



# Sprout Style Swap

CONSIGNMENT SALE

COLUMBIA, SC



[Sprout Style Swap](#)



[Consigners Group](#)

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[sproutstyleswap](#)

[Sproutstyleswap.com](#)

# 🌸 Welcome to Sprout Style Swap 🌸



Hello! We are Aubrie Britt and Brandy Barkley, both stay-at-home, homeschooling moms, that started the Sprout Style Swap consignment sale to supplementing family income and providing an effective means of recycling like-new kid's gear to the greater Columbia area. We strive to partner with you all in reclaiming the highest quality of gently used children's items to share with families in the community.

In these handbook pages, you'll discover the essence of our enterprise—our values, our mission, and the commitment we hold towards excellence, sustainability, and customer satisfaction.

Every section is carefully crafted to offer insight into how we operate, our team's dedication, and the way we strive to make a positive impact. This handbook is a glimpse into our culture, a testament to the passion that fuels our endeavors.

# Pineview Baptist Church

3010 Leaphart Rd  
West Columbia, SC 29169



## Drop Off Dates



**Saturday, September 21, 2024 | 2pm-6pm**  
**Wednesday, September 25, 2024 | 10am-2pm**

## Consignment Sale Dates



### Full Price Dates

**Thursday, September 26, 2024 | 9am-6pm**  
(9am-12pm early access to volunteers)  
(12pm-6pm early access to consigners)  
**Friday, September 27, 2024 | 9am-6pm**  
(Open to public)  
**Saturday, September 28, 2024 | 9am-6pm**  
(Open to the public)

### Discount Dates

**Thursday, October 3, 2024 | 9am-6pm**  
(9am-12pm 50% off early access to volunteers)  
(12pm-6pm 50% off early access to consigners)  
**Friday, October 4, 2024 | 9am-6pm**  
(50% off to the public)  
**Saturday, October 5, 2024 | 9am-6pm**  
(9am-2pm 50% off to public)  
(2pm-6pm 75% off to public)



## Pick Up Dates

**Monday, October 7, 2024**  
**2:00pm-6:00pm**  
Pick up items you do not want to donate

# How it Works

## 1. Collect

Please gather any gently used items you wish to sell from around your home. We're excited to help you consign these belongings and find them new homes.



## 2. Sort

Please arrange your items by sizes to ensure a smooth and efficient consignment process. This will help us quickly categorize and display them appropriately for potential buyers.



## 3. Price

Please label your items with clear and reasonable prices to facilitate a seamless consignment process. Providing fair pricing will enhance the chances of successful sales.



## 4. Prep

Please ensure your items are clean, presentable, and in good condition before consigning them. Proper preparation will enhance their appeal.



## 5. Drop Off

Please drop off your prepared and priced items at our designated drop-off location and drop-off times. Your timely contributions are essential for a smooth consignment process.



# Table of Contents



1. The Basics
2. Registration
3. Earnings
4. Tagging Options
5. Items Accepted
6. Quality Standards
7. Supplies Needed
8. Prohibited Items
9. Pricing
10. Drop Off
  - a. Drop Off – You Tag & Distribute
  - b. Drop Off– We Tag
  - c. Drop Off– Drop & Go
11. Donations
12. Volunteer Information
13. Terms & Conditions Agreement



# 1. The Basics

Sprout Style Swap is excited to partner with you to sell your gently used children items. This is also a great time to swap out what you no longer need for new needs. In this handbook, you will find all the essentials you need to sell with us.

Sprout Style Swap is open to the public. Anyone is welcome to sell! We accept gently used children's items to resell.

- 1 We need some information; register on our website.
- 2 Check out some of the major earnings you will receive and ways to make more by volunteering.
- 3 Make note of items we will and will not accept. Children's safety is our highest concern.
- 4 Learn about the ministries we support with donated items after the sale.

A \$15 selling fee (\$10 early registration) is charged to help cover the cost of building rent. Sellers receive (2) passes to the Seller's Sale, allowing you & a guest to shop before the general public. Sellers tag & place their items out for sale, and then pick up (or donate) unsold items at the end of the sale. Sellers are NOT required to be onsite during the event. Checks will be available at pick up or mailed out at the end of sale.

Choose from 3 options to participate in the sale -  
See below for a more detailed description of each option.

1. You Tag and Distribute - \$65% earnings
2. We tag- 45% Earnings
3. Drop & Go - 55% Earnings



## 2. Registration

To become a consignor on our site, please follow these steps:


1. Go to [www.Sproutstyleswap.com](http://www.Sproutstyleswap.com)
2. Click on "Swap with Us"
3. Create an account on the MyCM website by completing the registration process.
4. Click the "Register" button after creating your account.
5. Select "Sprout Style Swap Fall 2024" from the list of consignment options and proceed with the registration.
6. Make sure to pay the registration fee before moving forward. Note that PayPal payments may take up to 24 hours to process.
7. Return to the merchant's site ([myconsignmentmanager.com/sproutstyleswap](http://myconsignmentmanager.com/sproutstyleswap)) and use the login credentials you established earlier to access tagging services.
8. Verify your email address by clicking the confirmation link in the email sent by My Consignment Manager.
9. If you would like to Volunteer with us for an additional 5% earnings as well as early shopping opportunities, look under Team Worker Shift. Select a shift.
10. Navigate to the "Manage Items" section to initiate the tagging process for your items.



### 3. Earnings

Sellers receive 65% of the price they set for their items. If they volunteer for a 4-hour shift, they get early access. an extra 5% on their sales. However, a \$15 fee is required upon registration. Both consignors and volunteers are rewarded with a complimentary presale pass, along with an additional pass for a guest. Sellers are not obligated to be present at the event.

