



Treasured Twice, LLC Kentucky Consignment Events Information Packet

Treasured Twice holds consignment events in central Kentucky offering new and gently used clothing, shoes, toys, books, electronics, sports equipment, furniture, home goods, and more. Consignors price their items using an online software system, and Treasured Twice promotes the events and sells the items. Shoppers can expect to find high quality inventory at bargain prices.

Basic Information:

- Enjoy one-stop selling and shopping at Treasured Twice consignment events. Clear items from your house, make money, and find new treasures at unbeatable prices.
- A consignor agreement must be completed in order to place items in an event.
- A \$10 consignor registration fee helps cover administrative and publicity costs. The fee will be subtracted from your check but is waived if you refer a friend to consign in the event (friend must register and sell at least five items). Message Treasured Twice with referral info.
- You prepare, price, and tag your own items (unless using the Tagging Service). You also choose whether to discount items on the last day of the sale and whether to donate unsold items.
- Earn 70% profit of your sales, 5% more (75% of your profits) by volunteering four hours during an event, or 10% more (80% of your profits) by volunteering eight or more hours.
- Consignors and volunteers shop before the public.
- Too busy? Gather your items, schedule a drop-off time with Treasured Twice, and everything will be hung, packaged, priced, and tagged for you with using our Tagging Service. You receive 50% of the final sale price of your items (or up to 60% if you volunteer during the event).
- Pick up unsold items after the sale. Your check will be mailed within two weeks after the event.
- Treasured Twice will set up special appointments for drop-off, pick-up, or volunteer shifts if the scheduled times do not work for you.

Step-by-Step Consignor Instructions:

1. Sign up for a My Consignment Manager account (if first-time user), register for Treasured Twice event, pick a drop-off time, and select your volunteer shift(s).
2. Check the list of accepted sale items and gather items for the event. Check national recall lists for any items that may have been recalled.
3. Prepare, package, and hang items according to guidelines. Wash/dry clothes, iron/steam wrinkles, and place clothing on hangers. Clean toys and equipment and make sure everything has batteries, works properly, and includes all parts. Place items with small pieces in clear plastic bags. Clean shoes and put them in plastic bags or zip tie/safety pin/lace them together.
4. Enter items in the My Consignment Manager system and print tags. Attach tags to items.
5. Drop off items during your scheduled check-in time.

6. Tell friends about the event. Shop the sale to find new treasures. Work volunteer shift(s).
7. Collect unsold items on pick-up day. Look for check in the mail within two weeks after the event.

Items Accepted:

There is no limit to the number of items that you can bring to an event. Merchandise will sell better when ironed, neatly displayed, and free of dirt, smells, and pet hair. Items will be closely inspected and will not be placed on the sales floor if they are not suitable for future use. Treasured Twice strives to offer high-quality events so that shoppers are satisfied and return to future sales, and consignors sell more items. We appreciate your understanding if items are not accepted.

Use the following lists as a guideline of what is accepted at Treasured Twice events (other items may be accepted but not listed). Please review the Consumer Product Safety Commission's website, <http://www.cpsc.gov>, to ensure that items are not recalled or in violation of current guidance. Contact Treasured Twice if you have questions regarding accepted or recalled items.

Accepted:

