps or broken zippers, etc.
- Children’s undergarments - Unless it is UNOPENED in its original package. No exceptions!
- Socks - Unless it is UNOPENED in its original package. No exceptions!
- Crib Bedding Sets – They simply do not sell well (nationwide or locally) and take up too much floor space.

- Crib Bumpers - Due to injury records, and guidelines set forth by the FDA, we will no longer accept Crib Bumpers (other than “breathable bumpers”) for consignment.
- Bedding and/or accessories that are NOT geared towards decorating for children under the age of 12 years old.
- Television Electronics (Guitar Hero, gaming systems, riding toys, etc) – Quality Assurance Team has no way to test television electronics and due to numerous issues over the years, TV electronics will not be accepted.
- Bottles, Bottle Nipples, Sippy Cups, Utensils - Unless it is UNOPENED in its original package. No exceptions!
- Anything that is not CLEAN and in GOOD/EXCELLENT condition.
- All toys, furniture, gear or equipment that is damaged, broken or missing parts.
- Books that are damaged or in poor condition, or electronic books that do not have working batteries.
- Car seats that are more than 5 years old.
 - Please review our safety standards, and required safety check lists: [Click here!](#)

Wash all items prior to tagging for the sale!

Clean, fresh smelling, and like new items will appeal to shoppers, and you will sell more! The more shoppers buy, the more you can “save for the future.”

Clothing – Wash and dry (use scented dryer sheets to give that fresh clean smell) all items. Iron them, where necessary. Button buttons, snap snaps, and zip zippers. It will not only help them stay on the hangers, but they will display and sell better.

Grease Stains - For dark spots on dark fabrics, which are usually a grease stain, use Dawn Dishwashing Liquid. Rub into the stain and wash as normal. Almost always works great, even if the item has been dried in the dryer. Occasionally it will take treating twice.

Yellow Stains – Mix a half cup dishwashing detergent (such as Cascade) with a half cup of Clorox 2 (the pink liquid) in about 1-2 gallons of water. Soak the stained item in the mixture for several hours then wash as usual. This process works for other types of stains as well.

Other great stain removers - Dreft Spray, Shout Oxy, Oxy Clean spray or powder, Tide pen, Clorox Bleach pen, and Spray and Wash w/Oxy Power. Magic Eraser is GREAT for cleaning toys, shoes and will even help remove scuff marks and crayon! Rubbing alcohol is great for removing pen marks from plastic.

Clothing with stains, missing buttons, pulled strings, broken zippers, etc will not be accepted.

All parts to be included, and in working order!

A dead battery on a Barbie Jeep may keep the item from selling. For the price of a \$30 battery at a discount store you can easily sell the item for \$75 (if in good to excellent condition). Keep in mind that most manufacturers sell replacement parts via their website; when in doubt look up the item and manufacturer on Google.

If the item requires a battery the consignor MUST include fresh new batteries. You can purchase generic batteries at local dollar stores. Items brought for consignment that do not have batteries will be refused; unless batteries are placed within item prior to beginning of first pre-sale.

Please allow enough time for checking of all items and testing of all electronic items, during Consignor Drop-Off, by our Quality Assurance Team.

Presentation is everything!

All items (even baby items) should be plastic hangers with the hanger hook facing left (like a number 2). Use large or medium safety pins (small gold pins and straight pins will not be accepted!) to secure items to hangers, if necessary to prevent sliding off. For example – A swimsuit is likely to fall off a hanger if not secured to with a safety pin. Children’s pants hangers (with the clips) will be accepted; and no pinning of item to hanger is required.

Wire hangers will not be accepted. No exceptions!

Limits and Fees

Seller must bring a minimum of twenty-five (25) items with the total value of at least \$100 (based on consignment sale price).

There is a limit of 300 “wearable items” per consignor! This 300 includes clothing items. There is a 20 pair maximum per consignor for shoes. There is a TOTAL maximum of 500 items per consignor. Should consignor bring more than the aforementioned quantities, items over the stated maximum may be reject at Consignor Drop-Off.

Sale Ownership charges a one time (per season, per sale location) consignor fee of \$10 per consignor. This fee is payable via PayPal during the Consignor Registration process – look for the button to CLICK BACK TO SALE WEBSITE to complete your registration once you pay the fee. NOTE: If you do not have PayPal please email info@CTCSale.com (reference sale location) to make alternate payment arrangements. Fifty percent (50%) of all consignor registration fees are donated to one of the sale Giving Back Program participants; the remaining 50% of this fee will be used to help offset advertising, venue, and merchandising fees.

Sale Ownership reserves the right to refuse to display items improperly hung, tagged, or in poor condition. When you are preparing your items think “upscale” and not “garage sale.”