



## CHECK IN & DROP OFF PROCEDURES

### STEP 1: CHECK IN STATION

- a. Bring your Signed PAPERWORK: SIGNED CONTRACT (both sides) & 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 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!

### 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. Head down main aisle to find CATEGORY 1 on left side, CATEGORY 2 at front of store, and CATEGORY 3 on right side.

<u>CATEGORY 1 – ORANGE SIGNS</u>	<u>CATEGORY 2- YELLOW SIGNS</u>	<u>CATEGORY 3 – GREEN SIGNS</u>
<ul style="list-style-type: none"> <li>• BOOKS</li> <li>• ELECTRONICS</li> <li>• GAMES &amp; PUZZLES</li> <li>• SCHOOL SUPPLIES</li> <li>• PARTY SUPPLIES</li> <li>• LEARNING TOYS &amp; GAMES</li> <li>• MELISSA &amp; DOUG TOYS</li> <li>• DOLLS &amp; PLUSH TOYS</li> <li>• BOOKS</li> <li>• ACCESSORIES: HATS, BELTS, PURSES, HAIR ACCESS, SOCKS &amp; UNDIES</li> </ul>	<ul style="list-style-type: none"> <li>• ALL TOYS EXCEPT IN CAT 1</li> </ul> <p style="text-align: center;"><u>Place these items UNDER the cart!</u></p> <ul style="list-style-type: none"> <li>• POTTY TRAINING SUPPLIES</li> <li>• POTTY CHAIRS/SEATS</li> <li>• JOLLY JUMPERS</li> <li>• GATES</li> <li>• STEP STOOLS</li> </ul>	<ul style="list-style-type: none"> <li>• BEDDING &amp; BLANKETS</li> <li>• INFANT SUPPLIES</li> <li>• FEEDING &amp; BOTTLES</li> <li>• ROOM DECOR</li> <li>• CRIB TOYS &amp; MONITORS</li> <li>• STROLLER ACCESSORIES</li> <li>• NURSING SUPPLIES</li> <li>• NURSING COVERS</li> <li>• DIAPERS &amp; SUPPLIES</li> <li>• CAR SEAT &amp; CART COVERS</li> <li>• CHANGING PAD COVER</li> </ul>
<u>STORE LOCATION:</u> LEFT SIDE/ BACK	<u>STORE LOCATION:</u> FRONT AISLE	<u>STORE LOCATION:</u> RIGHT SIDE