- Infant, child, and adult clothing and shoes
- Sports equipment (cleats, bats, balls, gloves, clubs, racquets, dancewear, leotards, etc.)
- Maternity clothing and accessories
- Baby essentials and gear (burp cloths, grooming kits, new disposable or cloth diapers, diaper bags, changing pads, monitors, baby carriers, new pacifiers, baby gates, and safety equipment)
- Nursing supplies (covers, nursing pads, and closed system breast pumps)
- Feeding supplies and accessories (new bottles/nipples, clean/sanitized used bottles without nipples, cups, bibs, baby food makers, and plate/bowl/silverware sets)
- Small toys with all pieces and working batteries
- Large toys (kitchens, tool benches, train tables, dollhouses, vanities, art easels, etc.)
- Blankets, sheets, and bedding sets (no crib bumpers)
- Bath items (baby bathtubs, towels/washcloths, toys, and bathroom sets/shower curtains)
- Accessories (belts, hair bows, hats, ties, socks, new undergarments, sunglasses, and jewelry)
- Room decorations (picture frames, wall hangings, lamps, rugs, growth charts, etc.)
- Furniture (bookshelves, toy organizers, changing tables, beds, dressers, small tables/chairs, rocking chairs/gliders, and approved cribs)
 - Drop-side cribs are not allowed to be resold, and neither are cribs manufactured prior to July 23, 2010. Cribs that were manufactured between July 23, 2010 and June 28, 2011 must include a retailer's certificate of compliance.
- Books, DVDs, CDs, games, puzzles, software, and electronics
- Art, science, and educational items
- Backpacks, suitcases/overnight bags, and purses
- Party invitations and decorations
- Travel accessories (car seat/stroller covers and carry bags, head rests, window shades, etc.)
- Strollers, bouncy seats, exersaucers, walkers, highchairs, swings, playpens, mats, jumpers, potty seats, and infant equipment that meets Consumer Product Safety Commission (CPSC) standards
- Outdoor toys and equipment (bikes, riding and climbing toys, sandboxes, water tables, etc.)
- Holiday items

Spring/Summer Events: tank tops, sleeveless tops/outfits, summer themed shirts, shorts, sandals, flip flops, summer crocs, and water/pool toys

Fall/Winter Events: heavyweight shirts (fleece, thermal, flannel, corduroy, wool, and velvet), heavyweight/lined pants, sweatshirts, sweaters, sweatpants, coats, winter themed shirts, thick tights, snowsuits, snow sleds/tubes/gear, boots, gloves, winter hats, lined crocs, suede shoes, and costumes

All Seasons: short sleeve shirts, lightweight long sleeve shirts and pants, jeans, athletic shoes, flats and dress shoes, rain boots, light jackets, and swimwear/flotation devices

Note: While swimwear and flotation devices are used primarily during the summer, it is difficult to find these items during the off season when they are needed for indoor pools, swim lessons, and vacations. For this reason, Treasured Twice will accept swimwear and flotation devices all year, but pool/water toys and equipment will only be accepted during spring/summer events.

Not Accepted:

- Clothing with stains, holes, snags, grease spots, missing buttons, broken zippers, tears, fading, excessive wear, cracked ink, fuzz balls, or pet hair
- Items that smell smoky, musty, or have a strong odor
- Clothing that is date specific or from a camp, vacation destination, or rec league sports team
- Drawstrings on infant/child clothing that do not meet CPSC standards
 - No neck/hood drawstrings
 - Waist drawstrings limited to 3 inches outside drawstring channel when fully expanded or must be stitched to prevent drawstring from being pulled through the channel
 - End of drawstrings must be free of toggles, knots, and other attachments
- Used underwear and bras (undergarments must be new in package)
- Inappropriate graphics/sayings
- Cassette or VHS tapes
- Non-working toys or equipment (items must have working batteries)
- Plain stuffed animals (must be new with tag, use batteries, or a clean, popular character)
- Used mattresses and plain pillows (pillows must be decorative or new)
- Bath/water/teething toys with open holes (ex. squirt toys that trap water and then mold inside)
- Complimentary hospital, conference, or business promotional items
- PG 13/R movies and teen/mature video games
- Opened or expired consumable and drug store items (ex. baby food, toiletries, and medicine)
- Recalled items: Check for recalled items at www.cpsc.gov
- Car seat that is older than five years, dirty, or has been involved in an accident
 - Used car seat safety checklist: <http://www.cpsafety.com/articles/usedseat.aspx>
- Items that are unsafe, dangerous, or illegal
- Knives, guns, swords, hunting bows/arrows, or sharp objects
- Items that are not hung, displayed, or packaged properly
- Items that are not appropriate for the season, holiday, or event

Preparation, Pricing, and Tagging:

Supplies Needed:

- Hangers
- Cardstock (60-67 lb)
- Computer and printer
- Safety pins (avoid cheap, flimsy pins, and one-inch or larger work best)
- Tagging gun and barbs (if using this tagging method)
- Cleaning supplies (kid-safe and eco-friendly cleaners/wipes, toothbrush, etc.)
- Zip-top bags (various sizes)
- Clear packing tape
- Scissors
- Zip ties and rubber bands
- Plastic wrap
- Batteries
- Screwdriver/tools to open battery compartments and assemble furniture/equipment
- Bins/baskets for sorting and transporting
- Inventory sheet

