

# How to hang & tag items...

**For clothing:** Please put tags in **UPPER RIGHT-HAND** corner. Hanger hook must face the **LEFT**.

**Note:** If you are using a tagging gun you **MUST** put the barb through a seam or else it will leave a hole.



Please reference this picture when hanging pants or shorts. They should **NEVER** be hung over hanger.

- All clothing must be hung up on hangers according to guidelines above.
- Any items with multiple pieces must be put in a Zip-lock bag taped shut with the tag taped to the outside of the bag. All tags for clothing must be safety pinned on! (or use a tagging gun)
- All large items will be joined with a large item claim ticket upon arrival. Secure the tag to the item temporarily because it will be removed upon drop off.
- If you have toys with multiple pieces, you must somehow join them together with a zip tie or tape, otherwise there is a huge chance they can be separated and then lost.
- If you have large toys with pieces, use the large Zip-lock bags or use a garbage bag with a picture of the item on the bag next to the tag. Ex. Racetrack with extra cars; blocks, etc. This method also works for bedding sets.
- It is recommended that you put a piece of masking tape somewhere on your item with your consignor # and Item # in case the tag gets lost.

**ALL ITEMS MUST BE DROPPED OFF ACCORDING TO THESE GUIDELINES. WE WILL NOT ACCEPT THE ITEMS UNTIL THEY ARE HUNG AND TAGGED PROPERLY ACCORDING TO THESE DIRECTIONS.**

If an item is found with a stain or tear or is not in working condition, we will have to turn it away. It is easy to miss things like this at home, but unfortunately, we will have to send these items home with you to ensure the quality and cleanliness of the items being sold at the sale. However, you are welcome to take a soiled item home, clean it and resubmit it to us as long as you do so by the Private Presale.