



THE SATURDAY CLUB
Women & Children's
CONSIGNMENT SALE

The Saturday Club
117 West Wayne Avenue
Wayne, PA 19087

Web: <http://www.saturdayclub.org/consignmentsale.php>
Email: consignmentsale@saturdayclub.org

All proceeds benefit:
The Saturday Club's philanthropic efforts.

Please note: Due to safety regulations, the number of people allowed to shop at one time is limited. There may be a wait to enter the sale at any time. Please make an effort to not bring children to the preview sale. Parents of children who are will be asked to leave. Thank you for your cooperation



THE SATURDAY CLUB

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Consignor Registration Form

Registrations will be accepted up to the day of the sale! You may also register online at our website: www.saturdayclub.org. Complete all fields on the registration form. Mail the form with registration fee (\$15 for new consignors, \$10 for returning consignors) and a self-addressed, business-sized envelope with 2 stamps to the address below. If an SASE is not included with your registration, a \$3 fee will be charged. Your consignor number will be sent to you via the email listed on the registration form. Returning consignor numbers remain the same for each sale, but the registration form and fee are required each time. If you do not hear from us within 2 weeks of mailing the form, or you are registering less than 1 week in advance of the sale, please contact us at consignmentsale@saturdayclub.org. Please note: the best way to contact us is by email.

The Saturday Club
 Women & Children's Consignment Sale
 117 West Wayne Avenue, Wayne, PA 19087

For which sale are you registering? October April

Are you a: New Consignor? Returning Consignor?

Consignor ID#:

(*Returning Consignors Only)

Are you opting to: Drop-and-Consign? Yes No

Drop and-Donate? Yes No

First Name:

Last Name:

Street Address:

City:

State:

Zip:

Primary Phone:

Alternate Phone:

Email:



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Would you like to receive emails about other programs being held by the *The Saturday Club*?

**if this box is checked it will be used solely for the purpose of providing information on The Saturday Club related programs and events.*

Registration fee: \$10 (returning consignors)

Check #:

\$15 (new consignors)

**Checks should be made payable to "The Saturday Club"*

Visa/MasterCard#:

Expiration Date:

CID #:

How did you hear about the sale?

I understand that The Saturday Club will take all reasonable precautions to prevent loss, damage, or theft of consigned items. However, by agreeing to consign, I, the Consignor, acknowledge the possibility of such occurrences and will not hold The Saturday Club or its representatives liable for any such instance should it occur.

Signature: _____ **Date:** _____

Consignor Information & Guidelines

The Saturday Club bi-annual Women and Children's Consignment Sale is located at our historic clubhouse in downtown Wayne (117 West Wayne Avenue). The information contained in this packet applies to our consignors with important rules and requirements for participation.

<http://saturdayclub.org/events-and-programs/consignment-sale/consignor-registration>

CONSIGNOR DROP-OFF

General Consignment:

Step 1: All items must be sorted and grouped by category and size, and prepared and tagged according to the requirements described below.

Step 2: All items will be examined at drop-off. We reserve the right to decline items and our decision will be final. Please allow at least ½ an hour for this process.

Step 3: Once accepted, you will place the items in the appropriate sale area and bring home any items that were unacceptable.

Don't have the time to price, tag, and hang your items? Our committee can do it for you!

Drop-and-Consign Option:

Contact us at consignmentsale@saturdayclub.org for more information and to arrange drop off. Please note: Since pricing, tagging, and hanging items is a very time-consuming process, the Consignment Committee must receive your items *at least one week before the sale*. Consignors choosing this option will *receive 40%* of the proceeds of their sales.

Drop-and-Donate! Option: The Consignment Committee will price, tag, and hang acceptable donated items. 100% of the proceeds will go to the Club and you will receive a tax receipt for the total sale price of the sold items. To use this option, please contact us at consignmentsale@saturdayclub.org for more information. *The items must be received at least one week before the sale.*

PREVIEW PARTY

Consignors with 10 or more quality items consigned with us are welcome to shop the preview sale for free. Consignors with less than 10 quality items can shop the preview party for a \$10 admission fee. Guests of consignors are welcome to attend the preview party at a discounted rate of \$5. Non-consignors and guests are welcome to attend the preview party for \$10 admission.