Cleaning Tips:

Toys, Equipment, and Shoes:

- Use child-friendly cleaners and sanitizing wipes to remove dirt/grime from toys and equipment.
- Mr. Clean Magic Eraser removes scuffs and marks.
- Spray off large yard toys with a water hose.
- Use a toothbrush to clean dirt from the bottom of shoes.
- Wash fabric shoes in the washer and dry them in the sun.

Clothing:

- Create a paste of OxiClean and water to use on stains. Apply it to the stain using a toothbrush and let it sit for five minutes. Wash clothing in the washing machine. Inspect clothing before drying to make sure the stain has been removed. For stubborn stains, treat stain as above, place clothing in a bucket of hot water and a scoop of OxiClean, and soak for 24 hours before washing. You can add vinegar to the fabric softener compartment to remove OxiClean residue and an extra rinse to make sure clothes are clean. If stain is still visible, create a paste of OxiClean and water, apply it the stain, and put clothing in the sun. Inspect and reapply solution every couple of hours until the stain is no longer visible, and then wash/dry as usual.
- Dawn dish soap can be used to remove grease and oil stains. Rub Dawn into the stain and wash as normal. You can also use a combination of hydrogen peroxide, Dawn, and baking soda. Mix two tablespoons of hydrogen peroxide with one tablespoon of blue Dawn dish soap and one tablespoon of baking soda. Apply the mixture to the stain and let it set for up to a day (test on an inconspicuous part of the garment first). Wash/dry clothing as usual.

Preparing Items:

- Presentation makes a big difference. Look at each piece through the eyes of a shopper. Items will not sell if they are falling off hangers, wrinkled, have a strong odor, or are covered in dirt or

pet hair. Button all buttons, zip all zippers, snap all snaps, and tie sashes/belts. Items will sell better when displayed neatly.

- Sort clothing into sizes, by type/category, and by girl or boy. Sorting will make it easier during the pricing, tagging, and check-in process.
- Hang clothing including shirts, sweaters, shorts, skirts, pants, dresses, jackets, swimwear, and leotards. Hang items on the hanger with the hook facing to the left like a question mark (?).
- Do not hang blankets, sheets, towels, carriers, purses, bags, shoes, accessories, or toys. These items will be displayed on tables/racks or placed in bins.
- Shorts, skirts, and pants should be hung with the waist band safety-pinned to the angled part of the hanger, or you can also use a pants hanger.
- Group tops and bottoms together to make a set. Both pieces should be the same size, and brands should be kept together if possible.
- When hanging an outfit, place the shirt/dress on the hanger first. Flip over the shirt or dress and pin the shorts, pants, skirt, or bloomers using safety pins at the top of the angled part of the hanger. To avoid damaging fabric, do not pin or tag bottoms to the top. If you use two hangers for outfits, please rubber band or zip tie the hangers together.
- Matching outfit accessories such as socks, booties, hats, and hair bows should be safety pinned through the tag of the shirt/outfit or to the top of the hanger. Items may need to be placed in a plastic bag to make sure they stay together and then taped or tied to the hanger.
- Onesies, sleepers, undershirts, and tanks can be hung or placed in plastic bags. Sleepers and onesies that are larger or new with tags will display better on hangers. Smaller ones that are placed in plastic bags will sell better in multiples and with similar styles, colors, and brands.
- Check local dry cleaners for hangers. You can also often find large quantities of hangers at Goodwill or consignment stores cheaper than at a retail store.
- Make sure equipment and toys are clean and in working condition with fresh batteries and non-corroded battery compartments. Power riding toys should have batteries and charging cords, and their batteries should be fully charged when dropped off at the sale.
- Toys will sell better when all pieces are included. Package small toys together and sell as a set. Include instruction manuals if possible.
- Items with multiples pieces should be packaged in a way to reduce the risk of separation. Place small pieces in a zip-top bag, tape the bag shut, and tape or zip tie the bag to the larger item. When possible, use large plastic bags (XL/XXL Ziploc, space saver, or bedding bags) to enclose everything to reduce the risk of small pieces getting separated from the larger item.
- Group like colors and styles together for socks, hair bows, bibs, burp cloths, and small accessories. Place items in zip-top bags and tape the top of the bag shut.
- Shoes need to be clean and in like new condition. Remove dirt and scuffs and make sure laces are not dirty or worn. Place shoes in a zip-top bag if possible, and tape the top of the bag shut. You can also zip tie or safety pin shoes to each other or tie the laces together.
- Bedding is best displayed in a large clear bag to keep pieces together and allow shoppers to see pattern and contents.
- Please make sure puzzles have all of their pieces. Place puzzles in zip-top bags, or you can saran wrap the puzzle with pieces in place.
- Double check that DVDs and CDs are in their cases and not scratched. Flip through books to make sure there is no writing, coloring, or stickers.

