

# Deals & Steals Family Consignment Sale



## Participant Handbook

Spring/Summer 2024

# Quick Reference

<b>Perks .....</b>	<b>3</b>
<b>Volunteers: Early Shopping .....</b>	<b>4</b>
<b>Volunteers: Choosing Your Shift .....</b>	<b>6</b>
<b>Consigning.....</b>	<b>7</b>
<b>Consignor Numbers .....</b>	<b>8</b>
<b>Receiving Schedule .....</b>	<b>9</b>
<b>Tagging .....</b>	<b>11</b>
<b>Pricing .....</b>	<b>16</b>
<b>Printing .....</b>	<b>17</b>
<b>Donating .....</b>	<b>18</b>
<b>Pick-Up .....</b>	<b>19</b>
<b>Lost and Found .....</b>	<b>19</b>
<b>Methods of Payment .....</b>	<b>20</b>
<b>Charities &amp; Important Information.....</b>	<b>20</b>
<b>Disclaimer .....</b>	<b>21</b>
<b>Special Reminders.....</b>	<b>22</b>

**Our Location! Former Sears Building/Old Hickory Mall**

# PERKS!

## **PLEASE READ CAREFULLY**

- **Consignors receive 65% of the sold sale items, and on discount day (50% off) consignors receive 65% of the 50% sale items.**
- **You may consign 160 items for \$11 with additional sets of 160 for \$4 per set (Payment must be confirmed before item count is updated in the system)**
- **We will have weekly dates for card stock pick up at the Sears parking lot (on the Chick-fil-A side) or we can make arrangements for porch pick-up to provide your card stock. Your participation fee (\$11) is due at this time.**
- **If you need us to mail card stock, we will be happy to do that for a \$4 fee for EACH set.**

# Volunteer's Shopping Perks



**Platinum Privilege Workers' Sale: Thursday, April 11, 2024, 6 p.m. – 9 p.m.**

**If you have a total of 12 hours and at least one of your worked shifts is a 4 hour sort-shift on Sunday/Monday/Tuesday/Wednesday**

- ☐ **Volunteers will receive 80% of each sale item.**
- ☐ **You may shop on Thursday night.**
- ☐ **Your Guest may shop at 3 p.m. on Friday.**
- ☐ **You may shop ½ price sale on Sunday at 12 Noon. No Guest.**  
**(Volunteers working 12 hrs. WITHOUT a sort shift may enter at 11 a.m. on Friday)**



**Gold Privileges–Workers' Sale: Friday, April 12, 2024 11am.–9pm**

**If you have a total of 8 hours and at least one of your worked shifts is a 4 hour sort-shift on Sunday/Monday/Tuesday/Wednesday**

- ☐ **Volunteers who work a 8-hour shift (one 4 hr. sort-shift) will receive 75% of each sale item.**
- ☐ **You may enter on Friday from 1 p.m.-9 p.m.**
- ☐ **A guest may shop at 3 p.m. on Friday.**
- ☐ **You may shop ½ price sale on Sunday at 12 Noon. No Guest**



**Premier Privileges – Workers' Sale: Friday, April 12, 2024 3:00 pm.–9pm.**

**If you work a total of 4 hours:**

- ☐ **You may enter from 3:00 p.m.- 9 p.m. on Friday.**
- ☐ **Your guest may shop at 3 p.m. on Friday.**
- ☐ **You may shop ½ price sale at 12 Noon on Sunday. No Guest**

# Volunteer

## Choose Your Shift(s)

- ☐ **To add your name to the schedule, please visit our webpage and login to your account and click on volunteer.**

## Show up ready to help

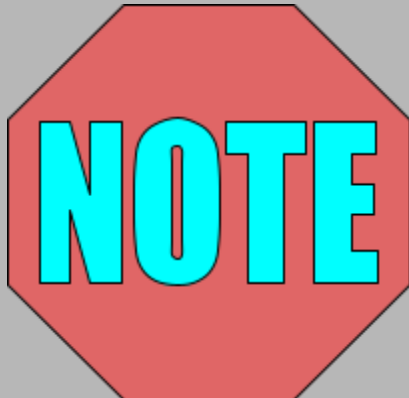
- ☐ **On the day(s) of your selected shift(s), arrive a few minutes early if possible to take care of any personal needs and to get a brief overview of your assigned task(s).**
- ☐ **Please be prepared to login (username and password) to your Deals and Steals account so we can digitally check you in and out for your assigned shift(s)**

## Sign In & Out

- ☐ **Please be sure to sign in and out for your shift(s). This helps ensure our staff gives you credit toward the perks you earn!**

## Refreshments

- ☐ **Due to the rising cost of food, we will only be providing snacks and bottled water for volunteers in the breakroom. Any additional food is limited to sales employees **ONLY**.**



Deals and Steals Consignment reserves the right to deny a volunteer request for any reason. As a worker, we understand that it is tempting to shop during your shift. We ask that you honor your work shift and give your full attention to what is needed during that time. We feel that it is **DISHONEST** to shop while you are supposed to be serving.

