

# 2024 Consignment Sale Information

Capital Baptist Church, 3504 Gallows Road, Annandale, VA

50% off  
Select Items  
Sat 9-12

Friday, May 17<sup>th</sup> from 12:00 PM – 6:00 PM  
Saturday, May 18<sup>th</sup> from 9:00 AM – 12:00 PM

Featuring: Books, Curricula, Teaching Resources, Toys and Games, Craft and School Supplies, Media, CDs/DVDs for ages Preschool through Adult.

## We offer two options as a consignor:

1. Consign **AND** volunteer at the sale to receive 75% of your sale profits and access a special pre-sale on Friday, May 17<sup>th</sup> from 9:00AM to 11:30AM.
2. Consign only and receive 65% of your sales profits.

*If you wish to volunteer, click the Volunteer link on the registration page and sign up to work a 3-hour shift. It is the consignor's responsibility to check in at the volunteer station prior to their shift and check out after their shift is completed.*

\$5.00 participation fee to help cover the costs of running the sale is deducted after the percentages are calculated.

To maintain our reputation as a great homeschool curriculum sale, carefully review each item you want to sell. Consider this list of questions when reviewing your items:

|                          |   |
|--------------------------|---|
| Is it in good condition? | Please do not attempt to consign consumable books that are covered with writing, completely filled in or missing pages. |
| Is it clean?             | Please refrain from selling items that are excessively dirty or worn out.   |
| Is it "family friendly"? | Please refrain from selling items that would be viewed as overtly occult or R-rated.                                    |
| Is it priced correctly?  | What would you want to buy it for?  |

# Tagging Instructions

**\*\*WE HAVE CHANGED THE TAGGING RULES, SO PLEASE READ CAREFULLY. \*\***

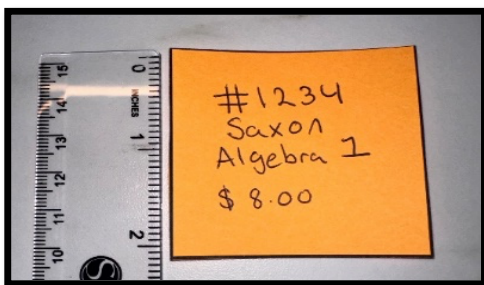
- All items must be clearly and neatly marked with a tag made **ONLY FROM CARDSTOCK**. Items sold as a set should be packaged together securely and number of items included on tag.
  - Items with illegible tags will be sold at an estimated low price.
  - Items with missing tags will not be sold.
  - Items tagged with regular paper (vs. cardstock) will not be allowed on the sales floor.
  - Items will be inspected at drop off time and incorrectly tagged items, or improperly sealed items will need to be addressed before being allowed on the sales floor.

## Tags

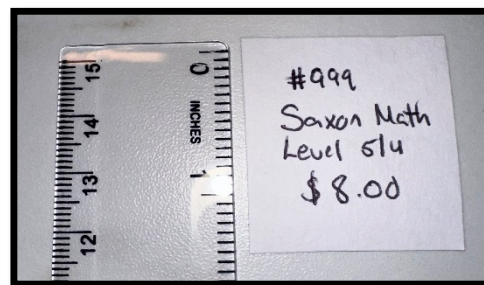
- All tags must include -

Your consignor Number  
Title or Description of Item  
(# in set if applicable)  
Item Price

- All tags must be at least 2"x 2" big. **A template is available online that shows the minimum size tag we can accept.**
  - Items will be inspected at drop off and any tag smaller than 2x2 inches will need to be corrected before it can go on the sales floor.



**2 inches, Perfect!**



**Too small!**

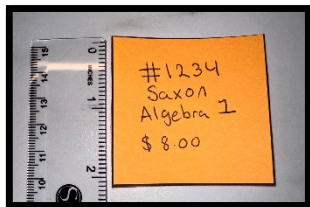
## UNSOLD ITEMS YOU WANT RETURNED

- Tags **MUST** be printed on **bright or neon colored cardstock**.
  - **NO** white tags for returned items.
  - Do not use any colored cardstock that may look similar to white cardstock (e.g. light yellow, beige, etc.).
  - Do not use red, dark blue, or black cardstock as we cannot read the tags which can result in a loss of profit.
  - If item is tagged in white cardstock from a previous/or other sale and you want it returned, you must re-tag the item with colored cardstock.

