



Lil' Red Wagon Sale

Consignment and Craft Sale Events for the Entire Family

TAGGING AND PREPARATION

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Welcome to the Lil' Red Wagon Sale! This document is a complete guide of supplies needed and instructions on how to prepare your items. Please contact us with any questions.

Items You Can Sell:

Please comply with our parameters so you don't waste time tagging items that will not be accepted.

Most anything to do with children will be accepted. Here is a sample of what people will be shopping for.

<p>CLOTHING (Newborn – Junior)</p> <ul style="list-style-type: none"> ✓ Baby, Toddler, Boys, Girls, & Teen Clothes ✓ Tops, Pants, Sweaters, Sets ✓ Dresses & Suits (Casual, Formal, Occasion, etc.) ✓ Pajamas ✓ Shoes, tights, socks (Excellent condition only) ✓ Coats, jackets, rain coats ✓ Ski pants & bibs ✓ Hats, mittens, gloves & scarves ✓ Maternity Clothing ✓ Dance & gymnastics garments ✓ Dress-up clothing & accessories ✓ Costumes ✓ Accessories such as socks, hair bows, ties, hats, belts, etc. <p>We will NOT accept</p> <ul style="list-style-type: none"> ✗ Clothing with stains, tears, or missing buttons/snaps ✗ Underwear unless new in package ✗ Children's cheaper costume jewelry 	<p>TOYS</p> <ul style="list-style-type: none"> ✓ Infant & Toddler Toys (If batteries required, working batteries must be installed) ✓ Books & home school materials ✓ Movies ✓ Music ✓ Board Games ✓ Puzzles ✓ Video Games/Systems ✓ Dolls/Clothing ✓ Bicycles, tricycles, riding toys, scooters, & skateboards ✓ Children's motorized vehicles ✓ Outdoor toys such as wagons, slides, swings, sandboxes, tables, etc. ✓ Sports equipment & accessories <p>We will NOT accept</p> <ul style="list-style-type: none"> ✗ Non-working toys ✗ Toys with missing pieces ✗ Stuffed Animals unless new with tags ✗ Baby & characters dolls with parts that can be easily removed & cause a choking hazard ✗ Flimsy toys such as Dollar Store or Fast Food restaurant toys ✗ Infant items made of soft pliable vinyl or plastic, including, bath toys or books, squeeze toys, etc.
<p>NURSERY</p> <ul style="list-style-type: none"> ✓ Pack n plays ✓ Bassinets ✓ Rockers/Gliders ✓ Diaper Genies ✓ Baby Tubs ✓ Changing tables ✓ Cribs, toddler beds, dressers, & larger furniture ✓ Crib Accessories 	<p>BABY EQUIPMENT</p> <ul style="list-style-type: none"> ✓ High chairs ✓ Strollers & prams ✓ Exersaucers ✓ Walkers ✓ Jumperoos ✓ Swings ✓ Bouncy Seats ✓ Activity mats

<ul style="list-style-type: none"> ✓ Crib Bedding ✓ Baby blankets, quilts, swaddling wraps <p>We will <u>NOT</u> accept:</p> <ul style="list-style-type: none"> ✗ Crib/toddler mattresses 	<ul style="list-style-type: none"> ✓ Gates ✓ Bumbo seats ✓ Moses baskets ✓ Baby carriers & backpacks ✓ Diaper bags <p>We will <u>NOT</u> accept:</p> <ul style="list-style-type: none"> ✗ Car seats ✗ Crib/toddler mattresses
<p>BATH & HYGIENE</p> <ul style="list-style-type: none"> ✓ Bathing items (towels, washcloths, etc.) ✓ Potty chairs & seats ✓ Cloth diapers (with no staining) & cloth diapering covers & accessories 	<p>SAFETY & FEEDING</p> <ul style="list-style-type: none"> ✓ Bed guardrails ✓ Baby monitors ✓ Table booster seats ✓ Feeding accessories (bibs, burp cloths, etc.) ✓ Bottles, feeding dishes, & utensils ✓ Boppy pillows and covers (excellent condition only) ✓ Breast pumps (must be working, clean, & have all necessary accessories) <p>We will <u>NOT</u> accept:</p> <ul style="list-style-type: none"> ✗ Infant items made of soft pliable vinyl or plastic, including nipples, pacifiers, bath

Lil' Red Wagon Sale strives to offer our shoppers quality merchandise in very gently used condition. Please do not be offended if we do not accept an item due to wear, stains, damage, odors, or pet hairs. All items not meeting guidelines will be returned to the consignor at check in.