Please note: Due to safety regulations, the number of people allowed to shop at one time is limited. There may be a wait to enter the sale at any time. Please make an effort to not bring children to the preview sale. If you must, they must be supervised closely for the safety of them and others, or you will be asked to leave. Thank you for your cooperation.

1/2-PRICE SALE

The half-price sale will be the entire sale day on Saturday. All items will be 1/2-price unless you specifically indicate that you do not want your item to be included in the 1/2-price sale. If you will be donating your items, it is in your best interest to participate in the 1/2-price sale. ***See tagging instructions below for more information***

UNSOLD ITEM PICK-UP

If you will be donating unsold items to The Saturday Club, there is no need to come to pick-up. If you are requesting the return of items that remain unsold, these items must be properly tagged with yellow cardstock as directed in the guidelines below – without exception. We are sorry, but we are unable to contact you to let you know if any items are remaining – it will be your responsibility to come during pick-up hours to check. Any items remaining after designated pick-up hours will, by default, be donated to The Saturday Club. Any such items may be donated to another charity of our choice, stored until the next consignment sale, or otherwise sold.

*****See tagging instructions below for more information*****

FREQUENTLY ASKED QUESTIONS

Why consign with The Saturday Club?

Your “trash” is someone else’s treasure! In today’s economy, more than ever, people are looking for bargains. The Saturday Club offers you a generous 60-70% (depending on how many times you have consigned with us) - more than a traditional consignment shop will give you and more than you’d get from holding your own garage sale (and who has the time for that?). We also offer the “Drop-and-Consign” option which saves you even more time by having our committee do the tagging and pricing for you – and you receive a still generous 40% of the sales price. Furthermore, all proceeds benefit The Saturday Club and our philanthropic support of women and children’s charities.

How do I start?

Step 1: Register and receive your Consignor ID number. The registration form is available in this packet or online at <http://saturdayclub.org/events-and-programs/consignment-sale/consignor-registration>.

Step 2: Pay the consignor fee. There is a \$15 consignor registration fee for new consignors & \$10 for returning consignors. The fee is payable by check or Visa/MasterCard.

Step 3: Review the consigning information packet attached here for information on what to consign, pricing, and delivery of items.

Step 4: Bring your items for consignment on the designated drop-off day or make arrangements for a pick-up or alternate drop-off by contacting us at: consignmentsale@saturdayclub.org .

Payment:

New Consignors will receive 60% of their gross sales for the first two consignment sales they participate in. Returning consignors will receive 70% of gross sales for all subsequent sales. Consignors who choose the Drop-and-Consign method you will receive 40%. Registrations must also include a self-addressed, double-stamped business-sized envelope or an additional \$3 fee will be charged. The envelope will speed up the process of distributing consignor checks. Two stamps are required to return the tags for sold items. You will receive a unique consignor ID number via email. If you do not hear from us within 2 weeks of mailing the form or if you are registering less than 1 week in advance of the sale, please contact us at consignmentsale@saturdayclub.org. The best way to contact us is by email.

What can I sell?

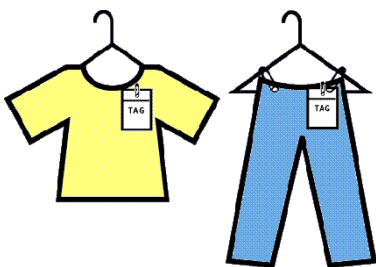
The Saturday Club Sale is known as a great place to find higher-end clothing and shoes for women and children as well as handbags, clothing, baby/children's toys and items, and higher-quality costume and trendy jewelry. For the October sale, we will accept FALL & WINTER items only. For the April sale, we will accept SPRING & SUMMER items only.

