

## SPRING CONSIGNOR GUIDE

March 27<sup>th</sup> & 28th, 2009

Welcome back! We're glad you're able to join us again. Below you will find our guide to everything you need to know about consigning. Please be sure to read through this for any new information. And, as always, call us if you have any questions at all. Happy Tagging!!

### LOGGING ON TO THE SYSTEM:

To activate your account, go to the link that says "Consignors" on the left of any of the pages of our website, [www.weeworldresale.com](http://www.weeworldresale.com). At the top of the page click on "Consignor Log-In". You will need your consignor number and password to begin entering your items for tagging. If you have forgotten either one of these, or if you receive an error message, click on the link that says "forgot password". You will be sent an email with your information. Once you have successfully logged into your account for the first time, please go to your "Change Contact Information" link to review your contact information and update it. It is very important that we have a current email address and physical address to mail your check to.

### PREPARATION & TAGGING:

We are unable to accept handwritten tags. Please use our online tagging process to price your items. All items must be entered into the system no later than Monday, March 23rd at 11:59 pm or we will not be able to sell them, as our tagging system will be turned off at Midnight. When sorting through your items, please refer to the "Consignors" page on our website. There you will find specific information about how to prepare, tag & price your items. You will want to refer to the paragraphs titled "What can I consign?", "How do I prepare?" and "How do I tag my items?" This last one will take you to the "Tagging Info" Page which will take you step by step through the process. This is the **MOST IMPORTANT** thing you will do as a consignor. We do our best to provide shoppers like you with high quality items, so we will be very picky about what we accept. We do not want to waste your time tagging items that we can not accept, so please carefully read over each of these sections mentioned above. We highly encourage consignors to use tagging guns as this helps prevent buyers from switching tags, it is more presentable and they are easier to remove at check out which makes the lines move faster. This means happy customers and more sales for you!! **NOTE:** We ask that you limit stuffed animals to 5 (this does not include battery operated stuffed animals). Wee World has a Yahoo Group where consignors can post questions, advice, comments, etc. and receive information from other consignors and Wee World's owners. You can join by going to the consignor page of our website [www.weeworldresale.com](http://www.weeworldresale.com) and clicking on the link in the first paragraph.

### DONATIONS:

Please consider donating your items that do not sell. The clients serviced by Blue Bonnet Babies & SAMMinistries greatly appreciate your generosity. All you have to do is check off that you would like to donate an item when you are entering it into the online tagging system. Then we'll do the rest. You do not have to donate all your items. You will be

provided a tax deductible receipt when you drop-off your items. To learn more about Blue Bonnet Babies & SAMMinistries, check out our “Charitable Outreach” page on our website.

### **DROP-OFF:**

We have three drop off days, Tuesday, March 24th from 3:00 pm – 7:00 pm, Wednesday, March 25th from 8:00 am – 5:00 pm and Thursday, March 26th from 8:00 am – 12:00 pm. We CAN NOT accept any items after 12:00 on Thursday. We do not schedule drop-off times. You can come to the sale site anytime during these designated hours. You will sign-in at the Check-In table where you will be directed to your drop-off location to unload your items. We have two separate drop-off procedures:

**Express Drop-Off:** If you are a returning consignor **and** you are volunteering, you can take advantage of our Express Drop-Off. After checking in, you will be asked to bring your clothing & items to the designated area. And that’s it. You are free to go. **Please Note**, however, that if our checkers find any unaccepted items, these WILL BE DONATED. That’s why we offer this service to our returning consignors, because you know what we are looking for. In addition, if we determine that there are 5 or more obviously unacceptable items, you will not be able to take advantage of the Express Drop-Off during our next sale. We implemented this policy in an effort to decrease the amount of stained/damaged items that we have to screen through and that are inadvertently making their way onto the sales floor. It is a waste of your time to price and tag these items and ours to have to handle them throughout the sale just to later have them pointed out by the buyer or by us at check out. We believe these policies save everyone time and make you more money. Not to mention provide everyone with a high quality sale that we can all be proud to be a part of.

**Full Service Drop-Off:** This is for all new consignors & returning consignors who are not volunteering or who choose not to use the Express Drop-Off. Once you have checked in, you will be directed to take your items to the designated area where you will wait for one of our checkers to assist you. As the checker looks over your items, you will begin hanging your clothes and placing your items on the sales floor. Depending on how many other consignors are waiting and how many workers we have available at that time, you may have a runner assisting you with your items. If your checker determines that there are 5 or more obviously unacceptable items or simply an abundance of unacceptable items, you will be asked to look through your clothes for any further unacceptable items and then the checker will return to complete the checking. We are implementing this policy in an effort to decrease the amount of stained/damaged items that we have to screen through and that are inadvertently making their way onto the sales floor. It is a waste of your time to price and tag these items and ours to have to handle them throughout the sale just to later have them pointed out by the buyer or by us at check out. We believe these policies save everyone time and make you more money. Not to mention provide everyone with a high quality sale that we can all be proud to be a part of. Once all your items have been checked and placed on the floor, you will be given any items that we were not able to accept.

### **PRE-SALE:**

As a consignor, you are invited to three Partner PreSales: Thursday, March 26th from 6:00 pm - 8:00 pm, Friday, March 27th from 7:00 pm - 8:00 pm and Saturday, March 28th from 8:30 am – 9:00 am. (These last two are 50% Off Pre-Sales). You may bring one guest to each of the PreSales. It's a good idea to bring a laundry basket as you may find lots of things to buy and you won't have enough arms to carry it all. We accept cash, checks, VISA & Mastercard (ID is required for checks & credit cards).

### **SHOP EVEN EARLIER!!!**

If you would like to shop even earlier than the consignors, you can volunteer. We have three separate times for volunteers to shop. The Super Shop is from 3pm-4pm, the Double Duty PreSale is from 4pm-8pm & the Single Shift PreSale is from 5pm-8pm. On Friday night, any volunteer that works from 12pm-8pm, assisting with the 50% off pre-sale, will be able to shop before anyone else that night! There's lots of ways to participate as a volunteer. Of course, your consignor fee will be waived and if you volunteer for 8 hours or more, your check will be ready at pick up! Become a VIP (Very Important Partner) Volunteer and receive 80% of your sales!! As described earlier, any returning consignor that volunteers will be able to utilize the Express Drop-Off too!! So be sure to check out our "Volunteers" page on the website for these great opportunities.

### **PICK-UP:**

If you have items that are unsold and you have chosen not to donate them, then you will need to return on Saturday, March 28th between 7:00 pm & 8:00 pm to pick up your items. They will be sorted and ready for you at that time. If you do not pick up your items by 8:00 pm, they will be donated. We can not call consignors to remind you that your items were left behind and we have no way of storing everyone's things so they will be placed on the donation truck just after 8:00 pm.

### **MONEY:**

During the sale, you will be able to view how your items are selling by going to your account and clicking on the "View My Sales" link. This will be updated after midnight each night. After the sale, your total profit (70% of the sale price) will be figured and a check will be mailed no later than two weeks after the sale. Your consignor registration fee of \$5.00 will be deducted from this total, unless you are a volunteer and then it will be waived. Of course, for all consignors who volunteer at least 8 hours or more, your check will be ready for you at pick up!!

If you have any specific questions about consigning, becoming a volunteer or anything at all please feel free to email us at [info@weeworldresale.com](mailto:info@weeworldresale.com) or call us at 210-878-9519.

Thanks again and we look forward to working with you,

Alicia & Kim

Wee World

[www.weeworldresale.com](http://www.weeworldresale.com)