## UNSOLD ITEMS YOU WANT DONATED

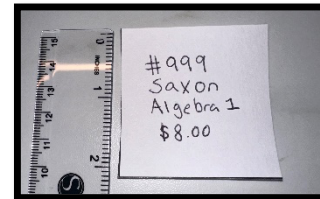
- Tags **MUST** be printed on **white cardstock only**.
  - Any items tagged with white cardstock will automatically be donated immediately following the sale.

### Unsold Item Marked for RETURN



Colored Cardstock

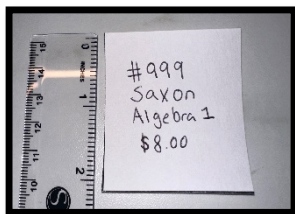
### Unsold Item Marked for DONATION



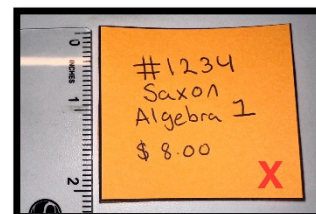
White Cardstock

## 50% OFF SALE

- On Saturday, select items will be sold at 50% off their sale price. If you do **NOT** want your item to be sold at half price, you must put a **RED "X"** on the lower right corner of the tag.
  - Please use **RED INK** so it clearly indicates your desire to keep the item at full price.



No X – 50% Off Item

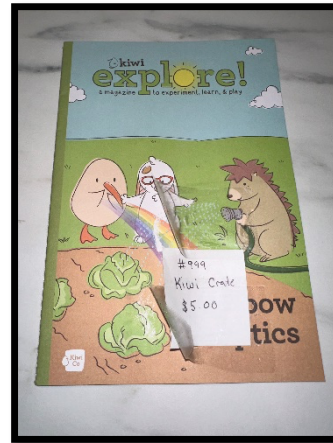
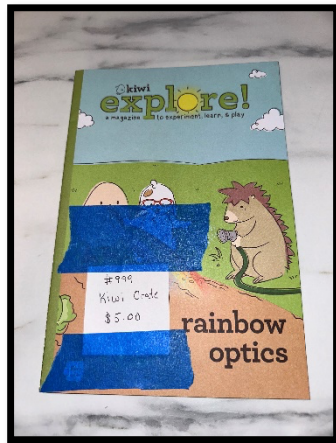


Red X – Full Price Item

**\*\*\*An item with any other color X will be sold at half price on Saturday.**

# Attaching Tags

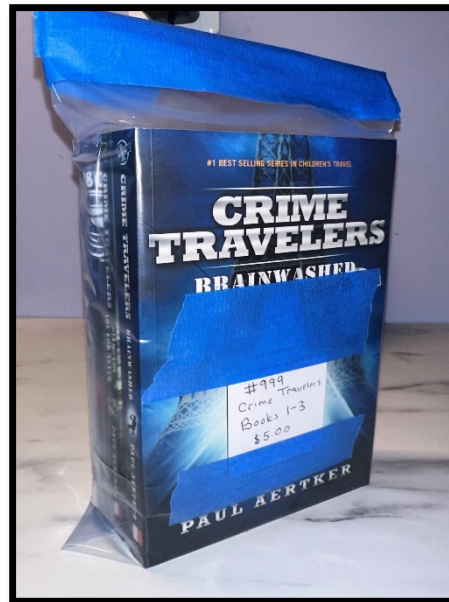
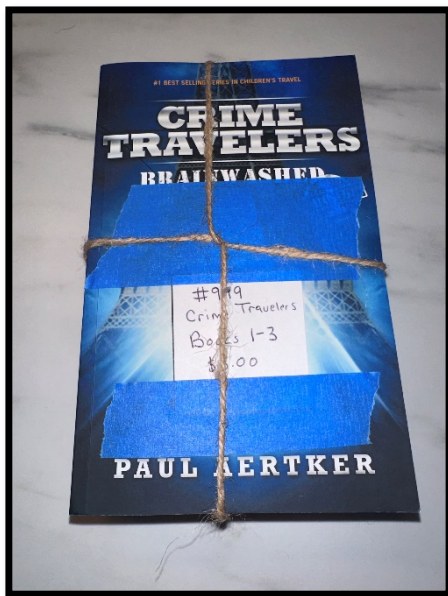
- Use **MASKING TAPE OR PAINTER'S TAPE ONLY** to affix tags to **books, cardboard boxes, games, or any other paper/cardboard item** to protect the item.
- Do **NOT** use clear packing tape on books, cardboard boxes, games, or any item that may get ruined upon tag removal.
  - Tags can be on front or back of books.
  - Use two pieces of tape per tag, on top and bottom, from edge to edge.
  - Do **NOT** affix tags inside the cover and do not cover the title.
  - Tags may not be altered after the sale has started. This policy is for the consignor's protection.