#### Consigning Options:

	You tag	We tag	Drop & go
Earn	65%	45%	55%
Consigner Fee	\$15	\$15	\$15
Additional Fees	No	\$15	\$6
You Distribute Tagged Items	Yes	No	No
Prep & Tag Items	Yes	No	Yes





## 4. Tagging Options

Below, you'll find brief descriptions of three tagging options available for this sale. Review each description and select the option that best suits your needs. Once you've made your choice, you can find more detailed information about each option further in this handbook. If you have any questions, don't hesitate to reach out!

### You Tag and Distribute - Option 1

We value your role as a Sprout Style Swap Children's Consignment Sale consignor. This option is chosen by most of our consignors. You will earn 65% of your total sales. Your earnings will be paid to you via check at the end of the sale. There are no additional fees after the registration fee is paid.

You will use the software to create, print, and tag all your items. Once all your items are tagged. You will choose a drop off date for your items. You will distribute your items on the sales floor. Then come shop at your early access time and sit back to wait for your earnings. See below for more information on drop off and tagging items.



## Tagging Options Continued

### **We Tag - Option 2**

You pay a \$15 non-refundable We Tag supply fee now in addition to the \$15 consignor fee. The We Tag for You supply fee covers the cost of zip ties, cardstock, printing, safety pins, hangers, etc., so it is in addition to the consignor fee to sell at our events. Items should be packed in bins and must be manageable for one person to lift.

The \$15 We Tag fee is per event. The We Tag fee (pay via Venmo or PayPal) and consignor fee is due upon registration. We Tag consignors earn 45% of your total sales instead of the usual 65%.

We will print and fill your tags out for you. We will fill out the tag's description, price, size, etc and hang on hangers, attach tags, put out the items properly, and sell them! You will receive a check at the end of the sale.

See below for more information on dropping off items.

### **Drop & Go - Option 3**

You pay a \$6 non-refundable Drop & Go fee (via Venmo or PayPal) in addition to the \$15 consignor fee paid at registration.

Similar to the You Tag option, you will use the software to create, print, and tag all your items. Once all your items are tagged. You will choose a drop off date for your items. You will then pull up to the door of our facility and someone will unload your car for you. We will distribute your items on the sales floor for you. You don't even have to get out of your car! Then come shop at your early access time and sit back to wait for your earnings. Drop & go consignors earn 55% of your total sales instead of the usual 65%. See below for even more information on the drop and go option.

See below for more information on drop off and tagging items.



## 5. Items Accepted

We accept gently used children's items. Items must be clean, in excellent condition, complete, and with working batteries. No vintage or handpainted items or items in need of repair or parts. No rust or mildew present. Please note that event volunteers are not available to assist with large items. Consigners are responsible for arranging their own help for the transportation and handling of these items during drop-off and pick-up. This ensures a smooth and efficient process for everyone involved.



### Clothing

We accept a range of children's clothing from premie to size 18 juniors. This includes Long-sleeved shirts, short-sleeved shirts(only fall/winter styles), onesies, pants, tights, socks, dresses, overalls, capris, rompers, raincoats, dance wear, costume dress-up items, bathrobes, pajamas, and swimsuits. Boutique items for children are also welcome. Seasonal clothing for Halloween, Thanksgiving, and Christmas is suitable for our Fall sale. School uniforms, including embroidered and screen-printed apparel representing local schools, are accepted. Additionally, we encourage bringing gently used game day attire for resale.



### Shoes

We accept shoes in 'like new' or gently used condition, covering all brands. Our range includes closed toed shoes, slippers, water shoes, ballet shoes, costume dress-up heels, Crocs, cleats, rain boots, and tennis shoes. Sizes range from newborn up to a child-appropriate adult size 8.5.



### Books

We accept a variety of children's reading materials including soft books, board books, picture books, and chapter books for tweens and kids (up to 20 chapters). Educational materials and homeschooling resources are welcome. For media, we take children's DVDs or Blu-rays rated G or PG, as well as children's music CDs. Baby cookbooks are also accepted. When taping books, games, or puzzles, please use only painter's or masking tape to avoid damaging the cover. While we suggest selling books individually, you can bundle books by the same author or with similar themes in a Ziplock bag.



## Items Accepted Continued...

### Furniture

We welcome cribs and toddler beds (complete with all assembly parts), crib and toddler mattresses, co-sleepers, bassinets, nursery rocking or gliding chairs, changing tables, baby gates, and sway swings. Kids' tables and chairs, play kitchens, and tool benches are also accepted. Diaper pails must be sanitized before drop-off. We accept potty chairs, bath seats, baby baths, bed rails, baby gates (complete with screws), changing pads and covers. Nursery lamps, high chairs, pack'n plays, dressers with changing pads, toy boxes, and desks for toddlers and young children are also welcome. Large items like cribs, changing tables, dressers with a changing station, toddler beds, etc., require a "Large Item Claim Ticket" and must be assembled by the consignor at their scheduled drop-off time.

### Feeding

We accept a range of children's dining items including plates, cups, utensils, sippy cups, water bottles, bibs, and placemats. New pacifiers and new bottles, or used bottles with the nipples removed, are also welcome. Both manual and electric breast pumps (excluding tubing) along with bottle accessories like warmers and drying racks can be donated. Additionally, we accept nursing covers, as well as both disposable and cloth diapers.

### Baby Gear

We accept car seats and booster seats that are within their expiration date (with at least 6 months remaining) and have never been in an accident, as well as car seat covers and canopies. Various types of strollers, including jogging, umbrella, double strollers, and wagons, are welcome. Additionally, we accept walkers, exersaucers, highchairs, push cars, and push trikes. Only mesh crib bumpers are accepted.



