



The Saturday Club Women & Children's Consignment Sale

Fall & Winter Sale: September 30 & October 1, 2011

Consignor Drop-Off: September 30, 2011 10am-2pm

Preview Sale*: September 30, 2011 5-9pm

Consignor Unsold Item Pick-Up: October 1, 2011 1-2pm

Spring & Summer Sale: April 13 & 14, 2012

Consignor Drop-Off: April 13, 2012 10am-2pm

Preview Sale*: April 13, 2012 5-9pm

Consignor Unsold Item Pick-Up: April 14, 2012 1-2pm

Sale Hours:

7am-11am

1/2-price sale from 11am-12pm

**@ The Saturday Club
117 West Wayne Avenue
Wayne, PA 19087**

Web: <http://www.saturdayclub.org/consignmentsale.php>

Email: consignmentsale@saturdayclub.org

Phone: 610.687.9975 (*voicemail*)

***All proceeds benefit The Saturday Club and our
philanthropic support of women and children's charities.***

* \$5 Admission (Free for Current Consignors)



Consignor Registration Form

Complete all fields on the registration form. Mail the form with **registration fee (\$15 for new consignors, \$10 for returning consignors)** and **a self-addressed, business-sized envelope with 2 stamps** to the address below. You will receive your consignor number via email. Returning consignors – your consignor number remains the same for each sale, but the registration form and fee are required each time. If you do not hear from us within 2 weeks of mailing the form or you are registering less than 1 week in advance of the sale, please contact us at consignmentsale@saturdayclub.org or 610.687.9975.

**The Saturday Club
Women & Children's Consignment Sale
117 West Wayne Avenue
Wayne, PA 19087**

For which sale are you registering? October April

Are you a new consignor or returning consignor? New Returning

Are you opting to Drop-and-Consign? Yes No Drop-and-Donate? Yes No

Consignor ID# _____ (complete only if known)

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Primary Phone: _____ Alternate Phone: _____

Email: _____ * Your email will be used only for the consignment sale and any communications regarding the consignment sale

Registration fee: Check # _____ (payable to *The Saturday Club*) enclosed or Visa/MasterCard # _____ Exp. _____ CID: _____

How did you hear about the sale? _____

The Saturday Club will take all reasonable precautions to prevent loss, damage, or theft of consigned items. However, by agreeing to consign, Consignor acknowledges the possibility of such occurrences and will not hold The Saturday Club or its representatives liable for any such instance should it occur.

Signature: _____ Date: _____



Consignor Information & Guidelines 2011-2012

The Saturday Club bi-annual Women and Children's Consignment Sale is located at our historic clubhouse in downtown Wayne (117 West Wayne Avenue). The information contained in this packet applies to our consignors with important rules and requirements for participation.

www.saturdayclub.org/consignmentsale.php

CONSIGNOR DROP-OFF

All items must be sorted and grouped by category and size and prepared and tagged according to requirements described below. All items will be examined at drop-off and we reserve the right to decline items for consignment and our decision will be final. Allow at least ½ an hour for this process. Once accepted, you will place the items in the appropriate sale area and bring home any items that were unacceptable. *If any of your items are declined, please do not take this personally.*

Drop-and-Consign Option: Don't have the time to tag your own items? Have our committee do it for you. All consignor standards apply – please do not use this as a general donation option. If you choose this option, you will receive 40% of selling prices and agree to have our committee do the pricing for you. This is still better than a consignment shop!

Drop-and-Donate! Option: If you have women's or children's clothes that you wish to donate to the Club to sell at the Consignment Sale, you may drop off your items at the Clubhouse during business hours the week prior to the sale or at the October/April membership meeting. The Consignment Committee will price, tag, and hang acceptable donated items. 100% of the proceeds will go to the Club and you will receive a tax receipt for the total sale price of your donated items.

PREVIEW PARTY

To shop at the preview sale, you must have at least 10 quality items consigned with us or pay the \$5 admission fee. Non-consignors and guests are welcome to attend the preview party for \$5 admission.

