

Berks Adult Closet

Consignment Sale!

“Out with the old, in with the new!”

Consignor Drop off Day

Friday before the public sale.

9:00 am- 3:00 pm

Late drop off 6-8 pm

Doors close at 3 pm- Doors will reopen for late drop off at 6 pm.

Shopping On Drop Off Friday:

Yard Sign Holders: 12-3 pm and or 5:30-9 pm

Volunteering Consignors & Non-Consignor Volunteers: 5:30-9 pm

All other Consignors: 7-9 pm

- In order to participate in our sale, you must consign a minimum of 25 items.
- **ITEMS WE ACCEPT: IF IT IS NOT LISTED, PLEASE DO NOT BRING IT!: Good Quality All Seasons Adult clothing, All season Maternity clothing, shoes, coats, purses, belts, hats, gloves, scarves, robes, workout clothing, Books.**
- There is a \$10.00 per consignor, per sale registration fee (one per household). The registration fee will be taken out of your profit check after the sale. If your profit check is less than \$10.00, then you will have a remaining balance on your account for next sale. If you do not sell anything during the sale, you will not be charged a fee.
- Consignors who volunteer at the sale earn 70% of their selling price. Consignors who do not volunteer at the sale will earn 60% of their selling price. Please remember to sign the volunteer sheet at the sale to receive credit for your shift. If someone is volunteering for you, please have them sign their name in YOUR name slot on the volunteer sign in sheet. Payment will be sent out Payment will be sent out after 14 business days after the sale (a business day is Monday through Friday) [or 19 calendar days which is the 3rd Thursday after the sale].
- **Please bring 1 self- addressed stamped business-size envelope (#10, size: 4 1/8" by 9 1/2") on the "drop off" day. Do NOT use SMALL envelopes. If you forget your envelope, we will deduct \$3.00 for the stamp and envelope from your profit after the sale. • Berks Adult Closet is not responsible for any lost, stolen or damaged items. You will not be reimbursed for these items. • ALL SALES ARE FINAL. All sales are sold "as is", no refunds**
- **Presentation is everything!!** Please iron your clothes if they need to be. Make sure there are no buttons missing and snaps are snapped. Items that are in poor condition will be pulled off the floor. The items pulled off the floor due to Stains/ Holes/ Odor/ Damaged/ Missing parts/ etc... will be place in the rejected area. After 3pm the unacceptable items will be displayed on the nearest tables to the rejected items area. Please check that area to see if any of your items were pulled off the floor. If those items are not claimed, they will be donated. Please make sure there are NO STAINS or HOLES on the items you want to sell. Please help us keep our excellent

reputation for great merchandise. Do NOT BRING STAINED OR UNACCEPTABLE ITEMS TO THE SALE.

- TAGGING INFORMATION:** Consignors may either tag items to sell with handwritten tags or by printing your personalized tag documents containing barcodes on your personal color printer (color needed if printing full price tags due to highlight color). We will provide the tag documents for you to print. Handwritten Tag Information
 - Use ½ of a 3X5 index card per item. Do NOT use regular paper. It will tear off. Use unruled white index cards. You may use a tagging gun, please place the tag in the seam under the right armpit. Please do not put on the front of the item since the gun leaves a hole in the item. We have received complaints about this issue. Otherwise use safety pins to secure your tags. The tags with pins will go about your heart. (right side looking it item)
 - ALL TAGS MUST HAVE CONSIGNOR #, PRICE, ITEM DESCRIPTION AND SIZE.** Please follow our specific format to avoid confusion at the check outs. An example of a good description is: Women’s Old Navy Tan Coat. Do not write: shirt. If our format is not followed, it may result in lost sales for you. Our checkout volunteers are trained to read as per the manual instructions.
 - Print consignor number - top center of the card. Example: #900 Your consignor number is for life so you may tag throughout the year.
 - Print price- example: \$2.00 or \$2.50. Price items in .50 increments!
 - Between the hours of 1 pm -2 pm on the Public sale day we have our “Half Off” sale. IF you choose NOT to sell your items at the half off price, you need to use a YELLOW highlighter and highlight the price on your tag. IF the price is not highlighted, the item will be sold at the half off price.**
 - Size of the item must be put in bottom left corner of the index card. Example: Women’s 12 or Men’s Med.
 - Description of item must be put in bottom right corner of index card. Provide a good description so we can match a tag to an item if the tag falls off. Example: Women’s Pink tank