Recall and Lead Testing Guidelines:

Lil' Red Wagon Sale takes the safety of our shoppers very seriously. Due to recent legislation concerning increased lead safety testing, we are providing this page of helpful links to educate both consignors and shoppers.

For your protection, we highly recommend consignors and shoppers learn about the new law regarding lead testing and the resale of toys by reviewing the CPSIA laws and press releases (<http://www.cpsc.gov/about/cpsia/cpsia.html>).

Because of the number of items recalled each year, it is important that consignors thoroughly review this page before offering items for sale. Ultimately, it is the consignor's responsibility to verify that items offered for sale have not been recalled. Information on Toy Hazard Recalls (<http://www.cpsc.gov/cpscpub/prerel/category/toy.html>) and Infant/child Product Recalls (<http://www.cpsc.gov/cpscpub/prerel/category/child.html>) is provided by the US Consumer Product Safety Commission.

Prior to selling an item, consignors should check it has not been recalled on the CPSC Recalled Products by Product Type Search (<http://www.cpsc.gov/cgi-bin/prod.aspx>).

Keep up to date with recall information by signing up for one or more of the CPSC Update Subscription Emails (<https://www.cpsc.gov/cpsclist.aspx>).

We will NOT accept any recalled items. Lil' Red Wagon Sale cannot be held responsible for recalled items.

How to Price:

Price all items using the guidelines below.

- We want consignors to be able to move their inventory. We want shoppers to find great deals. Set your prices to sell.
- Items priced too high will NOT sell well.
- Items priced approximately 25% to 34% of the original cost generally sell the best.
- Popular name brand items such as Gap, Guess, Gymboree, and Children's Place could bring in 30% of the original price. Higher end brand items such as Hanna Andersson, Lily Pulitzer, Boden, etc. could bring in 50% or more of the original price.
- Consider the age of and condition of the item before pricing.

How to Tag & Prepare:

If Your Items are Already Tagged for Another Sale:

We accept tags from other sales. Please contact us at info@LilRedWagonSale.com to let us know. We want to help you make as much money as possible selling your items and do not want to have you go through the extra effort of re-tagging your items.

Do not stress yourself about preparing & tagging. Do a little at a time as you find time. For example, each night after you've put the kids to bed, pour yourself a glass of wine or brew a cup of tea, put on a movie or favorite TV show, and enjoy the time to yourself while you tag.

Supplies Needed:

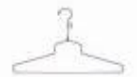
- White or light color index cards or other thick card stock paper
- Hangers (wire hangers are accepted)
- Safety pins (For safety reasons no push pins are allowed)
- Tagging gun (optional). See the Sell section of our website to purchase a tagging gun.
- Clear packing tape for items you can't pin
- Rubber bands, ribbons, or cable/zip ties
- Ziploc bags or other clear plastic bags

Prepare Your Items:

- Appearance makes a difference. Prepare your items so they look like you would find at a retail store, not a flea market.
- Wash all clothing, bedding, and anything made of cloth.
- Wipe down and sanitize all toys.
- Check for damage, stains, rips, tears, odors, or pet hair.
- Check for missing buttons, attachments, or pieces.
- Iron clothes if needed.
- Tie all ties, button all buttons, and zip all zippers.
- Check to make sure an item is working. All items requiring batteries must have working batteries installed. Shoppers like to see an item works before buying it.
- Please use tape only at the top and bottom of the tag, not the entire tag, so the tag can be taken off at check-out.

How to Display Your Clothing:

- Make sure all hangers point to the left with the hanger hook facing left like a question mark. Please note hangers will not be returned.
- Place tag on the upper right corner of the clothing item with the garment facing you. Use a safety pin at the top of the tag to securely attach the tag. No straight pins please.
- If using a tagging gun, place tag in the armpit seam on the right side of the garment.
- For two-piece outfits hang the top first. Turn the hanger around and pin the second piece directly to the top of the hanger. You can also use outfit hangers. If hanging coordinating or grouped garments, you can use string, ribbon, or cable/zip ties to attach the hanger hooks together.
- Shoes must be attached to one another with string, ribbon, cable/zip ties or placed in a clear & zipped/sealed plastic bag. Please do not use shoeboxes.
- Please bring your clothing sorted by size and sex for easier sorting to designated areas at drop-off. You will make our volunteers day!



