



**THE**  
**PICKY CHICK**  
**CONSIGNMENT**

**OFFICIAL**  
**HANDBOOK**

# 2026 EDITION OF THE CONSIGNOR HANDBOOK

## WELCOME CONSIGNORS!

**We are thrilled to have you consign with us and join our Picky Chick team! The Picky Chick Consignment is known in our community for its high standards and quality items. We're Picky, because You're Picky!**

**Consigning is a great way to clean out your home while turning your gently loved items into a profit to cover the expenses for things such as your children's seasonal wardrobe, extracurricular expenses, vacation, and more! Bring your best items in clean, quality condition, and help us, help you, Sell. It. All!**

**New to Consigning with us? Welcome!! Our experienced chicks have pulled together all their best tips and resources for making the consigning process flow smoothly and seamlessly. Due to the high volume of items on our sales floor and our reputation for quality items, Picky Chick has item prep requirements that must be met. This handbook will outline step by step what is required and everything you need to know about consigning with Picky Chick!**

**If this isn't your first Picky Chick rodeo, we still highly encourage you to read over this handbook to make sure you are up to date on any changes, requirements, etc that will be upheld each sale. Items that do not meet the following criteria and consignors who do not follow the outlined procedures are subject to having their items rejected at drop off.**

**When we each bring our best, the sales floor reflects our Picky Chick mission to uphold high standards of quality items and supports our reputation of being one of the best sales in Knoxville, TN.**

**Alright chicks, ready to start treasure hunting? Time to start going through closets, playrooms, the attic, garage, and those kiddo's bedrooms and find all the things! We're talking everything from clothing, shoes, small toys, large play items, books, bikes...ready, set, SELL!**



## IN THIS PACKET YOU WILL FIND:

- 🍷 **Checklist for Sale Prep and Procedures**
- 🍷 **Accepted Quantities and Limits for Regular and Restock Consignors**
- 🍷 **Prepping Your Items**
- 🍷 **Pricing Your Items**
- 🍷 **Tagging Your Items**
- 🍷 **Volunteer Protocols & Expectations**
- 🍷 **Drop Off Info!**
- 🍷 **Pick Up Info!**
- 🍷 **Consignor-Only Private Facebook Group**
- 🍷 **Stay Connected**

**“We are here to support you every step of the way and look forward to meeting you at the sale!”**

**MICHELLE LEE**

**OWNER/HEAD CHICK OF PICKY CHICK CONSIGNMENT**



**Email:**

**michelle@thepickychick.com**



**Sale Location:**

**Knoxville Expo Center**

**5441 Clinton Hwy**

**Knoxville, TN 37912**

# PICKY CHICK CONSIGNOR TIMELINE & CHECKLIST

**\*Fill in Current sale dates and deadlines via our Picky Chick emails, website, and social media posts**

- **Current Sale Dates:**
- **Registration Date:**
- **I am a Regular or Restock Consignor?**
- **Drop Off Time Selection:**
- **Volunteer Shift Selection Opens:**
- **My Item Entering Deadline/ Cutoff:**
- **My Drop Off Time:**

## **MY VOLUNTEER SHIFTS:**

#1 \_\_\_\_\_ **Bonus Shifts!**

#2 \_\_\_\_\_ **Bonus Shifts!**

#3 \_\_\_\_\_

#4 \_\_\_\_\_

### **My Shopping Perks:**

**VIP Consignor Pre-Sale Pass Date & Time to Shop:** \_\_\_\_\_

**VIP Consignor 1/2 Price Sale Date & Time to Shop:** \_\_\_\_\_

**Pick- Up Date and Time:**



# CHECKLIST FOR SALES & PROCEDURES

**PLEASE BRING US YOUR BEST ITEMS!**

**Pick-y:** / ' pikē/ (adj) meticulous, choosy, attention to detail, careful about choosing or accepting things.

**We have a reputation in our community for having the BEST Quality items! Please don't be offended if an item is rejected - we all miss things in the rush to get everything prepared. We are a seasonal sale. This means we only accept spring/summer items for the SPRING event and fall/winter items for the FALL event.**

**Every Item is inspected at drop off! We are looking for proper pinning and hanger placement, checking for stains/ holes/ wear and tear, making sure items are clean, are in working condition, properly secured in zip loc bags, etc. Please read this handbook to familiarize yourself with our requirements and standards for item preparation on the pages to follow!**