## Items Accepted Continued...



### Stuffed Animals

For stuffed animals, we accept licensed characters (such as those from Disney, Marvel, Melissa and Doug, etc.) and electronic ones that talk or sing. Pillow Pets, Squishmallows, and Beanie Babies are also welcome.



### Accessories

We accept a variety of children's accessories, including bows, bibs, burp cloths, hair ties, headbands, hair clips, hats, belts, backpacks, kid's sunglasses, costume jewelry, kid's purses, watches, as well as boys' ties and bowties. Diaper bags, changing mats, children's luggage, play tents, grocery cart covers, themed lunch boxes and coolers, nursery wall décor, piggy banks, hangers, and baby towels are also welcome. Baby monitors in good working condition may also be accepted. For bulk items, please use ziplock bags for packaging.



### Things on Wheels

We accept a wide range of children's vehicles and outdoor toys, including bikes, trikes, tricycles, scooters, hoverboards, battery-powered play vehicles, doll strollers, skateboards, rollerblades, and ride-on toys. For any large items, a "Large Item Claim Ticket" is required.



### Toys

We welcome puzzles and games, provided all pieces are included. Dolls with accessories, Nerf guns and other toy guns, water tables, Magna-Tiles, Duplo, Lego, and building blocks are also accepted. Inflatable toys, like bouncing balls or play equipment, should be leak-free and in good condition.



### Crafts

Please make sure that all pieces are included. Puzzles should be wrapped in plastic wrap and securely taped closed.



## Items Accepted Continued...

### **Bedding**

We accept swaddle blankets, sleep sacks, fitted sheets and comforters for cribs and toddler beds, nursery decor pillows, boppy pillows, and maternity body pillows. Sheets and receiving blankets should be either bagged in a Ziploc or rolled and tied with a ribbon. It's important to check all items for stains. Baby blankets or throw blankets can be draped over a hanger and pinned to prevent slipping off. For larger bedding sets, please use an XL Ziploc or a bedding bag, which can be found at stores like Dollar Tree.

### **Sporting Goods**

We accept a variety of outdoor and recreational items, including bike helmets, goggles, children's life vests, boogie boards, sleeping bags, outdoor children's tents, binoculars, and kids' lanterns. Also, Nerf guns and other toy guns that shoot projectiles are welcome, provided they come with all their parts.

# Best Sellers

- **Exersaucers**
- **Rockers**
- **Play Kitchen Sets**
- **Tool Bench Play Sets**
- **Toddler Beds**
- **Changing Tables**
- **Bikes**
- **Trikes**
- **Strollers**
- **New Pacifiers**
- **Lunch Boxes**
- **Outside toys**
- **Boosters**
- **High Chairs**
- **Safety Items**
- **Ride-on-toys**





## 6. Quality Standards

At Sprout Style Swap, while we strive to maintain general quality standards, we do not individually inspect each item. Our primary function is to facilitate a marketplace for sellers and buyers. However, we reserve the right to remove items that fail to meet our basic quality requirements.

- ⚠️ **Safety Guidelines:** We may offer safety tips to participants, but it is ultimately the seller's responsibility to ensure the safety of the items sold and purchased.
  
- 👤 **Hanger Guidelines:** Children's hangers allowed for 5t and below but adult-sized hangers should be used for any larger sizes; metal hangers are preferred as plastic ones tend to break and are less sturdy.
  - Adult hangers can be obtained for free or at a low cost from most dry cleaners.
  - For small clothing, safety pin them to the outside of adult hangers.
  - Orient the hanger so that the opening faces left.
  
- ✅ **Preparing Your Items:**
  - Refer to the 'Items Accepted' list.
  - Check if your equipment is on the recall list provided. Recalled items are not accepted.
  - We only accept items that are of high quality, clean, and current. Scrutinize each item as if you were the buyer.
  - Inspect for stains, holes, missing parts, etc., as these disqualify items.
  - Clean baby equipment thoroughly, including washing fabric covers of car seats and strollers, to increase the likelihood of sale.
  - Utilize a magic eraser for tough marks.
  - Lestoil and Dawn dish detergent are excellent for removing grease stains.
  - Lysol wipes are great for cleaning toys and equipment.
  - Freshly laundered and ironed items are more likely to sell.





# 1. Supplies Needed

For organizing and tagging items, the following supplies are needed:

- Zip ties, also known as cable ties.
- Cardstock (65lb):
  - Colored (pastel or neon shades, light colors only): For items that sellers wish to retrieve if unsold. Please avoid using dark colors like dark red or dark blue, as well as beige or cream, as these are either hard to scan or too close to white.
  - White Card Stock Paper: Specifically for items to be donated to charity.
- Scissors for cutting tags and preparing items.
- An ink pen for labeling or writing on tags.
- A hole punch for attaching tags to items.
- Painter's tape for securing items with delicate covers.
- Quart, gallon, and/or 2 gallon size plastic bags: To package shoes and small, loose items.
- Packing tape for securely closing bags and attaching tags.

