



CHECK IN & DROP OFF PROCEDURES

STEP 1: CHECK IN STATION

- a. Bring your completed DROP OFF PAPERWORK: SIGNED CONTRACT & DROP OFF CHECKLIST
- b. SCAN TAGS – Bring 1-2 items to scan to ensure proper printing.
- c. RECEIVE VIP Pass – Volunteering? Shop @ 3pm. Just consigning? Shop @ 4.

STEP 2: INSPECTION STATION – report to ASSIGNED TABLE for inspection

1. UNLOAD ITEMS.

- a. Clothing – ON ROLLING RACKS.
 - i. Check tag placement.
 - ii. Spot check for proper tags, clean & current style, sorted size.
- b. Big Ticket Items –
 - 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!

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

- After clothing is inspected, roll out garment racks and put away clothing in correct size and category.
- Place your items by CATEGORY below on our 3 DROP OFF TABLES on the sales floor.

<u>CATEGORY 1 – ORANGE SIGNS</u>	<u>CATEGORY 2- YELLOW SIGNS</u>	<u>CATEGORY 3 – GREEN SIGNS</u>
<ul style="list-style-type: none"> • GAMES & PUZZLES • MELISSA & DOUG TOYS • ARTS & CRAFTS • SCHOOL SUPPLIES • PARTY SUPPLIES • CRIB TOYS & MONITORS • STROLLER ACCESSORIES • NURSING SUPPLIES • NURSING COVERS • DIAPERS & SUPPLIES • CAR SEAT & CART COVERS • INFANT SUPPLIES • FEEDING & BOTTLES • SHOES • ACCESSORIES: HATS, BELTS, PURSES, HAIR ACCESS, SOCKS & UNDIES <p style="text-align: center;"><u>STORE LOCATION</u>: BACK</p>	<ul style="list-style-type: none"> • ALL TOYS EXCEPT THOSE LISTED IN CAT 1 <p style="text-align: center;"><u>STORE LOCATION</u>: FRONT DOWN MAIN AISLE</p>	<ul style="list-style-type: none"> • BEDDING & BLANKETS • ROOM DÉCOR • PLAYMATS • MATERNITY PILLOWS • CHANGING PAD & COVERS • BOOKS • ELECTRONICS • LEARNING TOYS & GAMES • POTTY TRAINING SUPPLIES • POTTY CHAIRS/SEATS • JOLLY JUMPERS • GATES • STEP STOOLS <p style="text-align: center;"><u>STORE LOCATION</u>: LEFT SIDE</p>

