



DROP OFF PROCEDURE

Tuesday 10 AM-10 PM ; Wed 8 AM- noon
(special situations, Wed AM workers)

Ascension Catholic Community Center
4853 Princess Anne Road, VB 23462

NEW: Please use our new CONSIGNOR DROP OFF link to schedule your drop off time. If you need more than one time slot, just complete the information for the second one. This can also be done from your Consignor Homepage on MSM.

Wednesday volunteers whose shifts begin no later than 12:00 PM may drop off on Wednesday. Because you need to be present while your items are being checked in, please arrive in time to allow for this (probably 20-30 minutes)

If at all possible, please come without children. If you must bring them, they must remain with you at all times.

Please Note:

Unless you are donating your unsold items, please remember to bring a standard sized rectangular laundry basket or a bin with your ID # clearly visible on one end. You will leave this for us to use in sorting on Saturday, and it will be returned to you at pick up. If you are consigning more than 100 items, please bring a second container.

- 1- Bring completely prepared items with all clothing sorted by size and gender.
- 2- Please observe all loading zones and church parking restrictions and signs.
- 3- Before unloading your items, please check in. You will sign in and be called in order of arrival/reserved appointment. We will work with you as quickly as we can process the consignor ahead of you. You, or the person whom you have designated to drop off for you, must remain with your intake worker until all of your items have been inspected and scanned. You/they must sign your inventory list before leaving. Any items not accepted will not be included in your inventory list and will be given back to you before you leave.
- 4- **There is to be no shopping/browsing the racks during any drop off times. Also, there is no "outside" buying and selling allowed. Violation of this policy will result in your being excluded from this and future sales.**
- 5- If you are donating **ALL** of your unsold items and you choose not to wait for a worker to check in your items, you will need to sign a waiver, stating that we have included all of your acceptable inventory into the sale.
- 6- All items will be inspected for quality, season, and proper tagging and preparation. Items improperly tagged will not be accepted, since they will not be able to be scanned into the system. We try to be very thorough, but we could miss things that do not meet our sale standards. If this occurs, we reserve the right to remove the items from the sales floor. These will be put with your items for pick up or donation, as you have designated.
- 7- If, after drop off, we find any items that are on the current recall list, they will be pulled, even if they have gone through the initial check in. Your signed contract is binding and states that you have checked the cpsc.gov list and are complying with the guidelines for acceptable items.
- 8- Please bring with you any tools that are needed for items requiring assembly. Remember to bring extra zip ties and clear packing tape to seal Ziploc bags after contents are inspected.

- 9- You may be asked to put your accepted items in the designated areas, depending upon available volunteers and waiting times for others. This is a double check by you to ensure that your items are in the area in which they belong.
- 10- Please be polite and patient, both in waiting and if an item is not accepted. We try to work quickly and with your best interest at heart. In the lights of the building, something may be noticeable that you missed at home, or we may determine that it is out of date or better for another season. We are here to ensure a pleasant shopping experience and the good reputation of our sale.
- 11- Turn in inventory sheet, obtain a shopping pass, take any returned items, and sign out.
- 12- THANK YOU!

