

TOP 10 Consignor Check List

Drop off is Monday 1pm - 8pm
& Tuesday 9am – 12pm

Douglas County Fairgrounds Event Center, Castle Rock



1. _____ **ONLY** Clothing & shoes for infants and to size 14 for girls and 18 for boys.
 - There is a limit of 10 items for Juniors and for Maternity. Both Juniors and Maternity **MUST** be name brand – see website on our SELL page under “Merchandise Prep” for a complete list of brands.
 - We accept all seasons for maternity only.
2. _____ Unload your items at the garage doors at the back of the building. After you park your car, enter through Door D and check in. You will need to bring the following:
 - Completed Car Seat Waiver (if you are selling a car seat)
3. _____ Clothing must be organized and sort by gender and size. For all non-clothing items, sort by type (ex. Keep all the books together, nursery items, etc.)
4. _____ Clothing must be on hangers with the hanger pointing to the left, it should look like a question mark (?)
5. _____ No stains, defects or recalls on ANY items.
 - All snaps are snapped, zippers are zipped up, buttons are buttons and loose threads are snipped.
 - Items that require batteries must be working order.
 - All pieces for games, puzzles and other items with multiple parts are required to be complete.
6. _____ Tags are attached correctly.
 - Attach to the neck label or on the left side of the chest (looking at the garment it will be on the right)
 - Be careful and use good judgment when using a tagging gun! Be sure to read our tagging guidelines before you tag.
7. _____ Tags are printed on white cardstock (NO paper tags). All tags have a clear and legible barcode.
8. _____ No changes on tag price (Do NOT cross out, cut off or white-out the star)
 - The system will not accept hand-written changes on price.
9. _____ Multiple-piece clothing sets are safety-pinned or rubber banded together. Safety pin through each piece of the set so all pieces are combined/held together, or use multiple hangers and rubber band them together.
10. _____ Consignor PICK UP is the Monday (after the sale) 8am-11am. Anything not picked up by 11:01am will be donated to our Charity Partner. No phone calls, no exceptions.