- Tagging guns, safety pins and loop closures are acceptable for affixing tags to items where tape will not work (i.e. cloth, plush, plastic bag, toy, etc.).



- Bundle sets of books being sold together either with twine or sealed in a large Ziploc bag by taping the top seal of the bag. This will help prevent books from being separated and enable buyers to tell what is in the set without trying to take it apart.
  - If a customer would like to get a closer look, we will gently undo packaging and reseal it once they are done – whether they buy it or not so we can ensure the integrity of your items.
- Write detailed information about the books/items in the set and how many there are (e.g. 2 books, 1 CD).



- Bundle any toys, games, or manipulatives that have small pieces in a Ziploc type bag, seal the top with strong tape, and attach the label to the bag.
  - If the smaller items in the bag go with a larger piece, securely affix the bag to the larger item. This will discourage pieces from being played with or separated from the set. If a toy has lots of parts, write detailed information describing the parts on the tag.



# Drop Off Consignor Items for Sale

Items should be brought to Capital Baptist Church  
On Thursday, **May 16th only** between the hours of **2:00 pm and 6:00 pm**.

1. Please do not bring items to the church except during these hours.
2. All items must be tagged and priced **prior to arrival**. At the time of drop-off, consignors will check in, verify their information, have items checked to make sure tags are correct and items are secured properly, then will be asked to sort and place their books and other items in designated locations.
3. **Consignors are responsible for placing their items on the sales floor**, volunteers may help, but it is ultimately the consignor's responsibility.
4. To expedite getting items on the sale floor, please pack your items grouped by category to help speed up this process.
5. A map of the sale is included, so you have an idea of what to put together.
6. Consignors who are not donating unsold items: Leave a large empty box or plastic bin in **Room 203** labeled with a piece of 8 1/2 X 11 sheet of paper with your consignor number when you drop off your items so we can place your unsold items in it for you to pick up on Saturday.

## Pick-Up Unsold Items (optional)

1. All unsold merchandise not being donated must be collected between **2:30 pm and 4:30 pm** on **Saturday, May 18th**.
2. Articles left or unclaimed after 5:00 pm on Saturday will become the property of CBHSG and the consignor will be charged a \$25 disposal fee.
3. Please check items in your box in case another consignor's item was placed in your box. If you do a quick check before leaving it will save a lot of time later. We try to be accurate, but mistakes happen.

# Frequently Asked Questions

## ➤ How do I become a consignor?

Obtain a consignor number by registering online, wait for a consignor number to be emailed to you (new consignors), and begin tagging your items. If you have consigned with us before, wait for your number to be verified, and then begin tagging.

## ➤ I have another number from a different sale. Can I use that?

Yes, as long as it's available. Email Cathy Wilson at [CapBapConsignment@gmail.com](mailto:CapBapConsignment@gmail.com)

## ➤ Is there a pre-sale for consignors?

No, the pre-sale for volunteers only. If you are interested in working, click the Volunteer link to the Sign-Up Genius. All volunteers must work at least 3 hour shift.

## ➤ I have some items that I don't want to sell at half price on Saturday. What can I do?

On your label, put a **RED X** in the **bottom right-hand corner**. These items won't sell at half price. Any other color X on the tag will still sell at half price on Saturday.

## ➤ How do I price my items so they will sell?

There are a few methods sellers use - 1) ask yourself what you would be willing to spend on that item and then consider going a \$1 or \$2 lower, 2) Look at sites such as eBay or Amazon and see what others are selling it for, then go slightly lower. Better to sell slightly less and gain that profit than not sell at all. Remember you are selling to a mostly homeschooling community, so budgets may be lower.

