

Two Times Around Consignor Checklist

PRESALE

- NEW & RETURNING Consignors register at www.twotimesaround.net for each sale (Your consignor # will always remain the same for returning consignors).
- Thoroughly review Two Times Around website for important updates and new information.
- Visit www.cpsc.gov for recall of all items PRIOR to entering inventory.
- Review PA Bedding and Upholstery guidelines on Two Times Around website.
- Please wash ALL clothing, bedding, blankets, etc.
- Clean up and scrub all toys, strollers, baby equipment, etc.
- Be descriptive as possible for tag descriptions - Line 1: The Brand Line 2: Color, patterns, etc.
- ALL tags MUST be printed on WHITE card stock- no exceptions!
- Ensure ALL pieces and parts are securely attached (Example, toys, games, puzzles, etc).
- Consider each item for discount and/or donate.
- Any item that requires batteries MUST have them to be accepted.
- Print and fill out the Carseat Agreement
http://www.twotimesaround.net/Recall_Information.html
- Spread the word with friends & family.
- Sign up for drop off slot after you receive an e-mail. Sign up for one slot per 100 items.- Remember 15 item SHOE limit.
- Sign up to volunteer and shop even earlier. Volunteer 8 + hours and receive 75% of items sold.

DROP OFF

- **NEW LOCATION! Blue Heron Events (407 S. Washington Street, Greencastle)**
- Arrive ONLY at your designated time slot.
- You MUST have your items sorted by gender and size BEFORE arrival.
- Pull along the side door (follow the signs) - Park your vehicle in front of the building and return to the registration table.
- Check in at the registration table:
 1. Confirm your mailing address
 2. Drop off the Carseat Agreement if necessary
 3. Receive your Preview Passes (one per consignor and one for friend of consignor)
- Proceed to item inspection.
- If necessary, a volunteer will show you the sales floor and help you place your items .
- Large bins, Thirty One bags, or large boxes are helpful to transport your items.

PICK UP

- Please don't arrive EARLY OR LATE (After 4:00 all items will be donated, no exceptions unless prior arrangements have been made)
- A Two Times Around volunteer will take you to your items.
- Double check that you ONLY have YOUR items.
- Sign off with a Two Times Around volunteer.
- Check the "Lost & Found" area for any items
- Don't forget there are extra hangers available for pickup (ONLY take what you sold)