- Baby gear and furniture will display better when assembled. You are welcome to put furniture together during registration (bring all parts and tools with you).
- Give yourself plenty of time to purchase cardstock, pins, barbs, printer ink, bags, and other supplies so that you do not run out of a necessary item close to the deadline.

Tag Information:

Tags should be detailed and complete. The more information that is included, the better chance of selling an item or replacing a missing tag. The following information is displayed on a tag:

- **Consignor #:** Each consignor chooses a four-digit number for identification purposes, which is shown on the top left of the tag.
- **Donate:** *Yes* in the *Donate* field means the item will be donated to charity if it does not sell (*No* means you want to keep the item). Clothes and shoes will be donated to Mission Frankfort Clothes Closet (ministry of First Baptist Church at the Singing Bridge), and other items will go to New Leash on Life Thrift and Architectural Salvage (supports Franklin County Humane Society).
- **Discount:** *Yes* in the *Discount* field means you would like to reduce the item half off during the last four hours of the sale (*No* indicates you would like to keep the item at regular price during the entire event). If your goal is to get rid of stuff, let items go at ½ price. Your sales will increase, and you will take home less. If you plan to donate an item, please mark it ½ price.
- **Size:** The following size chart is a guide of how clothing will be organized during events. Sizes run different according to brand and may not line up with this chart, so please choose the label with the closest match. Note in the description line if an item is slim, husky, X, short, petite, tall, plus, or has another identifying factor.

Size:	Label:
Preemie	Preemie
Newborn	Newborn
0-3 Months and 3 Months	0-3 Months
3-6 Months and 6 Months	3-6 Months
6-9 Months and 9 Months	6-9 Months
9-12 Months and 12 Months	9-12 Months
12-18 Months and 18 Months	12-18 Months
18-24 Months and 24 Months	18-24 Months
2T and 2	2
3T and 3	3
4T and 4	4
5T and 5	5
6, 6X, or Youth X-Small	6
7 and 7X	7
8 and Youth Small	8
10, 12, 10-12, and Youth Medium	10-12
14, 16, 14-16, and Youth Large	14-16
18, 20, 18-20, and Youth X-Large	18-20
Junior's X-Small and 0-1	Junior's XS
Junior's Small and 3-5	Junior's S

Junior's Medium and 7-9	Junior's M
Junior's Large and 11-13	Junior's L
Junior's X-Large and 15-17	Junior's XL
Women's X-Small and 0-2	Women's XS
Women's Small and 4-6	Women's S
Women's Medium and 8-10	Women's M
Women's Large and 12-14	Women's L
Women's X-Large and 16-18	Women's XL
Women's 2XL and 20-22	Women's 2XL
Women's 3XL and 24-26	Women's 3XL
Men's X-Small, 33-34 Inch Chest, and 27-28 Inch Waist	Men's XS
Men's Small, 35-37 Inch Chest, and 29-31 Inch Waist	Men's S
Men's Medium, 38-40 Inch Chest, and 32-34 Inch Waist	Men's M
Men's Large, 42-44 Inch Chest, and 36-38 Inch Waist	Men's L
Men's X-Large, 46-48 Inch Chest, and 40-42 Inch Waist	Men's XL
Men's 2XL, 50-52 Inch Chest, and 44-46 Inch Waist	Men's 2XL
Men's 3XL, 54-56 Inch Chest, and 50-52 Inch Waist	Men's 3XL

