



# 2023 Fall/Winter Consignor Packet

(Record Your Info Here ... This Page for Your Records & Reference Only)

**Name:** \_\_\_\_\_

**Seller #:** \_\_\_\_\_

**Drop Off:** Tuesday, September 26 Time: \_\_\_\_\_

Or

Wednesday, September 27 Time: \_\_\_\_\_

Due to our limited space, please do not bring your items more than 15 minutes before your drop-off time. We are checking in as many sellers as possible during each drop-off time. **Walk-ins will be accepted only as time permits.**

**Help at the Sale:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Early Shop:** Thursday, September 28 Time: \_\_\_\_\_

**Pick Up:** Sunday, October 1 Time: \_\_\_\_\_

**ALL** items left past 2:00PM on Sunday, October 1, including those in our lost tags/lost items section, will become the property of Leprechaun Lilly's.

Welcome to Leprechaun Lilly's, a consignment sale for children's and maternity clothing, toys, and other necessary equipment. Consignors receive 60-70% of their total sales minus a \$10 registration fee per 150 items. Consignors and helpers also receive early entry to the sale.

**Early Entry for Consignors:**  
 Thursday, September 28  
 7:00-9:00PM

**How do I shop before the consignors?**

Consignors who help at the sale get an added benefit -- earlier shopping! Sign up for one, two, or three 3-hour shifts and receive early entry at a special preview sale before the public sale and before the consignors' sale. If you are interested in two back-to-back shifts, I may be able to adjust the overlap on request. Only a limited number of shifts are available, so register early to ensure your advance entry into the sale! To choose your shifts, register online at [www.LeprechaunLillys.com](http://www.LeprechaunLillys.com) or contact us at 301.672.9543.

Select √	Participant Level	Number of Items	Presale Passes	Number of Hours	Registration Fee	Payout to Consignor
	Red	1-165	4:00PM 7:00PM	9+	\$10	70%
	Orange	1-165	5:00PM 7:00PM	6+	\$10	70%
	Yellow	1-165	6:00PM 7:00PM	3+	\$10	70%
	Green	1-150	7:00PM	0	\$10	60%
	Blue	1-15	5:00PM 7:00PM	6+	\$0	70%
	Indigo	1-15	6:00PM 7:00PM	3+	\$0	70%
	Violet	1-100	7:00PM	0	\$10	50% *Buy-Out

## General Instructions

Anyone can consign with Leprechaun Lilly's. We will accept a total of 225 sellers at the Fall/Winter sale. Only one consignor spot will be allowed per household until all interested consignors have secured at least one spot. The top five consignors from the immediately previous sale and any consignor who sold 85% or more at the immediately previous sale will get an advance registration opportunity at the next sale.

Consignors must have at least 15 items or fewer items with a \$30 value. Consignors are limited to a maximum of 150 items. If spots are available, consignors may buy up to one additional consignor spot for a total of 300 items. Additional consignor spots may not be available and must be pre-approved.

Registration fee is due within one week of registration to consign. **Consignor spot(s) will not be secured until registration fee is paid in full.**

Consignors receive 60-70% of their total sales minus a \$10 registration fee per 150 items and shop at a special preview sale before the public sale.

## Items for Consignment

We take pride in the quality of our merchandise. For the Fall/Winter sale, we gladly accept fall and winter clothes from newborn to size 16, Juniors and Young Men sizes, baby and juvenile furniture and equipment, nursery and children's decor, fall and winter maternity and nursing clothes, maternity equipment, toys, books, and videos. Please bring only items that are in **very good condition**. Do not bring items that are stained, badly worn, or damaged. They will be rejected, and it's a waste of your time to prepare them. Consignors who have an excessive amount of their items rejected at check-in may be restricted from consigning at future sales.

If you have any questions about items you'd like to sell, please contact us at [Mitzi@LeprechaunLillys.com](mailto:Mitzi@LeprechaunLillys.com).

### We Gladly Accept:

- Fall/Winter Children's Clothing, newborn through teen (LIMIT: Each consignor spot is limited to 25 pieces per gender and size within the 0-18 month range and 16+ range; e.g., 25 3m boys, 25 6m boys, 25 12m boys, 25 3m girls, etc.)
- Jackets and Coats
- Snow Suits
- Onesies and T shirts
- Leotards and Bodysuits
- Dress-Up Items & Halloween Costumes
- Name-Brand Cloth Diapers
- Children's Accessories: Tights, Pantyhose, Socks, Hats, Belts, Hairbands, Watches, Purses, Backpacks
- Children's Shoes in excellent condition (LIMIT: Each consignor spot is limited to 15 total pair of shoes, no summer sandals)
- Fall/Winter Maternity Clothes in current styles (nothing over five years old) (LIMIT: Each consignor spot is limited to 15 pieces of maternity/nursing clothing)
- Fall/Winter Nursing Clothes in current styles (nothing over five years old)

