



Six Simple Steps to Successful Seasonal Consignment

Hopscotch has the goal of creating a simple and efficient system for seasonal consignment. Don't be overwhelmed, the steps are simple and we provide helpful tips throughout to make the process easy and enjoyable. Just follow the steps to success and contact us at any point with questions. Also, be sure to join us on Facebook to receive handy tips from Hopscotch and our consignors throughout the process.

If you are one of our limited Skip a Step Express Consignors, click [here](#) for your even simpler steps!!!

Step 1: Quality Check

The simple rule of thumb: is this something I would buy again in the condition it is in? Hopscotch does not have specifically limit name brands for children's clothes and items, but they must be in current style and season and must be clean, with no stains, rips or pilling. Please remember many children have allergies to mold and smoke and clothing should be cleaned and presented with this in mind. All toys and accessories must be clean and include all required parts in working condition. Toys requiring batteries must include a fresh set. For a list of acceptable items, click [here](#).

Safety is our first priority. You will be required to sign a statement stating that you have checked [the CPSC guidelines and recall lists](#).

Remember, not all items are suitable for consignment and not all items (even your favorites) survive your children. Memories don't sell but quality, gently used items do if you follow these simple steps.

Step 2: Gather your Supplies

Hangers

- Wire hangers are preferred to plastic because they are sturdier and take up less room on racks.
- Infant clothes size 2T or smaller must be on child size hangers to avoid stretching and ensure proper presentment.
- Safety Pins and/or Tagging Device and Tags
- Safety Pins should be used to secure items to hangers. They are required for pants and skirts and recommended for tank tops, bathing suits and dresses that may slip off. (Clothes on the floor don't sell).
- Do not use gold safety pins (they don't hold) or straight pins (they hurt!)
- Tagging guns are acceptable. Please use double barb to ensure the tag is secure and always tag in a seam to avoid large holes that can leave items unsellable.

Plastic Sandwich/Freezer/Storage Bags

- Required for Infant and Toddler shoes
- Small part for toys should be gathered in an appropriately sized bag and if necessary taped to any larger pieces.
- Recommended to combine chargers with MP3Players or phones.
- Large storage bags are great for Lego Sets and race tracks not in original packaging. Also recommended for comforters and crib sets.

Painters Tape, Masking Tape and/or clear packing tape

- Painters Tape is recommended to attach tags to books, games and media to avoid tears in packaging
- Masking and packing tape is great to secure tags to toys and plastic items.
- Masking tape is recommended to further seal storage bags and reinforce the bag's "zipper".

Clear Plastic Wrap

- Great to keep puzzles together and lids on board games.
- Also useful to keep chargers with electronic toys and devices.
- Can be used to wrap MP3 players and phones prior to taping tags to item. Make sure item can be powered on and tested.

Cable Ties

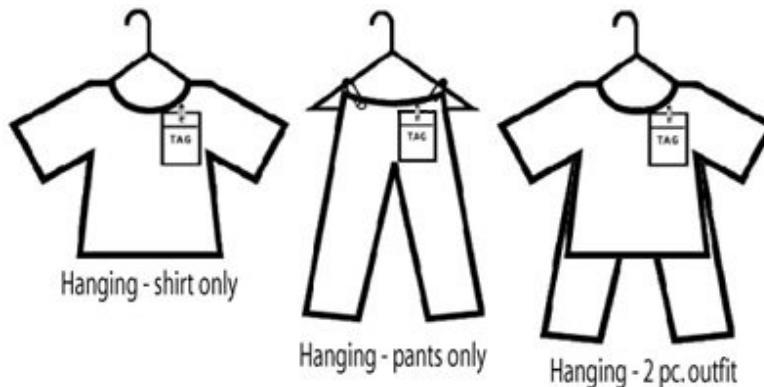
- Recommended for shoes that don't fit in Sandwich/Freezer bags.

Cardstock or Printer paper (white only) and Printer

- Cardstock is preferred and better withstands the thousands of shoppers viewing your items, but printer paper is acceptable.
- If you don't have a printer, feel free to use a friend's or contact us to print your tags for a nominal fee.

Some taggers use Binder Reinforcements to prevent tearing

Step 3: Display - Appearance is everything!



Clothes

- Launder items removing all stains
- Hang clothing straight from the dryer, pressing or steaming if needed. Remember, appearance is everything and a little extra effort will capture a higher sale price.
- Hang items with hook facing left, the hanger should make a question mark (?). Clothes size 2T or smaller must be on child size hangers.
- Make sure you pin pants and skirts by the waistband. Pants and skirts must be pinned to hanger (wire hangers are much easier to work with). Do not fold pants over the bottom of the hanger, these cannot be accepted at drop off.
- For two-piece outfits, pin pants or skirts behind the shirt so both pieces can easily be seen. Do not put pants and skirts inside the shirt.