½-PRICE SALE HOUR

All items will be ½-price for the last hour of the sale unless you specifically indicate that you do not want your item to be included in the ½-price sale. If you will be donating your items, it is in your best interest to participate in the ½-price sale. *****See tagging instructions below for more information*****

UNSOLD ITEM PICK-UP

If you will be donating unsold items to The Saturday Club, there is no need to come to pick-up. **If you are requesting the return of items that remain unsold, these items must be properly tagged with yellow cardstock as directed in the guidelines below – without exception.** We are sorry, but we are unable to contact you to let you know if any items are remaining – it will be your responsibility to come during pick-up hours to check. Any items remaining after designated pick-up hours will, by default, be donated to The Saturday Club. Any such items may be donated to another charity of our choice, stored until the next consignment sale, or otherwise sold. *****See tagging instructions below for more information*****

Why consign with The Saturday Club?

Your "trash" is someone else's treasure! In today's economy, more than ever, people are looking for bargains. The Saturday Club offers you a **generous 60-70%** (depending on how many times you have consigned with us) - more than a traditional consignment shop will give you and more than you'd get from holding your own garage sale (and who has the time for that?). We also offer the "Drop-and-Consign" option which saves you even more time by having our committee do the tagging and pricing for you – and you receive a still generous 40% of the sales price. Furthermore, ***all proceeds benefit The Saturday Club and our philanthropic support of women and children's charities.***

How do I start?

First, you must REGISTER and receive your Consignor ID number. The registration form is available in this packet. There is a \$15 consignor registration fee for new consignors (\$10 for returning consignors) which is payable by check or Visa/MasterCard. You will receive 60% for your first two consignment sales; you will receive 70% for subsequent sales. For Drop-and-Consign you will receive 40%. Registrations must also include a ***self-addressed, double-stamped business-sized envelope or an additional \$2 fee will be charged.*** The envelope will speed up the process of distributing consignor checks. Two stamps are required to return the tags for sold items. You will receive a unique consignor ID number via email. If you do not hear from us within 2 weeks of mailing the form or if you are registering less than 1 week in advance of the sale, please contact us at consignmentsale@saturdayclub.org or 610.687.9975. Please note: this is a voicemail that is checked once daily during consignment sale season.

What can I sell?

Our customers are looking for gently used, excellent, wearable condition clothing and shoes for women and children, handbags, and maternity clothing. For the October sale, we will accept FALL & WINTER items only. For the April sale, we will accept SPRING & SUMMER items only.

New this year – we are accepting jewelry!! High-quality costume jewelry will typically do the best at the consignment sale. Please note specific preparation instructions for jewelry.

We will not accept stained, torn, extremely worn, outdated/out-of-style, items that smell of smoke/mothballs/etc, or otherwise damaged clothing.

Baby equipment such as carseats, strollers, highchairs, exersaucers, et cetera will be accepted only if in excellent and clean condition, up-to-date styles and brands, and have not been recalled. We cannot accept cribs or mattresses. We will accept only large toys such as train tables (with trains), ride-on toys, and American Girl dolls. Battery-operated toys must have working batteries included so people can test the item before purchase.

You must check recall status for baby items and toys at <http://www.cpsc.gov>. Please bring a copy of the search results showing that the item has not been recalled with you to drop-off.

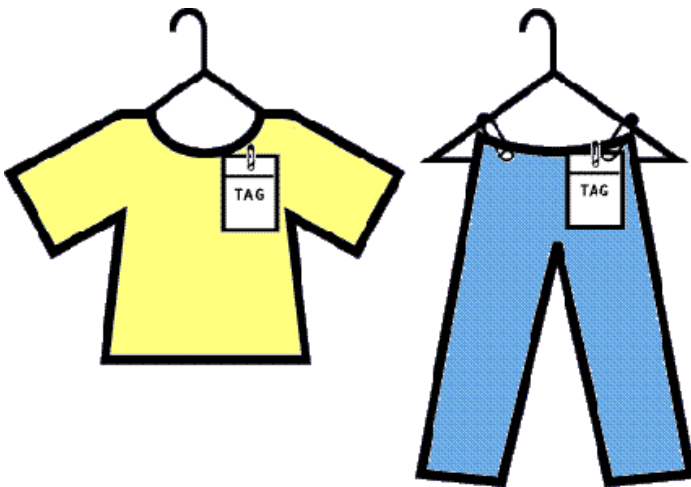
We will not accept loose books, small toys, or stuffed animals, but will consider boxed collections, groupings, and limited/special editions depending on the item. You must contact us in advance of the sale for approval for any questionable items.

