



CHECK IN & DROP OFF PROCEDURES

To ensure everyone's safety, please follow our updated drop-off procedures. All consigned items must be FRESHLY LAUNDERED/DISINFECTED prior to bagging up and bringing into our store.

STEP 1: CHECK IN STATION – Please wear facemask prior to entry into our retail space.

- 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 @ 1pm. Just consigning? Shop @ 2pm.
- d. **COVID-19 Health Screen & Waiver:** All participants will need to be screened prior to unloading and entry into our store and sign a liability waiver.

STEP 2: UNLOAD ITEMS IN ASSIGNED AREAS – You will be assigned a drop off table in the back room. In addition, we have restructured our system for a more CONTACTLESS drop off to keep everyone safe.

1. **Clothing** – PLACE ON ROLLING RACKS & distribute to appropriate rack in-store.
 - i. We will inspect clothing AFTER your dropoff. Rejected items will be available at your pickup on Sunday along with your unsold items.
2. **Big Ticket Items** – PLACE ON ASSIGNED BACKROOM TABLE.
 - i. We will Check for cleanliness, age, and working batteries. Covers must be removed & freshly washed and attached in Ziploc bag.
 - ii. Car Seats – we will check manufacturer sticker, no older than 5 years.
 - iii. Swings – turn on to ensure it swings.

STEP 3: PLACE YOUR BAGGED CATEGORY ITEMS ON THE SALES FLOOR!

- Place your BAGGED items by CATEGORY on our 4 DROP OFF TABLES spaced on the sales floor. Keep items bagged together with your label.
- Once you've unloaded, please wait in your car. We will inspect your items & text you once we are done. Rejected items will be placed outside our door for pickup.

CATEGORY 1 (BACK ROOM)	CATEGORY 2 (FRONT AISLE)	CATEGORY 3 (LEFT SIDE OF STORE)	CATEGORY 4 (RIGHT SIDE OF STORE)
<ul style="list-style-type: none"> • GAMES & PUZZLES • MELISSA & DOUG TOYS • ARTS & CRAFTS • SHOES • CRIB TOYS & MONITORS • STROLLER ACCESSORIES • NURSING SUPPLIES • DIAPER BAGS • DIAPERS & SUPPLIES • CAR SEAT & CART COVERS • INFANT SUPPLIES • FEEDING & BOTTLES 	<ul style="list-style-type: none"> • ALL TOYS EXCEPT GAMES, PUZZLES, ARTS & CRAFTS, LEARNING 	<ul style="list-style-type: none"> • BOOKS • LEARNING TOYS & GAMES • ELECTRONICS • SCHOOL SUPPLIES • PARTY SUPPLIES 	<ul style="list-style-type: none"> • BEDDING & BLANKETS • PLAYMATS • MATERNITY PILLOWS • CHANGING PAD & COVERS • POTTY TRAINING SUPPLIES • POTTY CHAIRS/SEATS • JOLLY JUMPERS • GATES • STEP STOOLS

NOTE: All Items with a Fabric Cover (ie swing, exersaucer, high chair) must be removed, freshly laundered & placed in ziploc bag secured to the item.

QUESTIONS? CALL US @ 575-KIDS OR ASK US QUESTIONS @ OUR CONSIGNOR FACEBOOK GROUP! SEARCH "Bella Kids Consignors Group! Tips on how to be a TOP consignor!"