## ➤ When will I receive payment?

You can expect a check in the mail within 4-6 weeks. If you do not receive one, please email [CapBapConsignment@gmail.com](mailto:CapBapConsignment@gmail.com) so we can make sure it went out. If your profit was below \$5 you will not receive a check, as the \$5 consigning fee will have taken the profit.

## ➤ I'm not homeschooling; can I still participate in the sale?

Yes, as long as there are consignor slots available. And, anyone can shop!

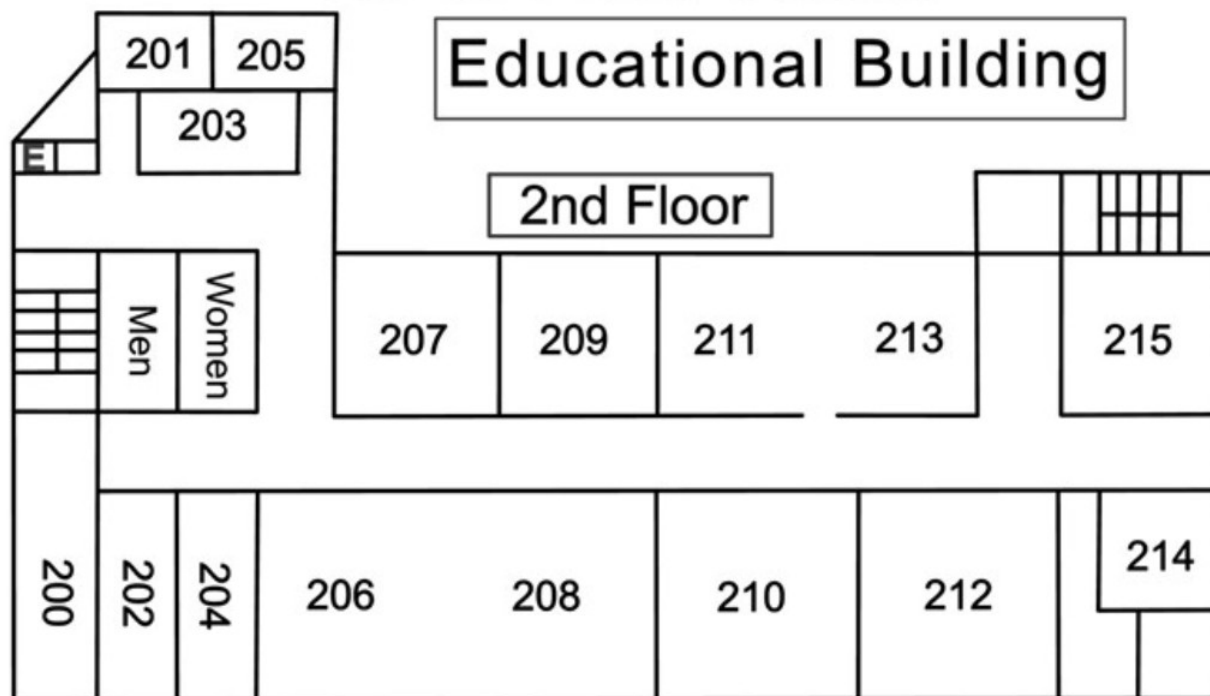
## ➤ I don't want to consign or sell; can I just donate items to the sale?

Yes, you can donate items that we will sell on behalf of the Co-op. Please notify us so we can make arrangements for your items. The proceeds from these donated items will go directly to Capital Baptist Homeschool Co-op.

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# Floor Plan Guide



| ROOM      | ITEMS  |
|-----------|--|
| 200       | Preschool, Early Elementary Readers  |
| 202       | Parenting, Home Ec, DVDs, Music, Electronics   |
| 204       | Math (All ages and levels)   |
| 206 & 208 | Language Arts, Foreign Language, History/Social Studies, Geography, Economics, Government, Unit Studies, Teaching Reference, Test Prep, Etc. |
| 207       | Science/Non-Fiction (All ages and levels)  |
| 209       | Crafts, Games, Puzzles, School Supplies  |
| 210       | Fiction, Historical Fiction, Poetry, Plays, Classics, Comics, Religion, and Religious Literature   |
| 211 & 213 | Toys   |
| 212       | Check out - Cashiers   |
| 215       | 1 Hour Holding   |