



SUPPLIES NEEDED:

- 60-67lb. White cardstock (*In order to scan the barcode properly only 60-67lb. cardstock should be used*)
- Scissors
- Clear plastic hangers preferred— pant clip hangers for pants & skirts (*PLEASE NO WIRE HANGERS*)
- Heavy clear packing tape – to affix tags to bottom of shoes
- Shoe boxes (*original box or plastic*)
- Tagging gun (**NOTE:** *you may also choose to bring CUT tags with you to use our tagging gun at drop off*)

Best place(s) to purchase supplies:

60-67 lb. - 8 ½ X 11 – can be found at office supply stores. Other supplies and hangers can typically be purchased inexpensively at Wal-Mart, Target, or the Dollar Stores. You can often pick up hangers at a local thrift stores for less or reuse the hangers from any new clothes you buy.

CHOOSING ITEMS FOR THE SALE:

- At least eight (8) items recommended in order to participate in sale.
- We accept top-quality designer women's clothing, shoes & handbags. (*see Brands List for more detail*)
- Current Styles (*within last 5 years*), classic and vintage pieces
- We accept 3 categories of clothing in sizes 0 - 14: Ready-to-Wear (*casual to business - please no workout wear*), Jeans and Formal Attire.
- Items should be seasonally appropriate – Spring / Summer or Fall / Winter. Transitional items will be accepted during both sales. (*NOTE: boots, furs and leathers will be accepted only during the fall / winter sale*)
- **Condition of Clothing** - Items should have no noticeable stains, odors, rips, or damage. Please review your items in well-lit room and double check all pieces. Items should be in **excellent condition**.
- **A quality check will be performed at drop-off.** Any items that are not in excellent condition or seasonally appropriate will be pulled.

PRESENTATION

SHOES

- Bring only your BEST SHOES (*seasonally appropriate*) – anything not new or barely worn will be pulled
- Placed in Original or Plastic Boxes
- Placement of tags – **PRINT TWO TAGS**, tape one tag on underside of each shoe



HANDBAGS

- Should be in good condition both on the outside and inside.
- Place tag in interior of purse in inside pocket.
- Place original storage bag & certificate of authenticity inside purse (if available).

CLOTHING

- ALL clothing should be placed on hangers – pants & skirts should be placed on pant clip hangers
- Clothing sets and groupings should all be same size – SAME SIZE TOP AND BOTTOM (i.e. a suit should have same jacket size as pant size – if not, this should be clearly indicated by consigner on tag)
- Clothing sets may be hung on separate hangers – and then rubber band hangers together!
- Location of tags – to inside tag if clearly visible at neck or waist
- **NEW TAGGING PROCEDURE AND SERVICE (to make your items more appealing and sell better!) TUE would prefer your tags be affixed to your clothing with a *tagging gun*. If you do not own a tagging gun, you may **bring your tags pre-cut to drop-off**, TUE will assign a volunteer with a tagging gun to help you tag your items (please allow extra time for this process – dependent on your number of items)**

TIPS:

- When entering items into the online system, group your items together by category, designer and/or size. The system will hold the information for the next tag... which will make the process go faster.
- Cut tags along lines to separate, being careful to not damage or cut the barcode.
- **PRICING:** Price to sell keeping in mind the quality, name brand and condition of your items. We recommend pricing items at least 75% off purchased price, i.e. \$100 blouse priced at around \$25. We also highly recommend that you let your clothing be included in the half-price sale. We would rather give you more money at the end of the sale instead of unsold clothes.
- To prevent any loss due to fraud, we will not accept any items that have cross outs or scribbles on the tags. If you need to change something on a tag you must make a new tag for that item.