## ACCEPTED QUANTITIES & LIMITS FOR REGULAR AND RESTOCK CONSIGNORS

### REGULAR CONSIGNORS:

- 500 Items Max
- 20 Pair Shoe Limit
- 20 Book BUNDLE\* Limit

### RESTOCK CONSIGNORS:

- 250 Items Max
- 10 Pair Shoe Limit
- 20 Book BUNDLE\* Limit



# ACCEPTED ITEMS

**BOY CLOTHING:** Preemie to size 18/20. All brands.

**YOUNG MEN'S CLOTHING:** Small to size XXL and 38 waist. All brands.

**GIRL CLOTHING:** Preemie to size 18/20. All brands.

**JUNIORS CLOTHING:** Brand specific items up to sizes XXS-XXL, size 17 and 36 waist. See specific brand list below.

**MATERNITY CLOTHING:**

**SHOES UP TO SIZE 12:** All brands.

**WOMEN'S HIGH QUALITY HAND BAGS:** These are a treat for us MOMS! Higher end brands only please. Not hand bags you find at Target/Walmart.

**BABY ACCESSORIES:** Diaper bags (not freebies from hospital), bibs, hats, shoes, socks, carriers, receiving blankets, swaddlers, bottles (remove used nipples), feeding & bathing equipment.

**BABY EQUIPMENT:** High chairs, pack & plays, strollers, swings, bouncy seats, excersaucers, jumparoos, walkers, etc

**NURSERY FURNITURE:** Cribs ,changing tables, rocking chairs, toy boxes, desks, toddler beds, twin beds, children's furniture

**BEDDING:** We accept all bedding sizes--crib, toddler, twin, full, queen, and king. Items must be clean and in current styles.

**LARGE TOYS:** play kitchens, table w/chair sets, sandboxes, slides, play houses



**RIDING TOYS:** Power Wheels, bikes, wagons, tricycles, scooters

**OTHER LARGE TOY EXAMPLES:** ANYTHING LITTLE TIKES, STEP 2 or similar climbing structures and slides

**PLUSH ANIMALS:** ONLY Build-a-Bear or similar animals that use clothing and ONLY stuffed animals that “do something”- sing, dance, make sounds

**ELECTRONICS:** DVD's (G, PG and PG-13 Only), CD's (no explicit lyrics), books (We recommend Imagination Library books be donated vs. selling them), parenting books, puzzles, board games, video games, Ipod, Ipad, Wii, Xbox 360 or newer, Nintendo, Play Station, Leapster, etc

**All TOYS:** infant, toddler, preschool, big kid. Must have working batteries

**LEARNING MATERIALS:** Home school curriculum, unmarked workbooks, manipulatives

**PRETEND PLAY:** “Dress-up” clothing & accessories, costumes (Halloween specific costumes only in Fall)

**ALL SPORTS EQUIPMENT:** Attire, equipment and accessories for dance, gymnastics, tumbling, cheer, twirl attire & accessories. Baseball, T-ball, basketball, soccer, football, swim, skate, skateboarding, (snowboarding/skis in Fall Sale)

**ROOM AND HOME DÉCOR:** Bring us your Trendy, modern items. Bedroom/Playroom/Room wall hangings and décor are accepted (Non-glass, non-ceramic, non-holiday)



**ACCEPTED JUNIORS & YOUNG MEN'S CLOTHING:**

- Juniors: XXS- XXL (up to size 17 or 36" waist)
- Young Men's:XXS- XXL (up to size 18 or 38" waist)
- Shoes: Up to size 12

**Due to limited space, we only accept "current style" JUNIOR GIRLS CLOTHING. See list below for preferred. \*\*\*Due to space- we go through our Juniors racks and pull all items that are not age appropriate, mature clothing styles, etc. Please bring us trendy, cute, age appropriate styles. We accept all brands of Young Men's clothing brands. Must be stylish – not from Dad's closet!**

**PREFERRED JUNIOR GIRLS CLOTHING BRANDS:**

**All Local Boutique Brands – Type the Boutique Name in the first description field when entering your tags. To draw attention to these popular brands, you can tie a piece of ribbon on the neck of the hanger. We only accept current in style items.**

- All Local School Apparel
- All Vols Apparel
- All Brands of popular Graphic Tees

**BOUTIQUE & DESIGNER BRANDS:**

**Make it easy for shoppers to spot by securing ribbon on the neck of hanger. Curling ribbon works best. Secure with a piece of tape so doesn't fall off. Use ribbon on pricey brands like Zara, Lululemon, Madewell, JCrew, Anthropologie, and Free People.**