The best guideline to use is whether you would purchase the item for yourself, again. Please, this is not the venue in which to unload bags of stored items from your home.

All consigned items will be inspected at drop-off to maintain a high standard of quality merchandise. We reserve the right to decline any items from the consignment sale. Please do not be offended or take it personally if any of your items are declined.

Preparing your items

Taking the time to prepare your garments properly will make them look great and ***the better they look, the better they will sell.*** Freshly laundered and pressed items do best. Button all buttons, tie all bows, zip all zippers, etc...



All clothing items must be on hangers. You can find inexpensive plastic hangers at Target or Kmart or the Dollar Store, or ask your dry cleaner for spare wire hangers. Pants, shorts, and skirts must be secured to the hangers with safety pins. Please see the diagrams to the left for proper hanger direction, pinning, and tag placement.

**Exception to tag placement is for delicate fabrics – pin these tags on the inside label of the garment.*

TAGS: Download the tag template from our website. Be as descriptive as possible when completing price tags. Sometimes tags get separated from their items and better descriptions help match up items to their price tags. The Saturday Club is not responsible for unsold items due to missing, stolen, or otherwise tampered with tags.

IMPORTANT!

- We HIGHLY recommend that you use 60#-67# cardstock to print your tags. Do not use regular printer paper as they will get damaged and your consignment information will be lost. Cardstock is readily found at drugstores like CVS or Walgreen's, and discount stores like Target, Kmart, and Wal-Mart.
- All tags must be safety-pinned to the right front side of each garment when on the hanger (the left side of the garment itself) – do not use straight-pins, we will not accept the item. Use sturdy safety-pins, at least 1" big or bigger.
- Use **WHITE** cardstock for items that you will donate to The Saturday Club after the sale if it does not sell. Unsold items donated to The Saturday Club may be donated to a charity or otherwise sold to benefit The Saturday Club.
- Use **YELLOW** cardstock for items that you will pick-up if unsold. No exceptions.
- If you do not want your item to be sold at the ½-price sale, you must indicate this with a **LARGE RED DOT** (a red Sharpie works great) on the lower right-hand corner of the tag.

Preparing shoes

On the sole of each shoe, clearly mark your consignor number on a piece of masking tape (or other similar tape). Attach a tag to the sole of one shoe in each pair with clear packing tape or other secure method. Please bring them in an appropriate shoebox if you have one. You may also try to secure shoes together using zip-ties (found in the electrical department at the hardware store).

Shoes should really be in new or as-new condition and higher-end, desirable brands. In our experience, shoes are more difficult to sell unless they meet these criteria.

Preparing clothing sets

For top and bottom sets, put the top on the hanger and then use safety pins to secure the bottoms to the top so that both pieces can be seen easily. Clearly mark "1 of 2" on the price tag and attach to the top. We suggest completing another price tag and marking it "2 of 2" and attach to the bottom, but it is not required. This is just a safeguard for your items in the event that they become separated. We cannot be responsible for items that become separated from or lose their price tags. Make sure sets are not mixed sizes even if it was worn that way.

Attaching tags to handbags

Attach the tag to an exterior strap with a zip-tie, heavy-duty string, or other secure method. If that does not work (e.g., clutch purse), be creative (Ziploc bag, pin to lining) but make sure it is secure and make sure the tag is descriptive enough so if the tag and handbag are separated, attempts to pair them are more likely to be successful. We cannot be responsible for items that become separated from or lose their price tags.

Attaching tags to non-clothing items

Locate a flat surface on the item (preferably not the bottom) that is easily visible and secure the tag with clear packing tape to the item or another secure method.

Jewelry

We accept jewelry for the consignment sale: necklaces, rings, bracelets, earrings. Please use the smaller tag templates for jewelry tagging. Attach the tags to your jewelry using safety pins where possible, or another secure method. For earrings, please use earring cards or boxes if you have them, or use our earring card template (provided at the end of this packet) instead. If you have lots of similar jewelry that you would like to sell together, please make sure to package them together (e.g., ziploc bag) and describe the lot thoroughly.

