

# Dittos for Kiddos Consignment Sale

## Printer Friendly Check-in Instructions

### 1. BEFORE YOU BRING YOUR ITEMS TO ITEM DELIVERY

NOTE: Consignors will be responsible for placing their items on the sales floor. Please keep this in mind as you decide when to come and plan your time accordingly.

- Register as a new or returning consignor.
- Sign-up for an item delivery appointment from your Consignor Homepage. Those delivering items for more than one consignor # should sign up for one appointment PER NUMBER
- Buy your cardstock for printing your own barcode tags. Barcode tags are printed from your Consignor Homepage.
- Hang and prepare your items.
- Enter your items into our inventory from your Consignor Homepage
- Print your barcode tags online and affix them to your items.
- Double-check that all items have barcode tags.
- Print and sign your [Recall Waiver](#) to bring with you to item delivery.
- Plan to arrive at item delivery in plenty of time to you're your items INSIDE THE BUILDING & ready for inspection BY YOUR APPOINTMENT TIME. Clothing items should be arranged by gender and size for Item Delivery.

### 2. WHEN YOU GET TO THE ROUND BUILDING

- Arrive at item delivery in plenty of time to have your items INSIDE THE BUILDING & ready for inspection BY YOUR APPOINTMENT TIME.
- When you arrive, simply drive around to the back of the building where the large garage door is and bring your items inside. There will be rolling racks and shopping carts available for use inside the building. (If you need to back your car up to the garage door please be sure to move your car when your items are unloaded so that others can have easy access as well.) Proceed to the inspection line. If you are bringing a friend's items, keep their items separate from yours and bring their signed Recall Waiver.
- When you are next in line, a Dittos for Kiddos Worker will escort you to the inspection area. Your items will be inspected for seasonality and/or blemishes.
- While your items are being inspected, proceed to the check-in table so that you can turn in your Recall Waiver and receive your Consignor Presale, Guest and Half-Price passes. If you are a volunteer worker in the current sale be sure to tell the person working the check-in table so that you will receive the correct passes.
- Once all your items have been inspected, they are ready to be placed on the sales floor. **All consignors should come with enough time to put their items on the sales floor.**

### 3. BEFORE YOU LEAVE ITEM DELIVERY

- Make sure you have your Presale passes. You will need your passes to enter the Consignor Pre-Sale and the Consignor Half-Price Sale!
- Please remember our Pre-Sale and early Half-Price Shopping Policies:
  - **WORKERS and CONSIGNORS:** One adult per pass. No children, please. (This does not include infants in arms.)

### **Pick-up Instructions**

Consignors have the option of picking up their unsold items ([see sale schedule](#)). Remember that items you marked as DONTATE when you entered your items will not be returned to you if unsold. Items not picked up by 4:00pm on pick-up day will be donated to charity.

The pick-up process is very simple and efficient. You will sign in and wait for a DFK worker to bring your items to you. We ask that you please look through your items to make sure that an item belonging to someone else was not accidentally placed with your items. Please know that it is your responsibility to get all of your items. We are not responsible for any items you forget to carry out.

There will be a lost and found area that we will encourage you to look through before you leave.

Lastly, because our time is limited to move out of the building, all items remaining after 4:00pm **SHARP** will be donated. Doors will be closed and locked on time, and pick-ups will no longer be available. We appreciate your punctuality and understanding!

### **Checks**

Your consignor profit checks will be mailed 2 weeks after pick-up, so please make sure we always have your updated mailing information by logging into your Consignor Homepage.