- Baby Gear: Car Seats, Play Yards, Swings, Highchairs, Strollers, Bouncy Seats, Baby Carriers, Diaper Bags, Layette Items, etc. (All items requiring batteries must have working batteries installed)
- Children's Furniture: Bassinets, Cribs, Beds, Changing Tables, Dressers, Gliders, Tables, Desks, Chairs, Bookshelves, Storage Bins, etc.
- Cribs which are manufactured after June 28, 2011, and meet CPSC standards (proof of manufacture date required)
- Mesh or vertical crib bumpers
- Children's & Nursery Bedding: Bassinet, Crib, Twin, Full Sized (no standard crib bumpers)
- Children's & Nursery Decor: Rugs, Pictures, Wall Hangings, Wallpaper, Lamps, Clocks, etc.
- Safety Gear: Gates, Bedrails, Latches, etc.
- Gift Items: Photo Albums, Frames, Christening Accessories, Scrapbooking Items, etc.
- Maternity & Parenting Books and DVDs
- Children's Toys, Bicycles
- Children's Outdoor Toys: Playhouses, Jungle Gyms, Swings, Slides, Ball Pits, Pools
- Children's Sporting Goods: Helmets, Pads, Skates, Skis, Life Jackets, Balls, Bats, Nets, etc.
- Children's Books, DVDs, Software, etc.
- Children's Puzzles
- Children's Games
- Stuffed animals with battery function (all items requiring batteries must have working batteries installed)
- Stuffed animals that are a licensed character (e.g., Mickey, VeggieTales, Paw Patrol)

### **We Do Not Accept:**

- Spring/Summer Children's Clothing (Bathing Suits, Tank Tops, Lightweight Summer Dresses, Sandals, Spring/Summer-Themed Items, etc.)
- Out of Date Clothing (nothing over five years old)
- Stained, Soiled, Damaged Clothing: Items which have stains, are soiled, are faded, are badly worn, smell like cigarette smoke, have holes, tears, or peels (little balls), are missing buttons or snaps, or have broken zippers
- Clothing with Drawstrings around the neck
- Underwear and Bras, including nursing bras, unless new in package
- Cribs manufactured before June 28, 2011
- Infant bathtubs manufactured before October 2, 2017
- Non-mesh, horizontal crib bumpers
- Car Seats which have been in an accident, are more than five years old (since manufacture), or are due to expire within the year
- Accordion Style Baby Gates
- Bean Bag Chairs with zippers that can be opened
- Bath Seats with bottom suction cups or bath seats manufactured before 2010
- Potty seats unless new in package
- Single User-Breast Pumps

- Children's Jewelry
- Books Printed Before 1985
- Hand Painted Toys
- Soft Bath Toys, Vinyl Play Books, Soft Vinyl Infant Play Toys
- Generic Stuffed Animals (e.g., bear, duck, mouse, zebra)
- Toys that are Damaged or have Loose or Missing Pieces
- Happy Meal Toys
- Out of Date or Recalled Children's Products
- Out of Date or Recalled Toys

## Pricing Instructions

The way to make money is to get your items from the rack to the register.

- Be conservative when pricing your items so they will sell quickly.
- Price items as if you were going to buy them. What are YOU willing to pay?
- A good rule of thumb is 1/3 of the current price for excellent condition and 1/4 of the current price for good condition. Be sure to consider how much someone could get the item for new when it's on sale.
- When pricing clothes, remember that we get many items in the 0-24m range. To be competitive, price these items lower than larger sizes.
- Items must be priced at \$1 or more in whole dollar increments (i.e. \$1, \$5, \$8). Do not price something for \$1.50 or \$1.99, only whole dollar increments.
- For Nursery category items, the following are sample pricing guidelines. If you have questions on any other specific items, feel free to email me at [Mitzi@LeprechaunLillys.com](mailto:Mitzi@LeprechaunLillys.com).