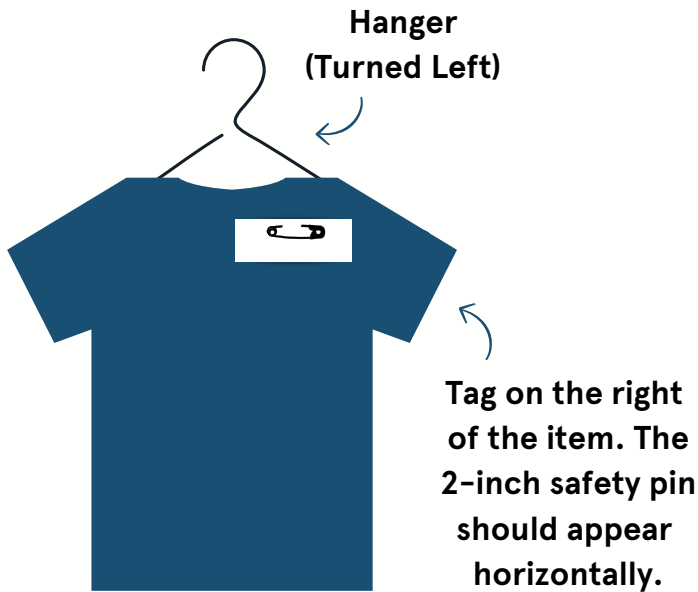
**Note: It's important not to use dark colored card stock as it interferes with scanning processes, and avoid beige or cream colors, which could be mistaken for the white donation tags.**



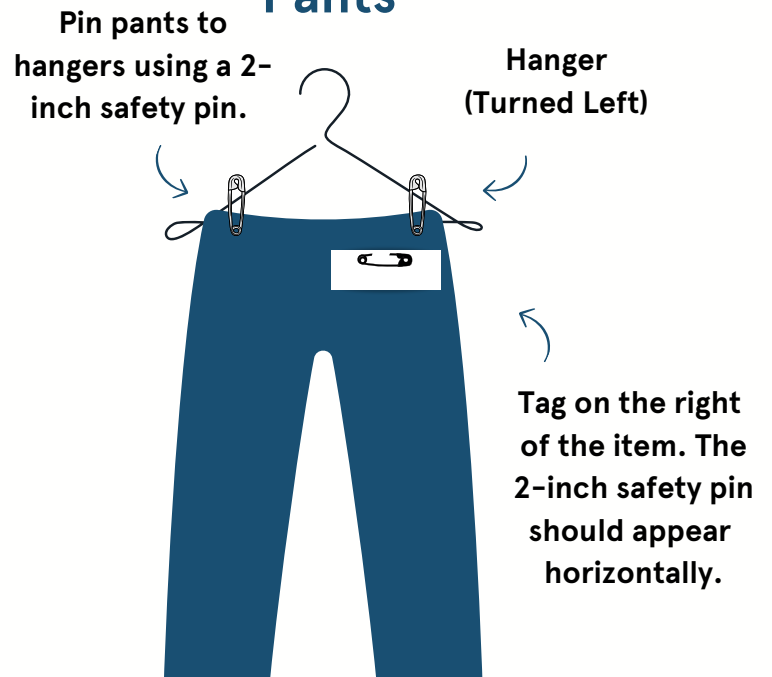
# 1. Prep + Tag

Ensure your tagged clothing appears like this:

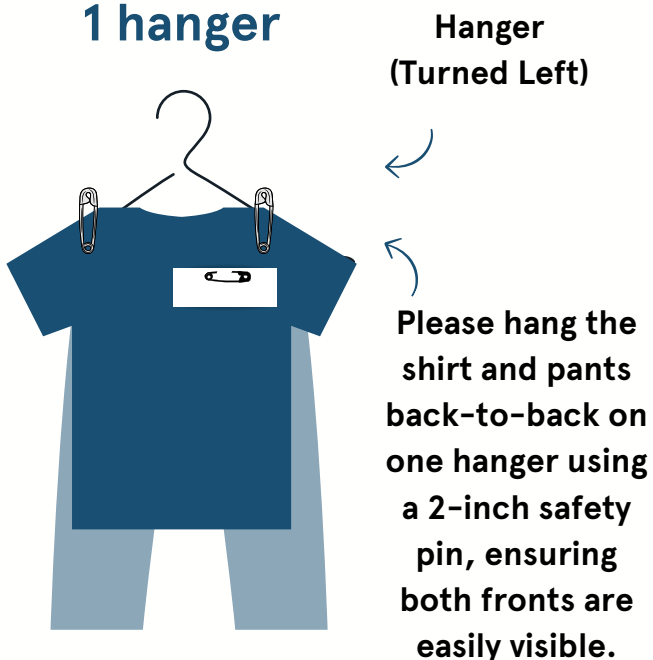
## Shirts



## Pants



## Clothing sets, 1 hanger



## Hats

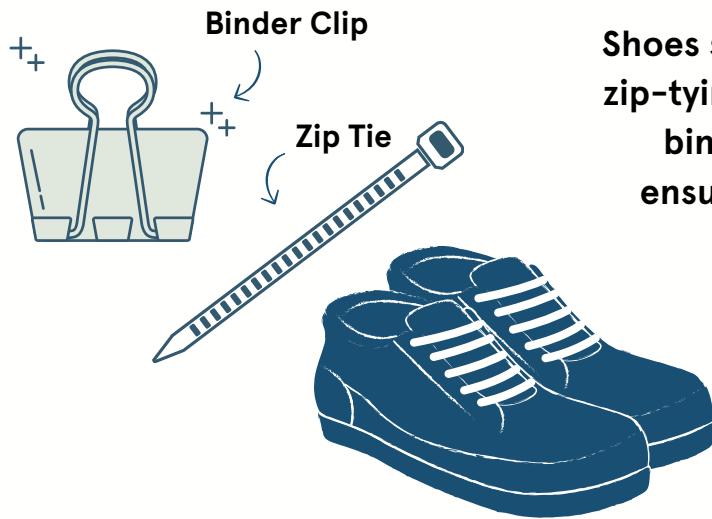
For hats, just like with any other item, use a zip tie to attach the tag if there's a label or suitable attachment point. If not, a safety pin is the next best option.