**If you are unable to complete a volunteer shift you signed up for, it is your responsibility to find a replacement or notify Deals and Steals that you will not be available.**

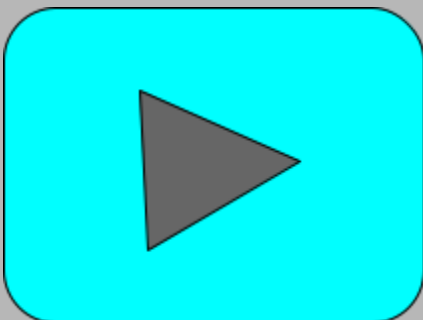
# Consigning

## **PARTICIPATION GUIDELINES:**

- **For this Sale ...Spring/Summer Items Only!**
- **IN-STYLE Women's, Men's, & Children's Clothing, Household Items, Baby Equipment, Toys, Books, Electronics, Furniture, Shoes, Jewelry, Sports Equipment, Tools, etc.**

**Please make sure all items are clean and working order.  
An area will be available for shoppers to check the items.**

- **A minimum of 20 items must be contributed. If you consign more than 480 items please sign up for a sort shift.**
- **A maximum of 160 items, with your \$11 participation fee. You may purchase another 160 tags for an additional \$49, just contact us at [dealsandstealsconsignment@gmail.com](mailto:dealsandstealsconsignment@gmail.com). There is no need to register again under a different name or number to get additional tags.**



**Check out our [“How To”](#) (double click on “how to” to view) video on your login screen for additional instructions.**



## CONSIGNOR NUMBERS

**You must register from our webpage [dealsandstealsconsignment.com](http://dealsandstealsconsignment.com) to obtain your consignor number. If you consigned before, then just choose “Register Me” to sign up to consign!**

**We use My Consignment Manager for our POS System. If you consign with another sale that uses MyCM, you may email us, and you can use your same number if it is available. This allows you to transfer items from one sale to another.**

**We use a color coded system to sort. This system speeds up the sorting process and helps to ensure that your unsold items are being returned in the quickest manner, as well as, getting your checks to you as soon as possible!**

**Deals and Steals Family Consignment will not be responsible for returning items that have been tagged with cardstock not provided by our sale, and may impose up to a \$20 convenience fee for sorting items tagged with non-provided or wrong color cardstock/paper.**

***If you have items from another sale with a different color, you can still transfer them, reprint on our color card stock and just exchange the tags or staple/tape them on the existing tags. Thank you ! 😊***



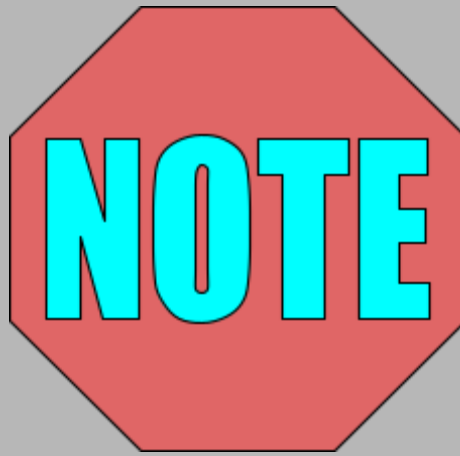
## **DROP-OFF/RECEIVING:**

**When you register as a seller, click on the “check in” schedule and choose the day and time that you would like to drop off your items. We will have drop off slots for daytime and nighttime!**

**Saturday, April 6th, 10 am - 2pm**  
**Sunday, April 7th, 1 pm - 5 pm**  
**Monday, April 8th, 10 am.-7 pm**  
**Tuesday, April 9th, 10 am.-7 pm**  
**Wednesday, April 10th, 10 am.-7 pm**  
**Thursday, April 11th, 10 am.-3 pm**

- **Please be prepared to place all items on the sales floor.**
- **All clothing items must be checked by a volunteer prior to being placed on the floor**
- **If you have heavy objects, please bring someone with you; we cannot guarantee assistance will be available.**
- **Please have all items tagged at drop off.**

**At drop-off, you will be required to sign a document reflecting a series of new changes for the 2024 Spring/Summer sale to receive your consignor passes for early Shopping.**