- **Category:** Please choose category that best applies to the item.
- **Description:** Make the description as detailed as possible within space limitations. Give brand, condition, color, number of items, and other identifying features. It may help to add the original retail price if it an item is unique, boutique, new, popular, hard to find, or of high value.
- **Price:** Please price in 50 cent increments (.50, \$1.00, \$1.50, \$2.00, and so forth). Use the following guidelines when pricing items:
 - Quality items typically sell for approximately 25-30% of the retail price.
 - Items that are new with tags sell for 70-80% of the retail price.
 - Consider brand, quality, demand, age, appearance, and condition of an item.
 - Toys, equipment, brand name and boutique clothing, new items, and things that hard to find, high demand, or unique may sell for more.
 - Think about the price of an item on clearance, and then remember that it is gently used.
 - A good rule of thumb is to ask "What would I pay for this?"
 - Price as a buyer, not a seller. Try not to overprice an item due to sentimental value or hoping to get the same amount back that you paid.
 - The cheaper that you price items, the better they will sell. If your goal is to clear stuff out of your house, price things accordingly.
 - Check eBay or Facebook classifieds to see how items are priced.
 - You will receive better return from a Treasured Twice event than at a yard sale or consignment store, and you do not have to worry about shipping, PayPal, or eBay fees.
 - Feel free to contact Treasured Twice if you need help pricing items.

- Thanks to our friends at Consignment Mommies for sharing this helpful price guide:

Ultimate Consignment Price Guide

Brand Category	Resell at:
Bargain Brands Circo, Garanimals, Carters, Retails <\$10	\$1-4
Basic Brands Old Navy, TCP, OshKosh, Retails \$5-15	\$3-6
Better Brands Gymboree, Gap, Polo, Retails \$10-20	\$4-10
Boutique Brands Boutique, Retails \$20+	25-35%

Toys, Gear, Books, and Everything Else
30% of retail price

Charge LESS For:	Charge MORE For:
Good Condition Infant Items Casual Clothing Older Toys	New with Tags "Dressy" Items Clothing Sets Excellent Condition
	With Manuals/Box Hot Brands & Toys Large Items Rare Items

Consignment Mommies
This Guide Provided by ConsignmentMommies.com
The Resale Resource for Swap Savvy Mamas!

Tagging Hanging Items:

- Please use caution when placing safety pins and tagging barbs. To prevent putting holes in fabric, place the pin/barb through the size/care label (inside the collar or waistband), at a seam on the right side of the garment (underarm), or at the edge of a zipper.
- Please do not use straight pins, tiny safety pins, staples, or clothespins to attach tags.
- It may help to punch holes in the top of the tag where the safety pin goes through the tag.
- Tagging Examples:



Tagging Non-Hanging Items:

- Use packing tape to attach tags to toys, equipment, plastic zip-top bags, and boxed objects. If a tag cannot be attached securely with packing tape, zip tie or safety pin the tag to the item.
- For cloth items such as pillows, stuffed animals, carriers, backpacks, bouncy seats, and play mats, tags can be safety pinned to the item.
- For shoes that are placed in plastic bags, tape the tag to the outside of the bag. For shoes that are tied, pinned, or laced together, safety pin or zip tie the tag to the shoes. Tags that are taped to the bottom of shoes may not stick well and could pull material off the side of the shoe.
- Tape tags to the outside of zip-top bags (not inside the bags).
- Try not to tape over the barcode because the scanner may not be able to read it.
- Please do not place tape directly on paperback books, fronts of puzzles, wooden items (such as train tables or pictures frames), stickers on toys, and painted or paper products where the tape could pull off paint, material, or stickers when removed. Bag or saran wrap items when possible and tape tag to the bag/wrap in order to protect items from getting torn or damaged.

- Please wait until check-in to tape games, DVDs, CDs, and boxed puzzles closed so Treasured Twice can verify that all pieces are there and discs are unscratched.
- Tags will be removed during the check-out process. Tags should be secure enough that they do not fall off easily but not taped on too strongly that it makes it hard to remove them.

