

# Drop-Off Guidelines

## Consignor Drop-Off...

### Tips to achieve an efficient and pleasant drop-off.

**DROP OFF:** Reminder emails with Consignor Drop Off-Shifts will be sent within 72 hours of sale set up beginning. Should you not be able to make your drop off appointment, please contact us to let us know as soon as possible. If you miss your time, you will have to come in as a walk in and wait till we have time to check you in. Your merchandise must be on the sales floor by the end of business day Tuesday. No exceptions.

**Parking:** You must pull into the Beni Kedem parking lot and go to back of building. You will see an opening in the gate. Go to the ramp and get buggy to load up your items.

**\*\*\*You CANNOT PARK IN CIVIC CENTER DRIVE!\*\*\*** They will tow you if you do. I apologize for inconvenience, but they have become very strict about this.

**Check-In:** Come inside venue and check in at the Consignor Check-In Desk. Be prepared to give your name and consignor number.

- ❖ Sign a hard copy of consignor agreement found in large pink binder on desk.

**UNLOADING:** We recommend bringing a helper or two to help you unload your vehicle. It is imperative that you park only in our lot and not on Civic Center Drive. If you decide to do so, please be advised this is at your own risk and AMT Kids assumes no responsibility if you are towed or ticketed.

- ❖ All clothing items MUST be in gender/size order upon check in. We have a limited number of buggies/rolling carts and cannot allow consignors to tie them up sorting their items during check in. If you have any question about this, please contact us.

**MERCHANDISING:** Our sales are known for many things, including efficient drop off and swift set up with great quality control! We achieve that, in part, by having our consignors take part in the merchandising process. We will ask you to help put your items on the sales floor. We ask that you place your items on the designated racks. This is extremely important if you want to sell your stuff, as it is hard to sell that size 4 girls shirt if you place it in girls size 12 months. The person looking for the size 4 isn't going to be looking in 12 months. If you have any questions, please see a volunteer instead of just throwing the item anywhere. We are here to help and make the process easier and efficient.

**REJECTED ITEMS:** Any item that is rejected will be pulled and a red line will be placed through the tag. Items may be rejected if they do not following guidelines (stains, holes, piles, etc.)

Some items may be pulled because they are the wrong season. The tags to these items will not be marked in red as they can be reactivated in the appropriate season. Any items pulled during sale will be placed in the "Reject Room" where it will await you on Consignor Pick Up.

**TOTES, BOXES, BAGS, ETC:** If you would like to leave a couple of totes behind that can be used on sort day to sort your items, you are welcome to do so. We ask that you please write your consignor number and name on each tote and lid to help us identify who they belong to. Please note that AMT Kids will not be responsible for any lost or stolen totes and no financial compensation will be given for missing totes. You will be leaving them at your own risk.

**CONSIGNOR PAYMENT:** All consignors are paid via Paypal. We are in the process of switching over Paypal as an electronic form of payment. We will be asking everyone for their Paypal address and it is your responsibility to provide a valid address. There will be a \$5 charge for printed checks for those unable to accept Paypal and wishing to have a physical check printed. Once sale reconciliation is complete, the checks are then cut and available for pick up during consignor pick up. If you donate all of your unsold items and do not come to pick up, your check will be mailed within 2 days.

**GROUP CLOTHING & COMBINE CATEGORIES:**

**Clothing must be grouped together by gender and size!**

To ensure they stay organized, we suggest using rubber bands to tie around the hangers of each category and lay the items in a box or basket.

We are an upscale event and display your items in a professional, department store like setting. To aid in efficient drop-off and set-up, we ask that you categorize your items.

Should you have any questions, please email [amtkids@gmail.com](mailto:amtkids@gmail.com). Please understand that we are extremely busy and it may take us a while to respond. Please be patient with us...