Shoes

- Infant and Toddler shoes should be packaged in a sandwich or freezer bags if possible.
- Safety Pins can be used to secure shoes together however, cable ties are recommended. These can be fed through lace holes, zipper eyes or Velcro fasteners.

Toys, Games and Electronics

- If an item has multiple pieces, extra parts, and accessories, place these inside a plastic bag and secure the opening with packing tape. Firmly attach to a larger item with packing tape if applicable. Remember, hundreds of shoppers will be looking at your items including enthusiastic children, so secure all items well.
- Include user manual if available.
- Multiple toys can be combined to create a “grab bag”. You may be surprised how well these sell.

Step 4: Inventory Entry and Tagging

Inventory can be entered once you have all items ready to tag or you can enter and tag as you go. When you are ready to enter inventory, click [here](#). You will login using the consignor number you were assigned at registration and password you selected. Screen shots of the inventory system with a step by step guide can be accessed by clicking [here](#).

Don't forget – if you are short on time, there are a limited number of Skip a Step Express Consignment spots that takes care of this step for you and greatly reduces your effort in all of the steps. Click [here](#) for more information.

The following information is required for all items.

Consignor Number – assigned at registration

Size – For clothing, list the size of the item. If no size is available, select None.

Price – Price can be entered in \$0.50 increments only. A suggested price list for a variety of items can be found by clicking [here](#).

Discount – On half price day, any item showing “REDUCE” above the price will be sold for half the price listed on the tag.

Donation – You'll need to answer whether or not you want to donate your item after the sale. Any item not donated will need to be picked up during the pick-up shift indicated for the current sale. Items not picked up during this time will be donated.

Description – Include Name Brand and brief description that can be used to locate the item if the tag and item become separated. Most importantly, use this space to sell your item. Indicate if the item is NWT (New With Tags) or if you have a Sibling Item in another size. If you are offering a great deal, be sure to list the original purchase price.

Once all inventory is entered, you are ready to print tags. Cardstock is ideal but printer paper is acceptable. Tags will print 8 to a sheet and will need to be cut into individual tags. If you do not have access to a printer, you can use a friend's or contact Hopscotch to print your tags for a nominal fee. Using a minimum of 1" safety pins or your tagging device, secure tags to clothing in the top right side of the item as shown below. Safety pins can also be used for shoes, some toys and accessories. For toys and equipment, you can also secure tag to item using painters tape or packing tape. Remember, DO NOT cover the barcode with tape and do not change the tag in any way after printing. If you need to make a change, you need to print a new tag.

Step 5: Drop Off

Organize items according to size and sex to make drop off a cinch (rubber bands are great to keep sizes together). Bring your items to Hopscotch on one of the two designated drop off days. Click here for the Current Event Calendar. Bring items to the entrance on the pool side of the Civic Auditorium, by the ramp. Leave your items in the car and check in at the table by the door. Complete your Consignor Agreement and then bring your items into the sales floor to the designated spot. A volunteer will collect your items and then you can collect your pre-sale shopping bracelets and you're done! All items will be quality checked prior to being placed on the floor by one of our volunteers. Any unacceptable items will be either donated or available for pick up depending on the selection indicated on the tag. If you wish to participate in the quality check at drop off, please make an appointment with Hopscotch.

Step 6: Save Money, Make Money

Now the fun really starts.....

At drop off, you will be given at least one bracelet that allows you to shop our Pre-Sale event. The color of your bracelet will correspond to the time you are able to shop. If you volunteer to work, you will also be provided a bracelet allowing you to shop to early on ½ price day. If you are the winner of one of our incentives, you may receive additional bracelets for family and friends. For full detail on times to shop, click here.

For our Pre-sale events, arrive early and bring a shopping bag or laundry basket to collect your treasures. Children are not allowed after 5 PM (Pre-Sale event only); consider this a great Girls Night Out! Cash and Credit Cards are accepted, no checks please. Enjoy having a first look at all the great deals!

Throughout the sale, you can track your earnings by clicking here. Totals will be updated by midnight each evening.

Immediately after our ½ price sale ends, volunteers will begin sorting all items indicated as Pick Up. All others will be gathered for donation to a very worthy cause. At 7PM, consignors can collect unsold items from which are sorted according to consignor number. Any items not picked up by 9:01PM will be donated and cannot be retrieved.

And finally, Get Paid! Checks will be mailed within two weeks of the sale ending. Lost checks can be reissued for a fee of \$15. Any check not cashed within 90 days will be void and will not be reissued. **Now, return to Step 1 and start preparing items for next season's sale!!!**