



Central's Consignment Sale: Seller Guidelines

Basic Rules & Policies for Sellers

- Submit your Seller Number Request Form to Julie Miles by August 29.
- Returning sellers keep their previous number; new sellers will receive via email.
- Shift preferences are considered but may be adjusted based on need. You will be notified by September 4.
- Notify Julie by September 8 if you need to change your assigned Shift.
- Proceeds: Working Sellers keep 85%, Non-Working Sellers keep 70%. Checks sent in 2–3 weeks.
- Working Sellers receive a t-shirt included in the \$25 fee; reuse is encouraged.
- Non-Working Sellers must drop off & sort their items & and return Saturday at 3:00 pm to sort or 15% will be deducted.
- Refer to Tagging Guidelines for all tagging requirements.
- Women's, children and youth clothing accepted for Fall Sale.
- Promote the Sale—flyers, social media, and word of mouth!

Drop-Off, Sorting & Pick-Up

- Drop-Off: Wednesday (4:00–7:30 pm), Thursday (11:00–1:00 pm, 5:30–8:00 pm).
- Doors close at 8:00 pm sharp Thursday. No late drop-offs allowed.
- Sorting/Pick-Up: Saturday 3:00 pm. Items not picked up by 4:00 pm will be donated.
- Emergencies: Contact Julie Miles directly.
- No parking lot sales or post-drop-off price changes.
- Price items before drop-off. Do not alter tags after tagging.
- Donating all unsold items? No need to attend Saturday sorting.

Shifts

- Check in/out at the Big Ticket Table.
- Wear your consignment t-shirt.

- Children requiring supervision are unsafe and distracting to shoppers and workers. If you bring children requiring supervision to your shift, you will be asked to leave and be considered a non-working seller. Be sure to sign up for a shift that is convenient for you and your family.
- Penalties for tardiness or failure to work, result in a 70% seller classification.

Sale Timeline

- Wednesday, Sept. 10: Seller Drop-Off 4:00–7:30 pm
- Thursday, Sept. 12: Drop-Off 11:00–1:00 pm & 5:30–8:00 pm. Thursday workers must distribute items before 6:00 pm Shift.
- Friday, Sept. 13: GOLD Seller Shopping begins at 4:00 pm, SILVER Sellers & Volunteers shop from 5:00 pm to 6:00, and Sellers & Buddies shop starting at 6:00 pm. All sales end at 8:00 pm.
- Saturday, Sept. 14: Public Sale 7:30 am –12:00 pm, Half-Price Sale starts at 12:30 pm. All sales end at 2:30. Sorting begins at 3:00 pm.

Payments & Shopping

- We accept cash, debit, and credit cards.
- No strollers or rolling carts. Bags/laundry baskets are not allowed.

Tagging Guidelines

- Only clean, Fall/Winter items in good condition may be sold.
- Use official tags with name/initials and Seller #.
- Attach with safety pins or clear tape only.
- Do not alter prices after tagging.
- No used underwear, drop-side cribs, or damaged items.
- Include batteries in toys, ensure DVDs are correct.
- Hang clothes with hooks like question mark; tag on left shoulder.
- Mark non-discounted items with a red 'X'.
- Price half-price items in 50¢ increments.

Tagging Tips

- Use fillable PDF to save time.
- Price in 50¢ or whole-dollar increments.
- Price baby items (0–6 mos) affordably.
- Freshen clothes with a damp towel/fabric sheet in the dryer.
- Use zip-lock bags for small items; tape tag on outside.
- Pin 2-piece outfits together with one tag.
- Add a photo of large disassembled items for reference.