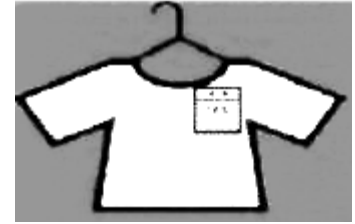


HOW TO GET STARTED

1. REGISTER & TRAIN

Go to www.new2uconsignment.com and select "Register" this will allow you to sign up as a consignor. You will create a password. (Be sure to write down your password.) You will then be asked to complete some "training" screens to assure that we are on the same wavelength regarding quality, pricing and organization. Once you finish, you will be given a Consignor ID (write this down).



2. GATHER AND ORGANIZE

Put your items in order by GENDER and SIZE before you start.

3. PREPARE YOUR ITEMS Wash, iron, replace buttons, gather loose pieces of toys and do whatever is necessary to ensure that your items are in excellent condition. Items that do not meet our guidelines will be returned.

- Hang clothing on hangers (use infant size hangers on sizes below 2T)
- The hanger should look like a question mark when you are looking at the front of the garment.
- Using a safety pin (no small gold ones) attach a 3x5 index card (do not use stick on index cards) vertically to the upper left side of the garment (see pictures).



4. COMPUTER ENTRY (It's quick, easy, & fun!) After registering, gather your clothing in a pile beside you at the computer. Go to www.new2uconsignment.com, select the register / enter items button, next select the enter items button. Enter the description and price. Do this carefully and accurately. To help you keep your items in order, you should number your index cards in the order you entered them in the computer (I.E. 1,2,3,4 etc.) You will be able to save your work and come back to it later if you'd like. Once you have selected the completely finished button, choose if you would like to DONATE your items which do not sell. You will be able to choose NONE, ALL or select certain items to donate.

5. DROP OFF

Select the Drop Off button to sign up for a drop off appointment. If you do not have your labels, be sure to arrive early and leave your items in your vehicle. Come to the check-in table to receive your labels. You can attach your labels in your vehicle or at a tagging station. Have your items ready for inspection at your appointment time. After your items have been inspected you will place them on the sale floor. Be sure to go by the check out table to receive your consignor pack. It will have all your important reminders and your early shopping pass.

6. PICK UP DAY

Columbus Pick Up is Sunday, September 14, from 1 pm to 4 pm. You will receive your unsold items, detailed inventory sheet, and a check for items sold.

7. CONSIGNOR FEE SCHEDULE

The consignor fee will be based on the number of items consigned.

<u>Number of Items Consigned</u>	<u>FEE</u>	<u>PAYMENT METHOD</u>
10 - 150	\$15	Paid on line when you register
151 - 300	\$30	\$15 base fee paid on line & \$15 due at drop off

The consignor fee will continue to increase \$15 for every 150 items consigned and all fees after the \$15 base fee will be payable at drop off.

ALL ITEMS NOT PICKED UP WILL BE DONATED. NO EXCEPTIONS!!!!