<b>Item Description</b>	<b>Range</b>
Backpack Carrier	\$10 - \$50
Bassinet	\$10 - \$60
Bedding Sets	\$10 - \$60
Infant Seat	\$10 - \$20
Car Seat	\$5 - \$60
Changing Table	\$15 - \$75
Crib Mattress	\$15 - \$30
Dresser	\$10 - \$100
Exersaucer	\$10 - \$40
Baby Carrier	\$10 - \$30
Glider/Rocker	\$15 - \$70
Highchair	\$15 - \$50
Johnny Jumper	\$5 - \$10
Mobile	\$5 - \$10
Pack N Play	\$15 - \$50
Room Décor	\$5 - \$20
Safety Gate	\$5 - \$30

Sheets	\$1	-	\$5
Stroller, Double	\$25	-	\$75
Stroller, Jogging	\$30	-	\$100
Stroller, Single	\$10	-	\$50
Stroller, Sit & Stand	\$20	-	\$50
Stroller, Travel System	\$40	-	\$100
Stroller, Umbrella	\$5	-	\$15
Swing, Infant	\$15	-	\$60
Toddler Bed	\$20	-	\$80

## Preparation Instructions

### Prepare Your Items:

- Wash anything that can go in the washer: car seat covers, boppy pillows, etc. All items must be clean and free of pet hair and odor and cigarette odor.
- A quick touchup with the iron makes a huge difference in how clothing sells.
- Clean all toys and equipment and make sure they have working batteries.

### Package Your Items:

- **Clothing.** Place all clothing items on hangers with the hanger forming a question mark when looking at the front of the garment (see pictures).

Pants **must be safety-pinned** so they hang where the entire pant can be seen or hung on pant clip hangers. (see pictures) **DO NOT double pants over the hanger.** Buyers cannot see the product and they do not sell this way.

Outfits that are sold together should be pinned on one hanger, preferably with the bottoms outside of the tops at the back of the hanger.

If an item has the tendency to fall off the hanger, please secure it with safety pin(s).

Items which are not properly hung must be re-hung at check-in before they can be accepted.

- **Shoes, socks, small loose items, small toys, DVD's, puzzles and books.** Place socks, small loose items, small toys, and puzzles in Ziploc type bags. Shoes may be packaged in Ziploc bags or connected with zip ties, etc. Videos and books sold in lots (more than one item together) should be placed in Ziploc bags or packaged together with Saran Wrap or similar. Be cautious when grouping items with tape, as certain tapes can damage the product when removed. Single item DVD's and books do not need to be placed in bags. Use appropriately sized bags to ensure that bags can be closed.



### Sort Your Items:

- **Categories.** Items should be sorted separately by category: Boys, Girls, Maternity, Nursery Items, Toys.
- **Size.** Within each category (Boy, Girls, Maternity), sort your items by size from smallest to largest.
- **Accessories.** Within each category, include your accessories (i.e., hair bows, shoes, socks, tights) after your clothes.
- **Nursery and Toys.** Nursery items and toys do not need to follow a particular order.

### Tag Your Items:

#### Online Tagging System:

- **Tags.** Your tags will be generated from the data you enter into the system. If you make a mistake, do not handwrite corrections on the tag. Request a new tag. This helps to ensure that buyers are not changing prices on tags. Tags from previous sales and homemade tags **will not be accepted** as they may be hard to read and may cause errors in payment disbursement.

At any point during inventory entry, you may request a batch of tags by pressing the Request Tags button. Inventory is reviewed for adherence to guidelines and possible errors before tags are generated. Tags will be in pdf format. You will receive notification when your tags are available for download from your Google Drive space.

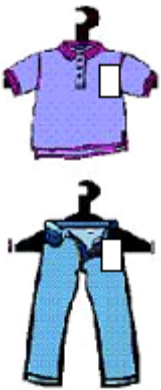
**All items must be entered into the system by 11:59pm on Friday, September 22. No exceptions.** Please note that there will be more traffic on the system as the deadline approaches, and the system may run slower. We encourage you to start entering your inventory into the system as early as possible to avoid potential traffic issues on the system.

- **Seller Number.** Your seller number will be automatically entered on your tags.
- **Item Number.** Items will be numbered according to the order you entered them into the system. **Please ensure that items are sorted by category and size before they are entered into the system.**
- **Size.** Do not use S,M,L indicators for children's clothes. We will not know where to place them on the racks. They should be marked with the actual size: 3m, 12m, 2T, 6S, etc. If the item is slim or husky, please indicate that on the tag. Maternity, juniors, and young men sizes may be marked as S,M,L. If an item fits differently than the printed size you may indicate that on the tag so we will hang it in the section where it will sell. For instance, write "6 months (fits like 3 months)."
- **Description.** Give a brief but detailed description of the item. List the brand, color, and how many pieces are with the outfit (i.e., Old Navy 2 piece striped pajamas). "Red dress", "blue jeans", "skirt", "green top" are very vague and not recommended. In case the tag falls off the item, a more detailed description will help us find where it belongs, so we can get it back on the sales floor. Descriptions which are too long will be truncated.
- **Category.** Choose the appropriate category for each item: (B)oy, (G)irl, (M)aternity, (N)ursery, (T)oys. Anything that is not a gender-specific clothing item, accessory or shoe, a maternity or nursing clothing item, or a toy, book or children's video should be placed in the Nursery category.