## 1. Prep + Tag Continued...

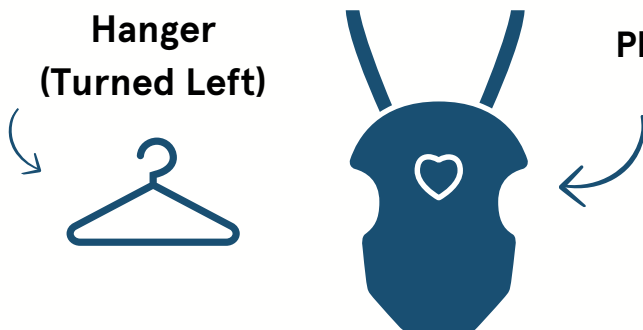
Ensure your tagged shoes appear like this:



Shoes should be fastened together by zip-tying the lace holes or attaching a binder clip to the ankle collar, ensuring the pair remains united.

\*\*We try to hang the shoes on display so keep that in mind when attaching the zip tie.

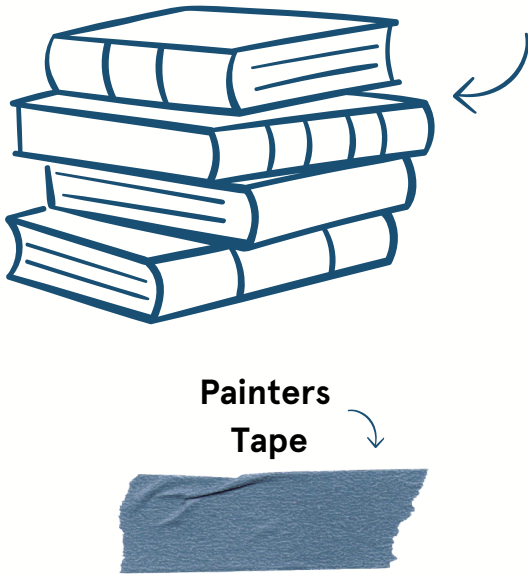
Ensure your tagged carriers appear like this:





## 1. Prep + Tag Continued...

Ensure your tagged books appear like this:



For attaching tags to books painter's tape is the ideal choice as it prevents tearing. Make sure to cover the item's original barcode with painter's tape, ensuring our system scans the barcode on your tag instead. Secure the tag on all four sides with the tape. When grouping multiple titles together, place them in a Ziploc bag, seal it with clear packing tape, and attach the tag to the bag, clearly listing each title in the tag's description.

Ensure your tagged games & puzzles appear like this:

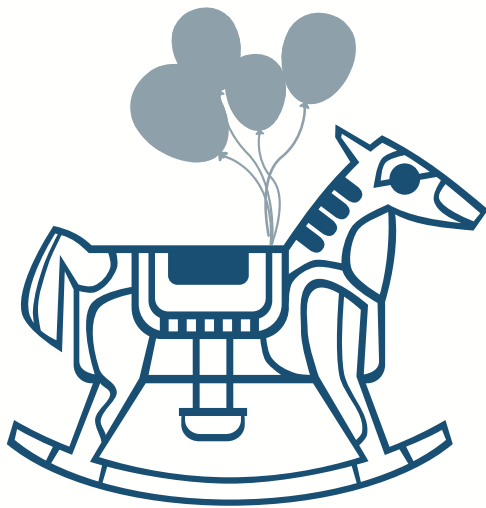


For attaching tags to games and puzzle boxes, painter's tape is the ideal choice as it prevents tearing. Before sealing boxed items, count the number of pieces and indicate "all pieces included" on the tag. For wooden puzzles, wrap them in plastic wrap before taping; this prevents tape from damaging the puzzle's surface. Use clear packing tape to seal the plastic wrap, ensuring it doesn't directly touch the puzzle. Alternatively, 2-gallon Ziploc bags are a great fit for puzzles and offer additional protection against damage.



## 1. Prep + Tag Continued...

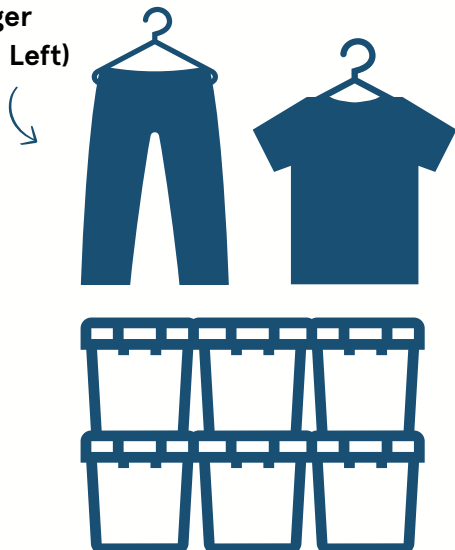
Ensure your tagged toys appear like this:



Toys are meant for play, so it's important to secure all parts properly! We cannot guarantee the safety of toy parts if they become separated. If you're selling a toy with multiple pieces, make sure they are well-secured together. Also, all battery-operated items must include batteries. Since we don't offer returns, shoppers are cautious about buying items that might not work. You can find batteries at dollar stores, a cost-effective way to ensure your items are ready for sale.

Ensure your tagged items at drop off appear like this:

Hanger  
(Turned Left)



After placing tagged items on hangers, please group them into storage bins.

For added efficiency, we suggest arranging your items in these bins by size and gender. Additionally, please make sure to clearly label each storage bin with your personal information and seller number.