My Consignment Manager Software:

Treasured Twice uses an online tagging and inventory system, My Consignment Manager, which is an easy, convenient way to track items. Contact us if you have questions or difficulty using the system.

You will use My Consignment Manager to complete the following:

- Register for a Treasured Twice event.
- Choose a check-in/drop-off time.
- Register for volunteer shift(s).
- Enter items.
- Print tags.
- Manage and edit inventory before or after the sale.
- View daily reports of items sold during the sale.
- Print a list of donated or sold items.

Registration:

- Go to <https://myconsignmentmanager.com/treasuredtwiceky/>.
- Click on the Treasured Twice event.
- If you do not have an account with My Consignment Manager, click on the *Create User Account* button and enter in your personal information. Once you create an account, you will be able to log in and register for the event.
- If you previously consigned with a sale that uses My Consignment Manager software, you can use your same login and password and do not need to create a new account.
- When you register, you will be asked to agree and adhere to the policies as listed on the Treasured Twice Consignor Agreement.
- You must be a registered consignor through this electronic system in order to sell items at a Treasured Twice event. You can register for an event even if you are not ready to enter items.
- You will request a four-digit consignor number when you register. If you consign with other sales that use My Consignment Manager, you can use the same number (if available) and can transfer items from other sales.

Entering Items:

- A couple of methods can be used to enter items in My Consignment Manager to create tags.
 - Enter items one by one in the system with the computer and items by your side.
 - Make a list of all of your items and info needed for the tags (size, category, description, and price), and use the spreadsheet to enter details in My Consignment Manager.
- Sort items by gender, size, and brand prior to entering inventory. This will save you time because you only have to reenter price and description for each similar item.
- Set a chunk of time to tag your items. It is more efficient to tag many items at once so you do not have to retype all of the fields (fields remember previous info except for price).

- Step-by-Step Instructions:
 - Log in to your My Consignment Manager account from <https://myconsignmentmanager.com/treasuredtwiceky/>.
 - Go to *Enter Items*.
 - Your consignor number should automatically populate in the *Seller Number* field.
 - Enter the price for the first item. Follow pricing guidelines in the *Preparation, Pricing, and Tagging* section.
 - Check the *Donate* box if you want the item donated at the end of the sale.
 - Check the *Discount* box if you want the item discounted ½ off during the final hours of the event.
 - Choose the category that best applies to the item.
 - Choose the item's size or *Blank Category* if there is not a size. Refer to the Sizing Chart in the *Preparation, Pricing, and Tagging* section.
 - Type a detailed item description. It helps to put words in the first line that will be consistent from item to item. For example, if you have 10 items that are the same brand, type the brand in the first line and then put more info in the second line. That way, you do not need to retype the brand name over and over again. Another example is to put condition (new with tags, barely worn, and so forth) in the first line. Note that uppercase letters take up more space and may have to be edited before printing, so use lowercase as much as possible.
 - Click *Add Item*.
 - Repeat this process for all items.
- Use the Power Tagger option if you have multiples of the exact same item.
- The system automatically saves your items. Refresh your screen to see what has been saved.
- Items are added at the bottom below the entry form. If you leave this tab or are timed out of your session, items at the bottom of the page will disappear. They are still in the database and can be accessed via the *Manage Inventory* tab.
- To edit an item, check the box beside the item, click *Edit Item*, make necessary changes, and click *Update Item*.
- There is a remove tab, but once an item is removed, the item number will be permanently deleted.
- You will generate one unique tag with its own item number/barcode for each item. Do not make copies of tags for use on multiple items.
- If you transfer items from another sale, you need to verify three things:
 - The seller number on the printed tags matches your registered seller number for the Treasured Twice event.
 - The tag's discount/donate options do not conflict with those for Treasured Twice.
 - The description length from the previous tag fits on the Treasured Twice tag.
- If you use the system for future events, the item number will continue from the last number. For example, if you end the first event with 100 items, then the first item in the next event will be 101. If you want to restart with number one, you can delete previously unsold items and click the *Reset Items Number* button.

Printing Tags:

- Printing can be performed at intervals or all at once when you finish entering items.