We cannot accept:

- ✗ Cribs or mattresses
- ✗ Loose books, small toys, or stuffed animals. We will only consider boxed collections, grouping and limited/special editions, depending on the items. We will happily accept higher-end and larger-scale toys such as American Girl dolls, ride-on toys, and train tables and sets.
- ✗ Items that are stained, torn, extremely worn, outdated and/or out-of-style.
- ✗ Items that smell of smoke, mothballs, anything else unseemly, or are otherwise damaged or unacceptable.
- ✗ Discount-mart clothing or items unless they are really, really cute and/or new with tags. For example, an adorable Target swimsuit that is new with tags would be acceptable for the consignment sale.
- ✗ Battery-operated toys that do not have working batteries included.

Please note: We can only accept baby equipment such as car seats, strollers, highchairs, and exer-saucers if you have researched their recall status at <http://www.cpsc.gov> and attached a copy of these search results to the items. We will check for this document at drop-off. Baby equipment must also be of current style and in clean and excellent condition.

We accept jewelry which will be monitored during the sale by an assigned sales volunteer. High-quality costume jewelry will typically do the best at the consignment sale. Please note specific preparation instructions for jewelry.



All consigned items will be inspected at drop-off to maintain a high standard of quality merchandise. We reserve the right to decline any items from the consignment sale. Please do not be offended or take it personally if any of your items are declined.

Preparing and pricing your items:

Taking the time to prepare your garments properly will make them look great and the better they look, the better they will sell. Freshly laundered and pressed items do best. Button all buttons, tie all bows, zip all zippers, etc... All clothing items must be on hangers with the exception of jeans and sweaters. Pants, shorts, and skirts must be secured to the hangers with safety pins. Please see the diagrams to the left for proper hanger direction, pinning, and tag placement. *Exception to tag placement is for delicate fabrics – pin these tags on the inside label of the garment.

***You can find inexpensive plastic hangers at Target or Kmart or the Dollar Store, or ask your dry cleaner for spare wire hangers.*

TAGS: Download the tag template from our website. Be as descriptive as possible when completing price tags. Sometimes tags get separated from their items and the descriptions will help match up items to their price tags. The Saturday Club is not responsible for unsold items due to missing, stolen, or otherwise tampered with tags.

IMPORTANT!

- ✔ We **HIGHLY** recommend that you use 60#-67# cardstock to print your tags. Do not use regular printer paper as they will get damaged and your consignment information will be lost. Cardstock is readily found at drugstores like CVS or Walgreen's, and discount stores like Target, Kmart, and Wal-Mart.
- ✔ All tags must be safety-pinned to the right front side of each garment when on the hanger (the left side of the garment itself) – do not use straight-pins; we will not accept the item. Use sturdy safety-pins, at least 1" big or bigger.
- ✔ Use **WHITE** cardstock for items that you will donate to The Saturday Club after the sale if it does not sell. Unsold items donated to The Saturday Club may be donated to a charity or otherwise sold to benefit The Saturday Club.
- ✔ Use **YELLOW** cardstock for items that you will pick-up if unsold. No exceptions.
- ✔ If you do not want your item to be sold at the ½-price sale, you must indicate this with a **LARGE RED DOT** (a red Sharpie works great) on the lower right-hand corner of the tag.

Preparing shoes

On the sole of each shoe, clearly mark your consignor number on a piece of masking tape (or other similar tape). Attach a tag to the sole of one shoe in each pair with clear packing tape or other secure method. Please bring them in an appropriate shoebox if you have one. You may also try to secure shoes together using zip-ties (found in the electrical department at the hardware store).

Shoes should really be in new or as-new condition and higher-end, desirable brands. In our experience, shoes are difficult to sell unless they meet these criteria.

Preparing clothing sets

For top and bottom sets, put the top on the hanger and then use safety pins to secure the bottoms to the top so that both pieces can be seen easily. Clearly mark "1 of 2" on the price tag and attach to the top. We suggest completing another price tag and marking it "2 of 2" and attach to the bottom, but it is not required. This is just a safeguard for your items in the event that they become separated. We cannot be responsible for items that become separated from or lose their price tags. Make sure sets are not mixed sizes even if it was worn that way.