HOW DO I PRICE MY ITEMS?

This is probably the biggest question on everyone's minds. The bottom line is that *YOU* price your own items, so price according to your comfort level. However, don't price so high that your item won't sell, and don't price too low and sell yourself short. **A good guideline to use is 20-30% of the retail price, and up to 50% of the retail price for items that are brand new with tags or by better designers.**

Please do price your items in \$1.00 and \$0.50 increments

Consignor Checks

The Saturday Club gives consignors a generous 60-70% of sales! You will receive 60% for your first two consignment sales and 70% for your subsequent sales. Consignors who opt to Drop-and-Consign will receive 40% of the sales price. Checks will be mailed within 2 weeks of the sale. ***Remember to include a self-addressed, double-stamped envelope with your registration form to speed up the process and to avoid an additional \$2 fee.*** The tags from your items will be included with your check and items that sold at ½-price will be clearly indicated. This will help you for our future sales to see which items sold at what prices.

Additional Information

The Saturday Club will take all reasonable precautions to prevent loss, damage, or theft of consigned items. However, by agreeing to consign, consignors acknowledge the possibility of such occurrences and will not hold The Saturday Club or its representatives liable for any such instance should it occur.

QUESTIONS?

<http://saturdayclub.org/consignmentsale.php>

consignmentsale@saturdayclub.org

610.687.9975

Please note: this phone number is a voicemail that is checked once daily during consignment sale season



Consignor Checklist

- Send in registration form with \$15 fee (for new consignors) or \$10 fee (for returning consignors) and self-addressed, double-stamped business-sized envelope
- Start sorting through closets and preparing your items now!
- Organize supplies that you will need:
 - White cardstock (60#-67#)
 - Yellow cardstock (60#-67#) if you want unsold items back
 - Red Sharpie marker if you do not want your item sold at the ½-price sale
 - Sturdy safety pins at least 1" long
 - Clear packing tape for non-clothing items
 - Masking tape if you are selling shoes
 - Ziploc bags if you are selling shoes and/or handbags
 - Zip-ties or heavy-duty string if you are selling handbags
 - Hangers (can be wire, cheap plastic – these will not be returned to you)
- Print blank tags onto cardstock and complete tags thoroughly – be descriptive – pin and secure tags to each item
- Sort and group your items by category (and size, for clothing items)
- Bring items to The Saturday Club at 117 West Wayne Avenue in downtown Wayne during drop-off hours (Friday before the sale, 10am-2pm)
- Attend Preview Party (Friday before the sale, 7-9pm) – free for Consignors!
- Invite a friend to attend the Preview Party with you (\$5 admission)
- If you want unsold items back, you MUST tag them with yellow cardstock (without exception!) and pick-them up (day of the sale, 1-2pm)

○ *pin here* ○

Consignor ID # _____

Category:

Size:

Brand:

Description:

Price: **\$**

○ *pin here* ○

Consignor ID # _____

Category:

Size:

Brand:

Description:

Price: **\$**

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Consignor ID # _____

Category:

Size:

Brand:

Description:

Price: **\$**

<p style="text-align: center;">● <i>(attach here)</i></p> <p style="text-align: center;">JEWELRY</p> <p>Consignor ID# _____</p> <p>Brand:</p> <p>Description:</p> <p>Price: \$</p>	<p style="text-align: center;">● <i>(attach here)</i></p> <p style="text-align: center;">JEWELRY</p> <p>Consignor ID# _____</p> <p>Brand:</p> <p>Description:</p> <p>Price: \$</p>	<p style="text-align: center;">● <i>(attach here)</i></p> <p style="text-align: center;">JEWELRY</p> <p>Consignor ID# _____</p> <p>Brand:</p> <p>Description:</p> <p>Price: \$</p>	<p style="text-align: center;">● <i>(attach here)</i></p> <p style="text-align: center;">JEWELRY</p> <p>Consignor ID# _____</p> <p>Brand:</p> <p>Description:</p> <p>Price: \$</p>	<p style="text-align: center;">● <i>(attach here)</i></p> <p style="text-align: center;">JEWELRY</p> <p>Consignor ID# _____</p> <p>Brand:</p> <p>Description:</p> <p>Price: \$</p>
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