## 8. Prohibited Items

We maintain strict guidelines on the items we accept to ensure quality and safety. The following items are not accepted:

- × Recalled items.
- × Items with stains, broken snaps, or zippers.
- × Items missing parts or with broken parts.
- × Baby equipment manufactured over 15 years ago.
- × Car seats and booster seats that have been involved in a car accident or are past their expiration date.
- × Drop side cribs.
- × Crib bumpers, except for mesh types.
- × Handmade clothing or items.
- × Items with markings, peeling stickers, or signs of excessive wear.
- × Used undergarments.
- × Items that do not comply with standard lead limits, phthalates standards, and general toy safety standards.

**Please ensure your items meet these criteria before submission.**

**As part of our commitment to safety, we require all consignors to ensure their items have not been recalled. Before submitting your items for consignment, please visit the [Safe Kids' product recall website](#) to verify that your items are safe and compliant. This step is crucial to maintain the safety and integrity of our sale.**

**Please visit the following link to check for recalled items: [Safe Kids Product Recalls](#)**



## Prohibited Items Continued...



### **Clothing Not Accepted**

Items with stains, rips, tears, broken zippers or snaps, undergarments, and those with monogrammed initials are not accepted. For the spring sale, we will accept shorts, skirts, spring/summer dresses and sandals but please refrain from tagging them for the fall sale. Additionally, clothing themed for Valentine's Day, Easter, and July 4th is suitable for our spring sale.



### **Shoes Not Accepted**

Shoes that show signs of scuffs or wear and are not in like-new condition are not accepted. However, water shoes, sandals, and/or open toed shoes in good condition should also be saved for the spring sale.



### **Books Not Accepted**

Books that have rips, tears, markings, missing pages, or worn covers will not be accepted. Additionally, adult books, self-help books, and adult DVDs or VHS tapes are also not accepted.



### **Furniture Not Accepted**

Twin beds or larger, furniture missing any pieces including screws, and furniture with severe marks or scratches are not accepted. Additionally, inclined sleepers and any items that have been recalled are also not accepted.



### **Feeding Not Accepted**

We do not accept used pacifiers, used bottle nipples, formula, food, medicine, used breast pump tubing, or utensils or cups that are worn, scratched, or have bite marks.



## Prohibited Items Continued...



### **Baby Gear Not Accepted**

Car seats or boosters that are expired or have been involved in a vehicle accident are not accepted. Additionally, Bumbo floor seats without straps and crib bumpers, except for those made of mesh, are also not accepted.



### **Stuffed Animals Not Accepted**

Stuffed animals that have rips, tears, or stains are not accepted. Only licensed character stuffed animals are accepted, and any recalled items are not permitted.



### **Accessories Not Accepted**

Personal care items, including lotions, creams, and diaper creams, are not accepted.



### **Things on Wheels Not Accepted**

Heelys or shoes with wheels are not accepted. All bikes and trikes must have functioning brakes and handle grips in good condition. Wheeled toys with sharp edges or protruding parts are also not accepted.



### **Toys Not Accepted**

Please refrain from bringing Happy Meal toys for sale.



### **Crafts Not Accepted**

Avoid used or opened supplies. Ensure that craft kits are complete. Incomplete kits or those with missing components are not accepted. Hazardous materials, including sharp tools or toxic substances, are not permitted. All craft items should be suitable and safe for children. Please avoid bringing items that are not appropriate for the intended age group.





## Prohibited Items Continued...

### **Bedding Not Accepted**

We do not accept heavy or non-breathable blankets and quilts. Additionally, personalized bedding items are not eligible for acceptance.

### **Sporting Goods Not Accepted**

Toys resembling realistic firearms are not accepted. Items with worn padding, loose straps, or any damage are not suitable for sale. Safety items such as life jackets must not be expired or damaged.



## 1. Pricing

Maximize your sales and declutter! Selling your items not only declutters your space but also brings in extra cash.

Here's a general pricing guideline: set your prices at about 1/4 to 1/3 of the item's original retail value. The exact price can vary based on the brand and condition of the item. Typically, items shouldn't be priced above 1/3 of the original cost unless they are brand new, unused, still in their original packaging, or have tags attached.

Consider offering a 75% discount on the last day of the sale. It's often better to sell items at sales price and clear out your space than to be left with unsold items. When creating your tags, opt out of the discount only for select items you prefer not to sell at a discount on the final day. If you're planning to donate any items that don't sell, and you're using white tags for them, definitely choose the discount option. Remember, the appeal of your pricing can depend on the brand and condition of each item.

### Bundling in Bags

For better organization and sales efficiency, it's recommended to bundle small toys and similar items in bags before consigning. This practice aids in smoother handling and display at the sale. Securely close the bag with tape and firmly attach the price tag to the outside. The same approach applies to socks and small accessories like hair bows and infant mittens. Arrange these items flatly in the bag, remove excess air, and seal it with tape. Then, affix the tag securely on the outside.

For larger accessories, such as baseball caps, bagging is not necessary. Simply attach the tag directly to the item using a safety pin, zip tie, or tagging gun for secure and visible pricing.



## Pricing Continued...

### Creating Outfits & Bundles

Feel free to bundle items into sets for consignment. Ensure that all items on a single hanger are of the same size. Begin by hanging one item on the hanger, and then securely attach additional pieces to the hanger using safety pins. This approach simplifies the process of presenting coordinated outfits and sets for sale.

### Clothing Categories

**Generic Brands:** Includes items from brands like Faded Glory, Wonder Nation, and similar generic brands.

**Budget Brands:** This category covers clothing from budget-friendly brands such as Carters, The Children's Place, Old Navy, Cat & Jack, and others known for affordability.

**Mid-Range Brands:** Items from mid-range brands like Gymboree, H&M, Gap, and similar brands offering a balance between quality and price.

**Designer Brands:** This category comprises clothing from renowned designer brands such as Janie and Jack, Gucci, Burberry, Ralph Lauren, Dolce & Gabbana, and more.