How to Display Your Non-Clothing Items:

- If an item has attachments or small pieces, put them in a bag or clear container and use a strong tape, pins, or cable/zip ties to attach them to the item. For toys, ensure the bags or containers are sealed, since toys WILL be played with.
- Place items that can get tangled such as jewelry in clear & zipped/sealed plastic bags.
- Group small items such as hair bows, socks, bottles, etc. in a clear & zipped/sealed plastic bag. This helps prevent pieces from getting lost.
- For sets in separate containers, secure the tag to the main piece and write in the description that it is "Part 1 of 3".
- Videos, DVDS, CDs, tapes, computer software, electronic games, etc. should be in their original cases if possible.
- If you can find item descriptions, pictures, retail pricing, etc. online print them out to attach to your item.
- If possible include instruction and usage manuals.
- Furniture and equipment sell best fully assembled. Please bring any tools required if you would like to assemble your item. If not, tape a baggy containing any hardware or pieces and the instructions to the item.

Information You Will Need To Tag:

- **Consignor ID**

Your Consignor ID is assigned to you at registration. If you would like to use an ID from another sale or store, you are welcome to do so. Please let us know so we can update your consignor information.

- **Size**
 - For children's clothing, write the single largest numerical size of the item. Example: 18 – 24 mos. would be 24 mos
 - For juniors clothing, use the single numerical size number or XS, S, M, L, XL, XL, XXL for the size. Write Juniors followed by the size on the tag.
 - For juniors pants, write the single largest numerical size of the item. Add Short, Regular, or Long where applicable. Example: 7/8 would be 8. 7/8 Long would be 8 Long or write the Waist/Length (Example: 34/30).
 - If needed, write Boys or Girls on the tag. It will help volunteers sort your items properly onto the racks.
- **Description**

Write a description that will help sell your item! Is it new, like new, has never been worn or only worn a couple of times. Is it perfect for the holidays, event, or season? Include brand name, number of items included, and color. A good description also helps find its match if the tag is separated from item.
- **Price**

Price to sell! As hard as it is to not think of the price you bought it at or the sentimental value attached to an item, shoppers will not have the same view. Price items at a price you would pay if you wanted to buy it from another seller. Items must be priced in \$.50 increments. Example: \$.50, \$1.00, \$1.50, ..., \$10.00
- **Donate**

If you choose to donate your unsold items at the end of the sale, clearly write Donate on the tag. Any items left at the end of the sale beyond the scheduled Consignor Pick-Up time, whether marked for donation or not, will be donated.
- **Discount**

Write Discount if you would like your item to be sold at ½ price during the Half-Price sale. Items left blank, marked ND, or No Discount will remain full price for the length of the sale.

Prepare Your Tags:

When your item is bought, the tag is removed and used later to record your sale.

If you'll be creating your tags by hand, make a tag out of ½ an index card or print the Tag Template onto thick card stock paper. If using ½ an index card, leave ½ inch blank at the top of the tag. Follow the guidelines below.

If you'll be using our Online Tagging System to create your tags, skip to Entering Items Info the Online Tagging System.

- **Consignor ID**: Write it at the upper left hand corner.
- **Size**: Write it at the top left.
- **Description**: Write it at the center.
- **Price**: Write it at the lower left hand corner.
- **Donate**: Write your donation selection at the bottom left.
- **Discount**: Write your discount selection at the bottom left.

Example:

(Safety Pin)	
<hr/>	
Consignor ID	Size
Brief Description	
Discount?	
Donate?	Price

(Safety Pin)	
<hr/>	
1234	4T
Children's Place Blue Jeans	
No Discount	
Donate	\$6.00

Please double check all tags for accuracy and ensure tags are securely attached to items. Lil' Red Wagon Sale cannot be responsible for mis-tagged or mis-priced tags, incomplete tags, items without tags, or tags that become separated from their matching items. Please fill the tags out neatly and completely.

Donations:

You can choose to direct earnings from the sale of any number of your items to support our fundraising efforts. Simply replace your Seller ID on the tag with FUND. We will then know to send earnings from these sales to our fundraising effort.