#900	#900
\$5.50	\$23.00
32Wx31L	Desk
Men’s Levi 501 Jean	

top

Printed Barcode Tag Information

1. Each consignor is provided with the following documents in PDF format containing their personal tags. You may download these from <http://www.berksadultcloset.com/> using the links provided in your registration email. Once you click on a link in your email, you can then save the tag document to your local computer for your convenience, but your tag documents will always be available on our website. Each file name is prefixed with your consignor ID. Document descriptions follow this list.
 - 24_IndexPaper_FullPrice_50Cent_To_20Dollar_SizeDescr.pdf
 - 24_IndexPaper_FullPrice_50Cent_To_20Dollar_Descr.pdf
 - 24_IndexPaper_FullPrice_25Dollar_To_100Dollar_SizeDescr.pdf
 - 24_IndexPaper_FullPrice_25Dollar_To_100Dollar_Descr.pdf
 - 24_IndexPaper_HalfPrice_50Cent_To_20Dollar_SizeDescr.pdf
 - 24_IndexPaper_HalfPrice_50Cent_To_20Dollar_Descr.pdf
 - 24_IndexPaper_HalfPrice_25Dollar_To_100Dollar_SizeDescr.pdf
 - 24_IndexPaper_HalfPrice_25Dollar_To_100Dollar_Descr.pdf
 - a. Full price items
 - i. Tags containing both size and description label. Intended for wearable items that have a size.
 1. 24_IndexPaper_FullPrice_50Cent_To_20Dollar_SizeDescr.pdf
 - a. Contains one page per price point in 50 cent increments from 50 cents to \$20
 2. 24_IndexPaper_FullPrice_25Dollar_To_100Dollar_Descr.pdf
 - a. Contains one page per price point in \$5 increments from \$25 to \$100
 - ii. Tags containing only description label for any item not having a size such as toys, books, any non-wearable item, etc.
 1. 24_IndexPaper_FullPrice_50Cent_To_20Dollar_Descr.pdf
 - a. Contains one page per price point in 50 cent increments from 50 cents to \$20
 2. 24_IndexPaper_FullPrice_25Dollar_To_100Dollar_Descr.pdf
 - a. Contains one page per price point in \$5 increments from \$25 to \$100
 - b. Half price items
 - i. Tags containing both size and description label. Intended for wearable items that have a size.
 1. 24_IndexPaper_HalfPrice_50Cent_To_20Dollar_SizeDescr.pdf
 - a. Contains one page per price point in 50 cent increments from 50 cents to \$20
 2. 24_IndexPaper_HalfPrice_25Dollar_To_100Dollar_SizeDescr.pdf
 - a. Contains one page per price point in \$5 increments from \$25 to \$100
 - ii. Tags containing only description label for any item not having a size such as toys, books, any non-wearable item, etc.
 1. 24_IndexPaper_HalfPrice_50Cent_To_20Dollar_Descr.pdf
 - a. Contains one page per price point in 50 cent increments from 50 cents to \$20
 2. 24_IndexPaper_HalfPrice_25Dollar_To_100Dollar_Descr.pdf
 - a. Contains one page per price point in \$5 increments from \$25 to \$100
2. **Between the hours of 1 pm -2 pm on the Public sale day we have our “Half Off” sale. IF you choose NOT to sell your items at the half off price, you need to use Full Price tag documents.**
3. Use 8.5 x 11 white index card paper. With this paper, you will print 12 tags on each page.
 - a. Use white paper.
 - b. We purchased paper from Amazon.com “Neenah Exact Index Card Stock, 8.5 x 11 Inch, 90 lb, White, 250 Sheets (40311)” for around \$8. (TOTALING 3000 TAGS PER package of paper).
4. Print with high quality and use color if printing full price tags so yellow highlight of the price is printed. A Black-only printer may be used for printing half price tags.