- **Reduce.** If your item has not sold by Saturday, you have the option of reducing the price by 50%. If you wish to list your unsold items for 50% off on Saturday, please indicate Reduce Yes. If you do not want the item reduced, choose Reduce No. The majority of our sales happen during our full-price sales, so we encourage you to reduce your items on Saturday to sell those final items.
- **Price.** Be conservative when pricing so your items will sell quickly. A good standard is 1/3 of the current price for best condition and 1/4 of the current price for good condition. Evaluate your prices. Would you pay that amount for the item? Items must be priced at \$1 or more in whole dollar increments (i.e., \$1, \$3, \$15).
- **Donate.** **Please consider donating your unsold items at the end of the sale. We work with various local charities and non-profits such as CareNET, Children's Aid Society, the Judy Center, local foster care families, and many more. They are all so grateful for the support of our consignors.** We coordinate with new charities at each sale based on the need of organizations at the given time. If you wish to donate any of your unsold item(s) at the end of the sale, please place a check in the donate column.

- **Multi-piece items.** Items which have more than one piece may have a tag on each piece. For instance, a table with two chairs will have three parts. Enter each item into the system only once and indicate if additional tags are required for the additional pieces of the item. The additional tags will be generated for you.

- **Attaching tags.** Fasten all tags on hanging items with safety pins. **Do NOT use straight pins or tagging guns. The tags will not stay attached, and the pin or barb may damage the garment, making it unsellable.** If you are looking at the garment, place the tag on the right-hand side at the top of the garment (see pictures). This places the tag where the buyer can see it most easily, and where the cashiers can process the items most efficiently. Items with tags fastened in other locations hinder sales and will not be accepted. Use tape to attach tags on the **OUTSIDE** of large or bagged items. Tags on the inside of bags slow down the register process and will not be accepted. When using tape, ensure that the barcode is still full visible. Painter's tape is recommended when placing the tag directly on an item that may tear.



#### **Prepare Your Inventory Sheet:**

**Inventory Sheet.** When you have entered ALL of your items into the system, please press the Inventory Complete button and your inventory sheet will be generated and loaded into your Google Drive space in pdf format. Once you press the Inventory Complete button your inventory will be locked. You will not be able add or edit inventory. **Your inventory must be completed in the system no later than 11:59pm on Friday, September 22.**



## Delivery Instructions

- **Arrival.** Come approximately 15 minutes before your scheduled check-in time to organize your items in the order they are listed on your inventory sheet.
- **Supplies.** **Bring your completed inventory sheet!** We will keep the original of your inventory sheet. Please make a copy before check-in if you want a copy for yourself during the sale. Your final reconciliation listing, which shows which items sold full price, half price, and were donated, will be available online after profit checks have been submitted.
- **Drop Off.** Your drop-off appointment will be scheduled based on your estimated number of items. Please allow 15-45 minutes to drop off your items as they will be inspected for adherence to guidelines. Please do not be offended if an item is rejected. Most consignors have at least a few items rejected. We strive to provide the highest quality products to our customers. It is possible that our lighting may show a stain or defect that could not be seen at your home.
- **Drop and Dash.** If you do not have time to wait for your items to be inspected, you can leave them in our Drop and Dash section. However, rejected items from Drop and Dash consignors will be immediately donated or destroyed.

## Pickup Instructions

- **Pickup.** All items will be sorted and ready for pick up after the sale. You must pick up all unsold items by appointment on Sunday, October 1, between 10AM-2PM. If you cannot pick up your unsold items during this time, please make arrangements with someone to pick them up for you. **ALL items left past 2:00PM on Sunday, October 1, which are not marked for donation and including those in our lost tags/lost items section will become the property of Leprechaun Lilly's.**
- **Lost Tags/Lost Items.** If a tag is separated from its item and the match cannot be found, the item and/or tag will be placed in the lost tags/lost items section. You are responsible for checking the lost tags/lost items section during pickup to ensure that none of your items are left at the sale. An item remaining in the lost tags/lost items section after 2:00PM on Sunday, October 1, will become the property of Leprechaun Lilly's.

## Payment Instructions

- **Checks.** Profit checks will be submitted to the bank for payment by October 16, 2023. Checks will be mailed directly from the bank. Please make sure to include a valid mailing address for payment. Leprechaun Lilly's reserves the right to collect any monies owed from the seller's checks.