Example:

(Safety Pin)	
<hr/>	
Consignor ID	Size
Brief Description	
Discount?	
Donate?	Price

(Safety Pin)	
<hr/>	
FUND	4T
Children's Place Blue Jeans	
Discount	
Donate	\$6.00

Entering Items Into the Online Tagging System:

What is the Online Tagging System all about? Our online tagging system by MySaleManager.net is a state of the art software package that allows each registered consignor to inventory all of their items. Each consignor inputs all of their item information, such as gender, size, description, price, donate, and discount all online and then is able to print out all of their tags. No hand writing tags here!

How to Enter Items:

1. Login to our online tagging system use your seller/consignor number and password. (Go to your Consignor Account Homepage to login.
www.mysalemanager.net/hom_start.aspx?partnercode=LILR
 (Do not bookmark this link as it may cause certain features to not work properly.)
2. Click "Work With Consigned Inventory"
3. On the next screen click "Work With My Consigned Items (Active Inventory)"
4. Start entering your items:
 - a. Select category
 - b. Select size
 - c. Enter the description of the item - Be descriptive. It will help your item sell (like new, mint condition). You may want to note the original purchase price to show the bargain. If item is marked as 3T but fits like a 5 be sure to note this too! Use creativity here. Be sure to list color and brand in case tag falls off to aid in replacement. **IF THERE IS NOT ENOUGH ROOM AND YOU WANT TO ADD A LITTLE MORE TO THE DESCRIPTION INFO YOU MAY HANDWRITE IT BUT THIS INFO WILL NOT BE IN OUR SYSTEM.** Do not write over the barcode.
 - d. Enter price in \$.50 increments.
 - e. Select Discount- Check the discount box if you want your item to be sold at half price during the half price sale. If the box is not checked your item will not be sold at half-price and may miss its chance of being sold. Think twice, do you want this item back? Remember – Selling something for HALF-PRICE is better than taking it back home!
 - f. Select Donate - Check the donate box if you want your unsold items donated.
 - g. Click the "Submit Item" button. Now all your information for that item is entered into the online tagging system!

How to Print Tags:

1. Select one of the 'Print Tags' options from our online tagging system.
Tip: Clicking on a column header will sort your items in the order of the column header you selected. For example, if you click on "Price", your items will sort in order of lowest to highest. Click on "Price" again to sort your items from highest to lowest.
2. Tags will pop up in a new window. If they don't, try turning off any popup blocker you may have running. If you are using Firefox, please print your tags using Internet Explorer. There are printing issues with our tags when printing from Firefox.
3. Select browser window's print function to print the tags. Most browsers are set up so you select File > Print to open a window where you set your print preferences.
4. Once your tags are printed and cut, you are ready to attach tags to your items!
5. If you have any questions or need your tags printed for you, please contact us at info@LilRedWagonSale.com.

Upcoming Enhancements

- Once an item is purchased at the sale, we scan your barcode and all of your info is placed in our software. At the end of each day, when our data is uploaded, you are able to see your estimated earnings for that day! You'll also receive a list of items you are picking up and can print a list of items you are donating to charity (great information for end of the year tax records).

Note: Do not cover barcodes with tape. A scanner will be unable to read the tag at checkout.

Helpful Hints:

(To increase your sales!)

- The appearance of your items will help them sell. Make sure your clothing is clean, wrinkle-free and all the fasteners are closed.
- Sets tend to sell better than individual items, so match things up when possible to make a complete outfit.
- Group like items and price as one. For example, put 6 onesies of the same size in a clear plastic bag and price the bag as a whole.
- Baby furniture, equipment, and toys should be clean and have all the parts. Any small pieces should be in a Ziploc bag, taped shut, and securely attached to the main part with packing tape or string. Attach the instructions if you have them too. As long as space is available, you may choose to assemble your furniture when you drop off your items. Bring the necessary tools.
- Print out a picture and description of an item online and attach it to the item. This is particularly helpful for items which need to be assembled or come in multiple pieces.
- All clear plastic bags or containers should be taped shut with clear packing tape.
- 800 numbers to order parts:
Little Tikes: (800) 321-0183
PlaySkool: (800) 752-9755
Fisher Price, Mattel, Power Wheels, Tyco: (800) 432-5437
- For stain removal information go to http://www.chemistry.co.nz/stain_frame.htm.

- Need hangers? Some great resources include your own closets, friends and family, Wal-Mart, Dollar Tree, other dollar stores, and Craigslist.
- Tell all your friends and family about the sale! The more people who shop, the more everyone will sell! Need a flyer? Visit our website at www.LilRedWagonSale.com or email us at info@LilRedWagonSale.com for a copy of a flyer you can share.

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