- You do not need to print the entire tag document. Print individual pages for the price points that you use.
- Be careful when cutting tags apart so that you only cut in the whitespace between the tags. If part of the barcode is cutoff, then it will not scan. The barcode for each tag is printed at the bottom of the tag. See the cut arrows in this diagram for the suggested cut lines. You can use scissors to cut the tags however a paper cutter works better if you have one.



- Handwrite Size and/or Description information on your printed tag. Do not overwrite the printed information with your handwriting, especially the barcode.
- When pinning your tag to an item, do not cover price, size, description or barcode.
- Do not handwrite a different consignor ID, price, or highlight a half off tag since this information is coded into the barcode. It is the barcode information that is recorded in our sales database.
- If we have not provided a tag for a price point, then hand-write a tag using Handwritten Tag Information in the previous document section. If the price point is commonly used, let us know and we can generate a barcode tag for it.

Tag Placement and Item Presentation:

1. ALL TAGS MUST BE SECURED WITH A SAFETY PIN or a tagging gun. The tag goes on the top right corner for clothing for safety pins and right arm pit for tagging guns. Do not use stickers or sticky notes or clothes pins or any type of tape on any clothing items. Your tags will fall off. If the item does not have a tag on it, the item will not be sold. Please look on our web site for "frequently asked questions". There are pictures of how a tag and hangers should be displayed. Items with no price tags will be pulled off the floor and not sold. They will be placed in a rejected pile. Please do not put the safety pins over information printed on your tags.
2. Clothes must be placed on the hanger forming a " ? " when looking at the item. Check out our web site for a picture. "Frequently asked questions".
3. When hanging pants or shorts, please use extra safety pins to make sure they do not fall off the hanger. Make sure the pants are fully displayed. Do not fold pants. Customers will take them off the hanger to see the knees. You may use pant clamp hangers if you have them otherwise you safety pins to secure the pants to the hanger.
4. All shoes must be laced together/secured by safety pins/ in a large Ziploc bag or use a zip tie. Use a safety pin or packing tape to secure the bag from being open during the sale. Please put your tag **inside** the bag. **DO NOT WRITE ON THE BAG. IT WILL WIPE OFF.**
5. When tagging BOOKS make sure to secure your tag with blue painters' tape or masking tape. Do NOT USE packing tape on books. Place the tag on the back of your books so customers can see the title and book info.
6. Remember pricing is very important. Do not over price your items. You need to price them right to sell. If you price your items too high, you will be taking a lot of your items home.
7. If you plan on returning for your unsold items, please do something special to the top of your hangers such as colorful duct tape, ribbons, zip ties. Be creative. This will make your picking up much easier to find your unsold items. Please check the entire facility for your items. Customers pick up and move your items a lot during the sale.
8. All clothes MUST be on hangers and display in the correct location for gender and size. Sizes are XS, SM, Med, LG, XL, XXL+ are all together. Please read the pink or blue size plates on the clothing rack.

DROP OFF" FRIDAY –

Friday, the day before the Saturday public sale is our "drop off" day. We will be accepting drop off between the hours of 9:00 am till 3:00 pm. Doors close at 3:00 pm. We will not be accepting any merchandise after 3 pm. We do have a later drop off time from 6-8 pm. You're responsible for putting your merchandise away. Our sale is very organized so there should be no question of where the item belongs. We have signs to direct you to the specific area. When dropping off your items, please bring 1 self-addressed, stamped **business-size envelope** (#10, size: 4 1/8" by 9 1/2"). If you forget your envelope, we will deduct \$3.00 for the stamp and envelope from your profit after the sale. The envelope will be used to send your sale payment check to you. Payment will be sent out after **14 business days after the sale (a business day is Monday through Friday) [or 19 calendar days which is the 3rd Thursday after the sale].**

PLEASE have all of your items tagged and sorted by size and gender PRIOR to drop off. It will take you less time to put them in their correct spots if you are organized. We will have all clothes hanging on racks. There will be colored balloons directing people to the blue/Men's

section and pink/Women's section. The clothes will be sorted by size & gender. Please read the signs on the wall to direct you to the specific area.

