



Just a little 'helpful' list to ensure you have done all you need to do before drop off. There is nothing like.....**BEING PREPARED.**

CONSIGNOR CHECKLIST

- Register to Be a Consignor (MCM via Tot Trade website) Review Consignor Agreement (Via Tot Trade website under Downloadables) Pay Registration Fee – Fee is **NON-REFUNDABLE.** Early payment \$9.95. Late payment and fees taken from check, \$11.95.
- Gather All Items That You Wish to Consign. View Accepted Items & Recalled Items to help you decide what you can sell under the Consignor Info tab via the Tot Trade website
- Prepare Your Items. Clean your items. Categorize your items. Group Clothing by gender and size. Adhere to restrictions on number of items allowed. All information found under the Consignor tab of the website.
- Price Items. (Refer to Pricing Guide – Find at the Tot Trade website under the Downloadables tab) Log into your MCM account via the Tot Trade website. Enter items into Inventory

- Enter Items. Print tags for items on 110lb cardstock. Adhere tags to items. Put consignor number on EVERY item with masking tape. Make sure barcodes are not smudged, can be easily read, and aren't faint.
- If bringing any electronics, please be sure they are in good working order. Put your consignor number on every piece. Make sure all games are included in the container and make sure they are still in good working order. This is one area we are more flexible in with returns and if an item is sold and found to be faulty, your account will be deducted the price of the item.
- All battery operated items must include batteries. These can be found very cheaply at the Dollar type stores.
- Schedule Your Volunteer Shift via VOLUNTEER SPOT under the Volunteer tab on the website. In addition to EARNING MORE.....ALL VOLUNTEERS ONLY will shop ~ Early 60% off shopping on Friday evening.
- Schedule Your Inspection Appt. ~ Appointments taken for those with 100 or more clothing items ONLY. If you don't need an appointment just come anytime during the drop off times.
- Drop Off Items – First Stop – Sign In Desk (lobby of Jamil – **DO NOT BRING YOUR ITEMS IN THE BUILDING AT THIS TIME**)
- Sign in at Registration Desk • Receive Tot Trade Goody Bag • Receive Inspection Ticket for Shoes and Clothes * Receive Volunteer Pass if you are a volunteer *Receive Guest Passes *Sign up to volunteer if you haven't already done so.
- Retrieve Items from your vehicle. We recommend your clothes and shoes FIRST. Proceed to INSPECTION

- Inspection Process: Two lines – One for appointments – One for regular inspection. Proceed to appropriate line. Present Inspection ticket to the inspector. Have items inspected.
- Wait for rejected items.....Return any rejected items to your vehicle
- Drop off rest of your items in the appropriate areas. Volunteers will be available in each section to assist you.
- Large Riding Toys and large baby furniture or furniture pieces for 'Just For Girls Market' Items will be delivered to the end (back) of the building for inspection and acceptance
- 'Just For Girls Market' household items can be delivered to the front room of Jamil. (down the hall from the bathrooms, previously known as the 'stroller room') Your items will be inspected for acceptance.

Have a BLAST Shopping at the Tot Trade VOLUNTEER/CONSIGNOR Pre-Sale

*Remember Volunteers get early shopping privileges the day before all other shoppers. Depending on how many hours you volunteer will determine your early entrance.

*Consignors will shop the following day.

To Find a complete schedule of our shopping dates and times refer to the [SALE SCHEDULE HERE](#).

We hope to have your consignor check available at PICK UP but if that isn't possible, (for unforeseen issues) your check will Arrive Via Postal Mail within 14 days after the sale if not sooner.