- Log in using <https://www.myconsignmentmanager.com/treasuredtwiceky/>. If you go to the main My Consignment Manager website and access the Treasured Twice event from there, it will not let you print without a code, so please use the Treasured Twice link to avoid this step.
- Use an ink jet printer (no dot matrix) with normal print setting (not best quality) to print tags. If the print is too light or too dark, barcodes will not scan correctly.
- Print tags on white, 60-67 pound cardstock. Please do not use regular copy paper because it wrinkles, tears easily, and may not scan properly.
- If you have a color printer, choose black ink only.
- In order to download the print file, install Adobe Acrobat Reader on your computer.
- Step-by-Step Instructions:
 - Log in to your My Consignment Manager account.
 - Click on the *Print Tags* tab.
 - Items can be sorted by printed, not printed, sold, and not sold.
 - Check the items that you want to print. You can display and print 240 entries per page.
 - To print a full page of tags, click the *Check All* button.
 - Click on *Generate Tags*. If correct, click *OK*.
 - Open the PDF. Turn off the pop-up blocker if needed.
 - If you are not satisfied with the tags, discard the document and fix any errors.
 - Choose *Print*. Note that eight tags print per page.
 - Press *OK*. Make sure tags print clearly so that the scanner will read them.
 - Repeat this process for each page of tags.
 - Cut and organize tags to prepare for pinning, tagging, and taping on your items.
 - Local printers and office supply stores can print and cut tags for a small fee.
- Items without tags, tags without barcodes, handwritten tags, or tags that have been altered will not be sold. Please do not mark over or fix a tag by hand. Once a tag has been printed, it cannot be changed. Create a new tag if info needs to be corrected.

Inventory Management:

- The event will be locked on Monday of sale week. You will not be able to add items or edit tags after this time.
- Treasured Twice will upload sale files at the end of each day of the event. You can view the Settlement Report to see your sales and the price at which items sold.
- After the event has ended, the sale will be unlocked so that you can manage inventory. You can print reports, delete items, or transfer unsold items to the next applicable event.
 - Click the *Manage Inventory* tab.
 - Sort columns using the up/down arrows beside the column headers.
 - Click the drop-down arrow under a column header to choose a category.
 - You can clean up your inventory list by deleting all sold items from the list. Under the *Status* header, click the drop-down arrow and choose *Sold*. Check the box on the left side of each item. Once all boxes are selected, click the *Remove Items* button. Your list will now contain only unsold items that you would sell at a future event.
 - Once registration is open for the next event, you can transfer appropriate, unsold items to that event. You do not have to recreate tags for the items. To transfer items, go to the *Manage Inventory* tab, click on the *Items Transfers* tab, select the events, select the items that you want to transfer, and click on the *Transfer Items* tab.

Tagging Service:

If you would like to consign but do not have the time, energy, or desire to prepare items, sign up for the Treasured Twice Tagging Service. We will prepare, package, hang, and tag items for you, and you will earn 50% of your sales and up to 60% if you volunteer during the sale.

- Please make sure items are freshly laundered, clean, have batteries, and meet all guidelines.
- You are welcome to give us a price list with your items. Otherwise, we will price everything based off our recommendations and fair market value.
- Contact Treasured Twice if you want to use the Tagging service. We will send you the Tagging Service paperwork and schedule a time to pick up your items.
- Registration for the Tagging Service ends two weeks prior to the sale.

Volunteers:

Treasured Twice cannot run successful events without volunteers and are grateful for those who give time and energy to work our events. Volunteers are needed to check-in consignors, inspect items, organize merchandise, assist shoppers, and work the check-out area. Being a volunteer gives you the benefits of shopping early, earning extra profits, and meeting new people.

- Volunteer to work four hours and earn 5% more of your total sales.
- Volunteer to work eight or more hours and earn 10% more of your total sales.
- If you are not a consignor, volunteer to work at least four hours to earn a Pre-Sale pass.

One shift is four hours. We realize it may be difficult to work four hours at once, and that the listed slots may not work with your schedule. Treasured Twice is flexible and can split up shifts as needed or create a time that works better for you. Contact us to make adjustments to your volunteer shift(s).