Consignor Shopping Night:

Volunteering Consignors may shop from 5:30-9 pm. **Non-volunteering** consignors gets to shop from 7:00 pm – 9:00 pm on Friday night. You may bring your husband & children. You may bring a stroller the day or night of the presale FRIDAY ONLY. The pre-sale is not opened to the public. There will be a list at the check outs. Your name will in our register database when checking out. When checking out, please tell cashier your consignor number and your full name. It is wise to bring a large shopping bag or box with you.

Public SALE DAY: Saturday

We will be open to the public @ 8:00 am till 2:00 pm. We will have our "half off" sale from 1:00 pm till 2:00 pm. You may pick up your items that did not sell between the hours of 2:00- 3:00 pm. Our customers linger so closer to 3 pm is better. Merchandise is constantly shifted during the sale, so search the entire facility for your items! Also search the "rejected items" area. Berks Adult Closet is not responsible for items that are lost or stolen. We do have security guards on duty during drop off and during the sale. **ALL ITEMS THAT ARE NOT PICKED UP BY THE CONSIGNOR AFTER 4:00 PM Saturday WILL BE DONATED TO THE JUBLIEE STORE.** They are non-profit organizations supported by grants and donations.

Please spread the word about our sale!!! Please forward the sales flyer around to family & friends. Please print the flyer out and post at your grocery store, work, day care, post office, gym.....etc.. Post our sales flyer on your Facebook page.

REMEMBER: We do ask that you volunteer at our sale. Please let me know what shift you would like to work. If you can come in earlier or stay longer, please let me know. It is in everyone's best interest to volunteer at the sale. The more volunteers we have the more successful the sale will be! \$\$\$ ALL VOLUNTEERS FOR FRIDAY WILL BE WORKING CHECKOUTS. Please review the "Checkout Procedures" in the "Become a Consignor" menu on our website.

Here are the shifts available to volunteer.

Friday: 9:30 am - 2:30 pm,
Friday: 11 am - 3 pm,
Friday: 12 pm - 4 pm,
Friday: 5:00 pm - 9 pm.

Listed are the volunteering shift that are available for Saturday:

Saturday: 7:30 am - 11 am,
Saturday: 11 am - 3 pm,
Saturday: All day shift- 7:30 am - 2 pm, (w/ free lunch)
Saturday: 12:00 pm- 4 pm

REMEMBER: Volunteering Consignors earn 70% of your profit. NON-Volunteering consignors will receive 60% of your profit. Remember to sign in on the volunteer sheet to get credit! There will be a sign in desk as soon as you walk in. Very important to sign in to verify your consignor # and for your volunteering shift.

Please check out our web site <http://www.berksadultcloset.com/> If you have any questions about the sale, please check out our — "frequently asked questions".

Please look for our ads in About Families, The Merchandiser, The Pottsville Republican, The Reading Eagle, The Windsor Press, Central Penn Parents.

To get free hangers, send a mass email around to friends and family asking them to check their closets for unwanted hangers. You will be amazed on how many you will get. I do it every sale. Also check all retail customer service desks and ask at dry cleaners.

If you would like to help us advertise our sale, please let me know. You can display a sale sign on your property, your business property, your husband's work, vacant lot that you own etc..... If you display a sign on your property, you will be allowed to shop on Friday from 12-3 pm and or 5:30- 9 pm!! Please send email to Judy@berkskidsclouset.com attn: Sign

As our Adult Sale grows, so will expand our list of items that we accept. Stay tuned!!

The Adult Sale will be held ONCE a year in the spring!

Thank you! Judy Dalesandro- Berks Adult Closet- [mailto: judy@berkskidsclouset.com](mailto:judy@berkskidsclouset.com)