***We strongly recommend that you take a moment at the drop-off to do one last inspection of your merchandise before placing your items on the sales floor. We will be checking and pulling any items deemed unacceptable, including at drop off.***

***The lighting at the Sears building is different than in your home and sometimes tends to "bring out" stains and other flaws. Please take a second look and don't allow undesirable items to make it to the floor.***

***Thank you for understanding that our goal is to provide shoppers with top quality choices!***

***Therefore, Deals and Steals reserves the right to refuse any items that we do not feel meet our sales standard. \$1 will be deducted for each soiled, stained, torn or out of season item that we pull from the sales floor. In addition, items with missing buttons, broken zippers, etc. will be removed from the floor and charged. If we determine an item to be unacceptable, mark it, and it is found on the sales floor a \$3 will apply***

***We are encouraged by the feedback from thousands of shoppers who are pleased that we are attempting to weed out undesirable items, leaving more spacious racks for ease in shopping.***

***As a consignor, you want shoppers to see your items - which is less likely if they must pick through stained, torn, etc. items that are crowding the racks. Thank you in advance for a first-class sale!***

# Tagging

**Login to your account at [dealsandstealsconsignment.com](http://dealsandstealsconsignment.com) and click on enter items.**

## **\*TIPS FOR CREATING TAGS\***

**Here are some suggestions based on our experiences:**

**First: get your items ready:**

- ☐ **Clothing: check for stains, hang, bag, etc.**
- ☐ **Toys, games, books, furniture, etc.: gather all pieces, check for batteries, etc.**

**For clothing the system asks for info in the following order:**

- ☐ **Price - (\$1.00 increments)**
- ☐ **Half price (Check = Yes)**
- ☐ **Donate (Check = Yes; will print “D” on the tag)**
- ☐ **Size**
- ☐ **Description**
- ☐ **Category**

**Either write a list of your items and then enter it all into the computer, or have your items next to you as you enter them. Find what works best for you!**

- **We suggest you enter 8 items at a time, print and tag. Always print in multiples of 8, since 8 items will fit on one sheet of cardstock. If you enter items under someone else's account we will NOT write a separate check for those items. One check per one account.**

**Last day to enter items is  
Wednesday April 10th at 12:00 AM.**

- **Contact us using the information below to arrange a porch pick-up.**
- **If you live outside Madison Co., we will be glad to mail your card stock for \$4 for EACH set. The \$11 participation fee includes your first set of 160 tags and can either be collected when we meet or you may mail it to:**

**Deals and Steals Family Consignment  
37 Cotton Blossom Cove  
Jackson, Tn. 38305**

**[dealsandstealsconsignment@gmail.com](mailto:dealsandstealsconsignment@gmail.com) or call 731-935-4116**

● **Describe, describe, describe. It is worth it for you to take the time to completely describe an item on the tag.**



**Yes, we can see that these are “blue jeans,” but that is not enough for us to match the tag with the item should they become separated.**

**Using “Buckle BootCut Jeans” size 38 x 30 is even better and increases the chance the item can go to a great new home!**

**‘Movie’ is extremely vague, however  
“Toy Story 4 DVD” is much better!**



● **Please take care to cut your cards along the provided lines. It is imperative that the barcode remain intact. Please cut above the area provided for pinning and below the price line.**

● **Please select the "DONATE" box if you wish to donate a particular item should it not sell.**

● Please check the discount box if you want an item sold in the discount sale for 50%.

● Items with cards other than those printed from (MyCM) (go thru our website so it won't ask you for a print code) will NOT be accepted at drop-off.

● Walk-ins at drop-off will not be accepted.

● When facing the item, the hanger must point to the left and all tags must be secured to the top-right-front corner of the item with a safety pin.



● If you use a tagging gun, please tag at the top and bottom of the tag to help secure the tag to the item.

● Tags secured with straight pins will not be accepted as the tag may easily be separated from the garment and potentially lost or switched.

● Secure cards to large, non-clothing items with strong tape.

● Place small, non-clothing items in Ziploc bags with cards placed inside. (small toys, shoes, etc.)

● Wrap all loose items for toys in Saran Wrap.

● Adult pants need to be folded over a hanger.

## **Shoes:**

● If possible, please zip tie, use yarn or tie shoelaces together for shoes to be hung on racks. All other shoes, place in zip lock bags. Hangers/hooks will be provided at drop off to push through the bag to be hung up on racks at drop off. If shoes are too large for a zip lock bag and can not be tied together, please be prepared to place them on the floor under the correct size.

