

Kingdom Kids

How to Hang & Tag Items



We will only accept Kingdom Kids barcoded tags created through our website. Handwritten tags or tags from other consignment sales (such as Kids Market) will not be accepted, no exceptions. If you bring items that are not tagged with our tags, they will not be accepted.

The "**BARCODE INSTRUCTIONS**" (see sellers tab) should be reviewed for detailed information and instructions. Tagging your items incorrectly may result in not being paid when an item sells.

Please use white cardstock for all tags. Do not use regular or colored paper, or labels.

Do not alter the size of the tags. The tags print 6 per page. We will not accept smaller tags because they do not scan correctly and we will not be able to pay you.

For your protection, you may also place a label or piece of masking tape with your seller ID on the inside of each garment. This will help us identify who the item belongs to if the tag is accidentally removed.

Only items with tags attached can be sold, so please attach tags securely. Please use packing tape to adhere tags to Ziploc bags. Do not place loose inside the bag.

Do not change the price or the discount option on a tag once it has been printed. You must print a new tag. If a price has been altered, we can't tell if it was done by you or someone being dishonest while shopping, therefore we will not sell the item.

Do not copy barcode tags. Each item must be entered separately into the system and have its own item number. If you copy tags, only the original tag will scan correctly and you will not be paid for the items with the copied tags.

Instructions on how to hang and label clothing:

- Tags must be pinned to the front, upper right corner of each item.
- Only wire hangers can be used.
- Only safety pins may be used (no clothes pins, straight pins, etc.). The larger the safety pin, the better!
- Items must be safety-pinned to the hanger with the hanger opening facing the left, like a question mark.
- For outfits, do not hang an item under another item. For example, if selling pants with a shirt, put the shirt over the hanger and pin the pants on the back, outside the shirt and to the hanger. This way both are viewable and secure.
- For larger-sized pants, zip ties may be used. Dollar Tree sells these.



Please package shoes in Ziploc bags (the bag must be big enough to close easily) and tape the tag inside the bag where it can be seen.

You may also wish to place a piece of masking tape with your seller ID on the inside or bottom of each shoe. We also suggest placing packing tape over the opening of the Ziploc bag so that shoes cannot be removed easily. Boots may be attached together by zip ties and/or large safety pins but tags **MUST** be secured very well. There is A LOT of shuffling of shoes during the week and tags come off very easily.

Please place tags on large toys, baby items, etc. with clear packaging tape. Again, you may also wish to place a label or piece of masking tape with your seller ID somewhere else on the item, possibly the bottom.

When entering information into the barcode system, please pay attention to the **DISCOUNT** option. If you would like your items sold for half price on Saturday, please mark YES, otherwise mark NO. We highly recommend discounting your items, especially those that will be donated at the end of the sale. It is better to get something for an item, than nothing at all.

When entering information into the barcode system, please also pay attention to the **DONATE** option. If you wish to have unsold items donated to charity at the end of the sale, please mark YES, otherwise mark NO.