Volunteer Registration and Guidelines:

- Register to volunteer using My Consignment Manager (see *Registration* information in the *My Consignment Manager Software* section about how to register for an account). Once you log in to your account, you may view and register for available shifts.
- Please do not bring young children with you that could be a distraction and make it difficult to work. You are welcome to bring an older, responsible child who would like to help.
- Try to find a replacement if you are unable to work your shift. Notify Treasured Twice within a day of your scheduled shift if a replacement cannot be found.
- Please arrive a few minutes early so that we can review instructions and answer questions.
- Treasured Twice will make accommodations so that you can volunteer in an area that is suited to your needs (ex. sitting down if you do not want to be on your feet).
- If you are not a consignor, please complete your shift before the Pre-Sale in order to shop early.

Drop Off and Pick Up:

- Rubber band clothing together by gender and size and use boxes, tubs, or baskets to organize items by category.
- Carefully inspect to make sure everything is ready for the sales floor.
 1. Clothing is hung properly and meets guidelines.

2. Toys, shoes, and equipment are clean, well packaged, and have working batteries.
 3. Bags are taped closed.
 4. Tags are correctly matched and securely attached.
- Bring items during your designated drop-off time.
 - Arrive promptly to check in your inventory. Notify Treasured Twice if you cannot attend your appointment and need to make different arrangements.
 - Items that are rejected will be stored so you can get them after the sale.
 - Pick up unsold items during the scheduled time or make arrangements with Treasured Twice if that time frame does not work for you.
 - Notify Treasured Twice if someone else is picking up your items, and make sure that person knows your consignor number and how to identify your belongings.
 - Look for your consignor number to locate your unsold items and totes or baskets.
 - Check the lost and found and rejected item areas for anything that belongs to you.
 - Volunteers will walk you through the process and help unload/load items as needed.

Shopping Tips:

Treasured Twice welcomes you to an exciting shopping experience where you can find a large variety of clothing, shoes, accessories, toys, books, and equipment in one convenient location.

- Expect to find quality, name brand items and many that are new or barely used. There are specific guidelines for what is accepted at a Treasured Twice event, so rest assured that each item has been inspected and is suitable for the next home.
- Shop early to find the best selection, especially if you are looking for something specific.
- Volunteer or consign to receive an early shopping pass.
- You may bring a reusable shopping bag or laundry basket with you to the event. Treasured Twice also has shopping baskets and rolling carts.
- Childcare is not provided. Children are welcome to come to the sale, but please keep them with you and make sure they do not open packages, play with toys, or climb on racks.
- The sales floor is organized and labeled so it is easy to find desired items and sizes.
- If you wish to purchase a large item, please see a Treasured Twice worker so that he/she can label the item for you.
- Don't miss the half off sale on the last day of the event. Items that are marked 50% off will have a *Yes* on the *Discount* part of the tag.
- Bring items to the check-out station if you would like to inspect them more closely.
- Please look over clothing and equipment before buying. Treasured Twice inspects items for condition/wear and that everything works and is complete, but we may miss something. All sales are final, so you cannot bring an item back if you change your mind. Please contact Treasured Twice if you purchase something that passed inspection but should not have been sold due to damage or flaws.
- When you come to the checkout counter, please do not remove hangers or tags. Treasured Twice will process everything for you. Leave any unwanted items at the counter, and a volunteer will return them to the sales floor.
- All items will be charged 6% sales tax. Payment methods include cash and debit/credit cards.
- Please do not leave items unattended or take anything out of the sale without payment. Items may be left at the counter for up to an hour if you need to leave for any reason.

- We will be happy to assist you if you have questions or concerns before, during, or after the event. We want you to find great deals and enjoy your experience at Treasured Twice consignment events. Happy shopping!

Questions and Information:

- Information can also be found on our website: www.treasuredtwiceky.com.
- Join our email distribution list by signing up on our website or during one of our events.
- Like *Treasured Twice KY* on Facebook to read the latest announcements, ask questions, discuss selling strategies, and connect with consignors and shoppers.
- If you have questions or want additional information, please contact:
 - Melissa Bondurant, Owner
 - 502-330-0662
 - treasuredtwiceky@outlook.com