**Luxury or Boutique Brands:** Includes high-end and boutique brands like Louis Vuitton, Bonpoint, Oscar de la Renta, Chloé, and other luxury labels.

**Game Day Gear:** Show your team spirit with Game Day Gear featuring clothing from teams like Gamecocks, Clemson, Panthers, Fireflies, and more.



## Pricing Continued...

**\$2-\$4**

### Discount Brands

*Circo, Caranimals, Faded Glory..*

**\$3-\$5**

### Mid-Range Mall Brands

*Gap, Old Navy, Carter, Lymboree...*

**\$4-\$10**

### Higher End Brands

*Janie & Jack, Crewcuts, Tucker & Tate...*

**30%-45%**  
of retail

### Boutique Brands

*Matilda Jane, Tea, Mini Boden...*

**30%-45%**  
of retail

### Toys & Baby Gear

**\$1-\$2**  
Max 40% retail

### Children's Books /DVDS

★ These are recommendations, not requirements ★



## 10. Drop off Information

**Option 1 - You Tag and Distribute**

**Option 2 - We Tag**

**Option 3 - Drop and Go**

### **You Tag and Distribute - Option 1**

Here are important drop-off instructions for a smooth process:

#### 1. Drop-Off Date and Time:

Please refer to the event schedule for the designated drop-off date and time. Consignors should arrive during their assigned time slot to help manage traffic flow and minimize wait times.

Plan for 45-60-minutes to drop off your items. Longer if you have 250+ items to drop off. Drive to Pineview Baptist Church, park, and check in.

#### 2. Check-In Location:

Check-in will take place at Pineview Baptist Church Gym, which will be clearly marked. Please follow the signage and directions provided to reach the check-in area.

#### 3. Consignor Check-In:

Upon arrival at the check-in location, you will be greeted by our friendly volunteers or staff members. Please have your ID and seller number ready for verification.

#### 4. Inspection and Sorting:

Your items will be inspected for compliance with our quality standards and guidelines. This step helps ensure that all items meet our event's quality criteria. Items that do not meet these standards may not be accepted.

#### 5. Pricing and Tag Verification:

Our team will review your pricing and tags to ensure accuracy. Please make sure that your tags are securely attached to each item and contain all necessary information, including the item's description, price, and your seller ID.



## You Tag - Drop off Continued...

### 6. Item Placement:

After inspection and verification, you will place your clothing on the racks by size and gender. The more organized you are, the easier drop off will be! You will place non-clothing items in appropriate categories on the sale floor.

"boys toys", "girls toys", "infant toys", "puzzles", "games", "crafts", etc. For your large items, ensure your large item claim ticket is already attached! This will save you time so you can drop and go! If you need a large item claim ticket, we will have them available at drop off.

### 7. Volunteer Opportunities:

Consider volunteering for a shift during the sale to earn early shopping privileges and additional benefits. Volunteering is a great way to get involved and meet other consignors.

### 8. Collecting Your Drop-Off Items:

Consignors can return to collect any unsold items during the designated pick-up hours (refer to the event schedule). Any items not collected during the designated pickup period will be donated or handled according to the event's policy. Consignors have the convenience of picking up their earnings check during the item pick-up period. Any uncollected checks will be mailed to the address given at registration.

### 9. Check Your Consignor Account:

After the sale, you can log in to your consignor account to check your sales and track your earnings. Payment processing details will also be available in your account.

### 10. Begin preparing for the next Sprout Style Swap sale!

Start planning and preparing your items now for the next sale to maximize your success and efficiency.



# Drop off Continued

## We Tag - Option 2

If you choose the we tag option, below you will find the next steps for the drop off process.

### Preparing for We Tag Drop-Off

Please read this section carefully to prepare properly. Please ensure all items are freshly laundered before submission. Items stored in bins or attics often acquire a distinct odor. Any items with unpleasant odors due to lack of laundering will be returned to you. It is your responsibility to check your items carefully. If more than 10% of your items are unacceptable for any reason, you will not be permitted to use We Tag in the future.

Currently, our We Tag service is exclusively for clothing; we are unable to accept other types of items under this service. For toys or larger items you'd like to sell, please tag them yourself and bring them during the designated drop-off times, ensuring each item has a large item claim ticket attached.

#### 1. Preparation:

Please sort clothing into separate bins by gender: boys and girls, and clearly label the gender on the outside of each bin. This assists our taggers, especially when distinguishing items such as jeans. Items already on hangers can be left as such. Please categorize the items into two groups within each bin: those designated for donation and those scheduled for pick-up. Ensure all items are free from stains, tears, or odors. Examine them under bright light for easier stain detection. Iron clothes if necessary. Clean shoes thoroughly - Crocs can be conveniently washed in the washing machine! Magic erasers work wonders for cleaning soles and toys. All items should be complete, in working order, and free from damage.



## We Tag Drop off Continued...

### 2. Drop-Off Date and Time:

There are two locations for drop off: West Columbia and Lexington, SC.

West Columbia, SC: Aubrie Britt

Lexington, SC: Brandy Barkley

### 3. Inspection and Sorting:

Your items will be inspected for compliance with our quality standards and guidelines. This step helps ensure that all items meet our event's quality criteria. Items that do not meet these standards may not be accepted and returned to you.

### 4. Pricing and Tag Verification:

As a service to our consigners, we will personally handle the tagging of your items. This includes providing essential details such as size, description, and pricing, ensuring each item is accurately and effectively presented for sale.

### 5. Item Placement:

Every item we tag for consigners is assured a spot on the sales floor by our team, provided it meets our quality standards, guaranteeing optimal visibility for each item throughout the event.

