



CHECK IN PROCEDURES

STEP 1: CHECK IN STATION

- a. Bring your Signed PAPERWORK: SIGNED CONTRACT (both sides) & DROP OFF CHECKLIST
- b. Include Your Payment method designation.
 - i. CHECK – Bring a self addressed stamped envelope with consignor # on it
 - ii. OR PAYPAL – Review email address is written legibly on form.
- c. SCAN TAGS – Bring 1-2 items to scan to ensure proper printing.

STEP 2: INSPECTION STATION – report to correct station # 1-4.

1. UNLOAD ITEMS.

- a. Clothing – ON ROLLING RACKS.
 - i. Check tag placement.
 - ii. Spot check for current style, correct prep, sorted size.
- b. Big Ticket Items – ON FLOOR NEAR TABLE.
 - i. Check for cleanliness & age.
 - ii. Check for working batteries.
 - iii. Car Seats – check manufacturer sticker, no older than 5 years.
 - iv. Swings – turn on to ensure it swings.
- c. ANY items with batteries – ON TABLETOP.
 - i. Check batteries.
 - ii. Parts MUST be secured together.
- d. SHOPPING CARTS – Keep CATEGORIES (where applicable) in boxes OR bins & place IN cart!

<u>CATEGORY 1</u>	<u>CATEGORY 2</u>	<u>CATEGORY 3</u>
<ul style="list-style-type: none"> • BOOKS & DVD'S • ELECTRONICS • GAMES & PUZZLES • SHOES • SCHOOL SUPPLIES • PARTY SUPPLIES • LEARNING GAMES • MELISSA & DOUG TOYS • DOLLS • ACCESSORIES: HATS, BELTS, PURSES, HAIR ACCESS, SOCKS & UNDIES (NEW ONLY) 	<ul style="list-style-type: none"> • ALL TOYS EXCEPT IN CAT 1 • STEP STOOLS • GATES • POTTY TRAINING SUPPLIES • POTTY CHAIRS/SEATS • JOLLY JUMPERS • GATES <p style="text-align: center;"><u>Place these items UNDER the cart!</u></p>	<ul style="list-style-type: none"> • BEDDING & BLANKETS • INFANT SUPPLIES • FEEDING & BOTTLES • ROOM DECOR • CRIB TOYS & MONITORS • STROLLER ACCESSORIES • NURSING SUPPLIES • NURSING COVERS • DIAPERS & SUPPLIES • CAR SEAT • CART COVERS • CHANGING PAD COVER

STEP 3: Bring OUT YOUR ITEMS to the SALES FLOOR!

TABLE & SHOPPING CART ITEMS - will be inspected first, once completed, you'll take those to stations on sales floor for proper placement.

GARMENT RACKS - While you are putting the carts away, your inspector will check your clothing racks. Once inspected, your clothing will be ready to sort onto sales floor.

BIG TICKET ITEMS - Once inspected, our volunteers will attach BIG TICKET tags and place on sales floor.