## **Important Information:**

- Only Flat Screen TV's please.
- Mattress can only be sold with a bedroom set.
- Please no VHS tapes.
- Car Seats must be within the 6-year expiration date by law.

**For items over \$40, you as the seller have the option to complete a 2-part ticket at drop-off to reduce the chance that the tag can be removed during the sale. If you choose not to complete one, we are unable to complete it for you.**



# PRICING

● **Pricing is in whole dollar amounts only.**

● **When pricing your items, here is a tip:**

**Price to Sell !  $\frac{1}{4}$  to  $\frac{1}{3}$  of the original price is a good rule of thumb.**



**Example:**

**If this dress was bought new for \$45  
Price it at \$10-15 or LOWER if you really  
want shoppers to notice it.**

**Remember, it is RESALE. Most people are looking for quality items at a fraction of the cost. Few people will spend half of the original cost for resale. The secret of the people who sell their clothing and make the most money doing it is, price your items low and sell all of them. These people usually only pick up  $\frac{1}{3}$  or less of what they consign.**

# PRINTING

- **When printing only use 1 to 2 sheets of card stock in your printer at a time. If by chance a sheet misprints, just flip it over. Be sure to cross out the wrong side!**
- **If you want us to print your tags, we can do that for a charge of \$4 per set of 160 tags. Email or give us a call.**
- **Also, please ensure that your tags are clearly printed, as if they are pale, barcode is broken, or extremely small, it slows down the checkout process, and reduces the chances your item(s) are correctly accounted for**

**The week of the sale we will be unable to print tags, so the last day to print will be April 5th, 2024.**

# DONATING

***If you notify us at the time you receive your card stock that you do not want to pick up any items that may not sell, we will refund your participation fee(s).***

***Your items must ALL be on Hot Pink Cardstock for refund.***

***Any leftover items become the property of the Deals and Steals Family Consignment Sale for Dollar Day and you will NOT receive any money for those donated items.***

***Otherwise — your tags will be a designated color and you may choose to donate or not on an item-by-item basis.***

# PICK-UP

**Friday April 19th, 4pm.-7pm sharp!**

**As indicated by your acceptance of the Consignor Agreement, any items not picked up by 7:00 p.m. will be donated to charity.**

**Before you pick up your check,  
PLEASE CHECK LOST AND FOUND AREA!**

## **LOST & FOUND:**

**Please take time to firmly affix your tags with a detailed description. Remember, if your items become separated from their tags, we cannot sell them.**

**Unfortunately, we have a number of items each season that come to our lost and found area. It is a shame when a customer sees the item and wants to buy it — but there is no tag.**

**Similarly, we have a number of lost tags each season. Frequently throughout the sale, we attempt to match the lost tags with any lost items. When we are successful, we place your items back on the sales floor.**

**We are not responsible if someone picking up for another consignor fails to pick up all his/her items.**

## **Methods of Payment at Sale:**

- ☐ **Visa and Master Card Accepted**
- ☐ **Debit Cards**
- ☐ **Cash**
- ☐ **ID.Required**

## **Charities:**

- ☐ **Nicaragua, Dominican Republic, Honduras, Puerto Rico and Zimbabwe Missions**
- ☐ **WRAP Center**
- ☐ **Head Wraps for Women with Cancer**
- ☐ **Guana Missions**
- ☐ **Hope Center**
- ☐ **Hospital (Scrubs)**
- ☐ **T-Shirts-Diapers for Children**
- ☐ **Area Relief Mission**
- ☐ **Police Dept. (Stuffed Animals)**
- ☐ **Tennessee Homeless Shelter**



***Neither Deals and Steals Family Consignment  
or the sale workers are responsible for lost,  
stolen or damaged items.***

***Deals and Steals not responsible for damaged  
items due to natural disasters or fire.***

***Deals and Steals is not responsible of a  
purchased item does not work.***

***All sales are final!***

## *Special Reminders for our sale!*

**As our sale has grown, so have the number of items being consigned. As a result, to make your items stand out among the approximate 500 consignors:**

- **Bring your best, gently used items**
- **Household items should be in sets**
- **NO grab bags of miscellaneous items**
- **Price your items to reflect a good deal you would also pay for the item(s)**
- **Don't mark up prices. You will end up making more by selling more at a lower cost**
- **If you consign more than 480 items with us we will ask that you work a 4 hour sort shift.**
- **Everyone will pay a \$11 fee to participate in our sale. This fee includes enough cardstock for 160 tags. Additional sets of 160 are \$4. If you have items to transfer let us know and we will be glad to increase your number once we have confirmed receipt of payment.**