### 6. Volunteer Opportunities:

Consider volunteering for a shift during the sale to earn early shopping privileges and additional benefits (5% additional earnings). Volunteering is a great way to get involved and meet other consignors.





## We Tag -Drop Off Continued...

### 7. Collecting Your Drop-Off Items:

Consignors can return to collect any unsold items during the designated pick-up hours (refer to the [event schedule](#)). Any items not collected during the designated pickup period will be donated or handled according to the event's policy. Consignors have the convenience of picking up their earnings check during the item pick-up period. Any uncollected checks will be mailed to the address given at registration.

### 8. Check Your Consignor Account:

Once your items are listed, you will receive verification from our team. You will be able to view the listed items on your account. After the sale, you can log in to your consignor account to check your sales and track your earnings. Payment processing details will also be available in your account.

### 9. Deadlines for Submission:

If you opt for this service, please note that the participation deadline is as follows: September 2, 2024.

We will only accept 50 consignors for the We Tag service at this time. You may sign up for this service during the registration process.

### 10. Begin preparing for the next Sprout Style Swap sale!

Start planning and preparing your items now for the next sale to maximize your success and efficiency.



## Drop Off Continued...

### Drop & Go - Option 3

Below are important instructions for drop-off to ensure a smooth and organized process, if you choose this option:

#### 1. Drop-Off Date and Time:

Please refer to the event schedule for the designated drop-off date and time. Consignors should arrive during their assigned time slot to help manage traffic flow and minimize wait times.

#### 2. Check-In Location:

Check-in will take place at Pineview Baptist Church, which will be clearly marked. Please follow the signage and directions provided to reach the check-in area.

#### 3. Consignor Check-In:

Upon arrival at the check-in location, you will be greeted by our friendly volunteers or staff members. Please have your ID and seller number ready for verification.

#### 4. Inspection and Sorting:

Your items will be inspected for compliance with our quality standards and guidelines. This step helps ensure that all items meet our event's quality criteria. Items that do not meet these standards may not be accepted.

#### 5. Pricing and Tag Verification:

Our team will review your pricing and tags to ensure accuracy. Please make sure that your tags are securely attached to each item and contain all necessary information, including the item's description, price, and your seller ID.



## Drop and Go - Drop off Continued...

### 6. Item Placement:

After inspection and verification, your items will be placed in their designated sections within the sale area for you. Clothing items, for example, will be sorted by size and type to make shopping easier for buyers

### 7. Collecting Your Drop-Off Items:

You can return to collect any unsold items during the designated pick-up hours (refer to the event schedule).

### 8. Unsold Item Pickup:

Please review the event schedule for specific times and instructions regarding the pickup of unsold items. Any items not collected during the designated pickup period will be donated or handled according to the event's policy.

### 9. Check Your Consignor Account:

After the sale, you can log in to your consignor account to check your sales and track your earnings. Payment processing details will also be available in your account.

### 10. Volunteer Opportunities:

Consider volunteering for a shift during the sale to earn early shopping privileges and additional benefits. Volunteering is a great way to get involved and meet other consignors.

Begin preparing for the next Sprout Style Swap sale!

Start planning and preparing your items now for the next sale to maximize your success and efficiency.



## Donations

Items with white tags or those not picked up within the designated timeframe will be donated to Pineview Baptist Church's Back to School Bash or a similar ministry.

## Volunteer Information

Earn more on your items by volunteering for shifts. Learn more about volunteer opportunities by logging onto the software and click "Team Workers." Consignors volunteering for a four-hour shift receive early access on Thursday, September 26, 2024, from 9am-12pm, and those dedicating two or more shifts earn an extra 5% plus extended early access during the same hours.



# Sprout Style Swap Terms & Agreement

By participating in the Sprout Style Swap Children's Consignment Sale, you acknowledge and agree to the following terms and conditions:

**Quality of Items:** All items for sale at this event are pre-owned and have been inspected to the best of our ability for quality and safety. However, sellers are responsible for the condition of their items, and buyers are encouraged to inspect items carefully before purchasing. SSS organizers are not responsible for the quality or safety of items sold.

**Seller Responsibility:** Sellers are responsible for accurately representing their items and ensuring that they meet safety standards.

**Pricing:** Prices for items are determined by the sellers and may vary. We recommend comparing prices with other gently used items of the same brand and caliber. Sprout Style Swap organizers do not set or control item prices unless you choose the We Tag option.

**Returns and Refunds:** All sales are final. Sprout Style Swap will not accept returns or offer refunds. All items sold as is.

**Safety:** It is the responsibility of both sellers to ensure that items meet current safety standards. Check for recalls, damaged items, and follow safety guidelines provided by relevant authorities.

**Liability:** Sprout Style Swap organizers are not liable for any accidents, injuries, theft, or damages that may occur during the event. Participants attend and shop at their own risk.

**Payment:** Payment methods and terms are determined by Sprout Style Swap. Cash, credit cards, or other forms of payment may be accepted.

**Lost or Stolen Items:** Sprout Style Swap organizers are not responsible for lost or stolen items.



## Sprout Style Swap Terms & Agreement Continued...

Code of Conduct: All participants are expected to conduct themselves in a respectful and courteous manner. Any disruptive or inappropriate behavior may result in removal from the event or the banning of participation in future events.

By participating in the Sprout Style Swap Children's Consignment Sale, you agree to adhere to these terms and conditions. Please be aware that these terms and conditions may be updated or amended at any time without prior notice. It is your responsibility to review these terms periodically to stay informed of any changes. By participating in the Sprout Style Swap Children's Consignment Sale, you agree to adhere to the most current version of these terms and conditions. Thank you for your cooperation and for helping to make this event a safe and enjoyable experience for all.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_