

Tips for Consigning with Lil' Vermonters



Important Dates

- Tuesday, **May 20**, 11:59PM:
Consignor Portal closes
- Thursday & Friday, **May 22 & 23**:
Item drop-off - by appt
- Friday, **May 23, 5-9PM**:
Early Bird Sale
- Saturday, **May 24**, 9AM-2PM:
Public Event
- Sunday, **May 25**, 9AM-12PM:
Half-Price Sale
- Sunday, **May 25**, Unsold item
pick-up



The Consignor Portal

The **Consignor Portal** is available on www.lilvermonters.com. It is where new and returning consignors **register**, items are **entered**, barcoded tags are **printed**, drop-off appointments are **scheduled**, and post-sale reports are accessible. **Unsold inventory** from previous sales can also be **re-activated** in the Consignor Portal.

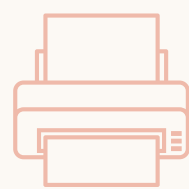
Item Tagging



Once entered in the Portal, every item will have its own **unique, barcoded** tag. The consignor is **responsible** for printing tags (**PDF format** works best) and **securely** affixing them to every item. Information on the tag includes **consignor #, price, category, item description**, whether an item is **reduced** during the Half Price Sale, and whether a consignor wants an unsold item **donated** to charity after the sale. A **black dot** on the left of the tag denotes donation after the sale.

More on Tagging

- Tags should be printed on **white or off white** paper only.
- **Barcodes** should be **clear** - not faded or scratched.
- Tags should be **durable** to prevent detachment. Cardstock works best. Plain printer paper glued to cardstock or half an index card works too.
- Item descriptions should be **detailed**. Generic descriptions (i.e. "t-shirt") cannot be accepted. Example of a **good description**: Carter's pink t-shirt with hearts



Item Preparation

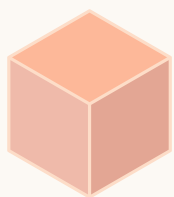
- All items ~ **clean & good condition/securely** tagged
- Clothing ~ on **hangers** or **bagged** in same-size **lots** (no more than 5 items per lot)
- Clothing ~ tagged with safety pins or tagging gun ~ through **tag** or **seam** only
- Multi-piece items ~ secured together
- Don't damage item surfaces with tape that's **too sticky**



Drop-Off

- Schedule an **appointment** in the Consignor Portal
- Have all clothing **sorted** by gender then size **before** arrival at the Expo
- Helpful to have items sorted by **category** before arrival
- At your appointment, you'll receive a **map** of where items go. You'll place items on tables & racks.
- The Lil' Vermonters Team is there to **help!**

Unsold Item Pick-Up



- Each consignor will receive an **unsold item report** and will locate their items on the sales floor at their scheduled pick-up appointment.
- Consignors can opt to **donate** their unsold items.
- Any item left at the Champlain Valley Expo at 6PM on May 25 will no longer be eligible for pick up, **no exceptions**.

Consignors earn 67% commission on sold items & free access to the Early Bird Sale from 5-9PM