Attaching tags to handbags

Attach the tag to an exterior strap with a zip-tie, heavy-duty string, or other secure method. If that does not work (e.g., clutch purse), be creative (Ziploc bag, pin to lining) but make sure it is secure and make sure the tag is descriptive enough so if the tag and handbag are separated, attempts to pair them are more likely to be successful. We cannot be responsible for items that become separated from or lose their price tags.

Attaching tags to non-clothing items

Locate a flat surface on the item (preferably not the bottom) that is easily visible and secure the tag with clear packing tape to the item or another secure method.

Jewelry

We accept jewelry for the consignment sale: necklaces, rings, bracelets, earrings. Please use the smaller tag templates for jewelry tagging. Attach the tags to your jewelry using safety pins where possible, or another secure method. For earrings, please use earring cards or boxes if you have them, or use our earring card template (provided at the end of this packet) instead. NEW: place individual jewelry items in Ziploc bags. If you are packaging pieces of jewelry that you would like to sell together, please describe the lot thoroughly.

Pricing Your Items

The bottom line is that YOU price your own items, so price according to your comfort level. However, be careful to not price your items so high that your item won't sell, or too low and sell your items short. A good guideline to use is 20-30% of the retail price, and up to 50% of the retail price for items that are brand new with tags or by better designers.

Please price your items in \$1.00 and \$0.50 increments

Consignor Checks

The Saturday Club gives consignors a generous 60-70% of sales! You will receive 60% for your first two consignment sales and 70% for your subsequent sales. Consignors who opt to Drop-and-Consign will receive 40% of the sales price. Checks will be mailed within 2 weeks of the sale. Remember to include a self-addressed, double-stamped envelope with your registration form to speed up the process and to avoid an additional \$3 fee. The tags from your items will be mailed separately. Items that sold at ½-price will be clearly indicated. This will help you for our future sales to see which items sold at what prices.

IMPORTANT INFORMATION:

The Saturday Club will take all reasonable precautions to prevent loss, damage, or theft of consigned items. However, by agreeing to consign, consignors acknowledge the possibility of such occurrences and will not hold The Saturday Club or its representatives liable for any such instance should it occur.

QUESTIONS?

<http://saturdayclub.org/events-and-programs/consignment-sale/consignor-registration>



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Consignor Checklist

- ✔ Send in registration form or register online at <http://saturdayclub.org/events-and-programs/consignment-sale/consignor-registration> with:
 - ✔ \$15 fee (for new consignors) or \$10 fee (for returning consignors) and;
 - ✔ Self-addressed, double-stamped business-sized envelope.

- ✔ Start sorting through closets and preparing your items now!

- ✔ Organize supplies that you will need:
 - ✔ White cardstock (60#-67#)
 - ✔ Yellow cardstock (60#-67#) if you want unsold items back
 - ✔ Red Sharpie marker if you do not want your item sold at the ½-price sale
 - ✔ Sturdy safety pins at least 1” long
 - ✔ Clear packing tape for non-clothing items
 - ✔ Masking tape if you are selling shoes
 - ✔ Ziploc bags if you are selling shoes and/or handbags and/or jewelry
 - ✔ Zip-ties or heavy-duty string if you are selling handbags
 - ✔ Hangers (can be wire, cheap plastic – these will not be returned to you)

- ✔ Print/type thorough descriptions of your items onto the blank tags (provided in this packet) onto cardstock – be descriptive and number items – pin and secure tags to each item

- ✔ Sort and group your items by category (and size, for clothing items)

- ✔ Bring items to The Saturday Club at 117 West Wayne Avenue in downtown Wayne during drop-off hours (Thursday morning before the sale, 9am-12:30pm)
- ✔ Attend Preview Party (Thursday before the sale, 5-9pm) – free for Consignors! Invite a friend to attend the Preview Party with you for only \$5.
- ✔ If you want unsold items back, you **MUST** tag them with yellow cardstock (without exception!) and pick-them up (Sunday, 10am-1pm)

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