**We love brands like Ralph Lauren, American Eagle, Addidas, Nike, Abercrombie, and Vineyard Vines -- however, while these are considered popular brands, these are not boutique or designer labels.**



## UNACCEPTED ITEMS

**NO** worn under clothing. (New/unopened under clothing & sports bras in excellent condition are okay).

**NO** stains, tears, excessive wear or out-of-date clothing

**NO** Adult style clothing or shoes, No adult verbiage on clothing

**NO** Adult themed books (romance novels, thrillers). Parenting books are okay.

**NO RECALLED ITEMS** – See below!

**NO** Stuffed animals or Pillow Pets. (Build-a-Bear, Squishmallow Brand, and interactive plush (“plush toys that “do something”) are allowed. Disney plush is accepted only if in pristine condition.

**NO** R rated movies, **NO** VHS Tapes. We accept G, PG and PG-13

**NO** “Original Xbox” games or consoles. Must be 360 or newer

**NO** Car seats or boosters unless new in box

**NO** bottles with used nipples or sippy cups (can be sold without nipple/mouth piece if replacements are available)

**NO** breast pumps unless new in box

**NO** Free / Hospital Diaper Bags



**(UNACCEPTED ITEMS CONTINUED...)**

**NO** Infant Formula, baby food or other edible items

**NO SMOKE ODOR, PET HAIR OR PET ODOR.** If you smoke in your home, your items need to be freshly laundered with fabric softener to remove any odor

**NO GLASS** or **CERAMIC** items for risk of breaking on the sales floor and safety.



## CHECK FOR RECALLS

**Do your part and take the time to ensure that ALL of the merchandise on our sales floor is SAFE! CHECK your items before you tag them, especially baby equipment.**

- **Subscribe to CPSC e-mail alerts, see below “Join the child recall subscription list.”**
- **Follow CPSC @USCPSC on Twitter.**
- **Check your items against the US Consumer Product Safety commission’s recalled toy list.**
- **Check CPSC.gov or SaferProducts.gov frequently.**

**If an item is brought to the sale that has been recalled, it will be rejected at drop off or pulled from the floor. We understand you may not have known it was recalled!**



# EXCEPTIONS FOR FALL SALE

## SHORT SLEEVES ACCEPTED FOR FALL

- Short sleeves accepted for fall
- Baby onesies worn under clothing or in dark/Fall colors.
- Pajama sets with long bottoms in dark/Fall colors. No spring themes.
- Polo, button ups, sweaters and T-shirts in dark or Fall colors are accepted.
- Shirts with Valentine's Day or St Patrick's Day themes.
- Name brand shirts in dark/Fall colors. Abercrombie, Vineyard Vines, etc.
- Sports shirts such as Nike, Under Armour, etc.
- Shirts/jerseys that have College or Professional Sports Teams.

## SHOES ACCEPTED FOR FALL:

- Keens, Chacos & Birkenstock are accepted year round. No spring colors.
- White toddler walking shoes are accepted. NO other white shoes.

## SHORTS ACCEPTED FOR FALL:

- Khaki or Navy Uniform shorts/skirts
- Athletic Shorts



# EXCEPTIONS FOR SPRING SALE

## LONG SLEEVES ACCEPTED FOR SPRING

- **Light-weight infant layette**
- **Shirts that are light weight fabric and/or spring colored**
- **Sweaters that are light weight such as sweaters worn for Easter**
- **Light-weight jackets, wind breakers & rain coats**

## SHOES ACCEPTED FOR SPRING:

- **Cowboy Boots**
- **“On trend” short boots**



## PREPPING YOUR ITEMS

### ORGANIZE YOUR ITEMS INTO GROUPS!

Before you begin entering items, organize them into groups by gender and size. Put all your shoes, puzzles, books, similar toys etc in groups... this will help you as you prep and enter!

#### PRO-CHICK TIP:

Separate **GIRLS – SIZE 2** from **BOYS – SIZE 5**. Repeat this for each gender and size. The system “holds” the category (Girls Clothing) and size (Size 2) until you change it. This saves 2 keystrokes per item as you work through each category/size stack. **ALSO**, Keep the items hung/stacked in the same order as you entered them so it is easy to match up tags after you print them!

## HOW TO ENTER YOUR ITEMS:

- 1) Log into your seller account with your user id & password.
- 2) Manage Items Tab
- 3) Add drop down -- Add Manual
- 4) **PRICE:** Minimum price is \$2. Put 2 or more items together to meet the minimum price.
- 5) **SIZE:** Enter the first size on the garment tag. Example: If tag says 3-6 months, enter as 3 months. If tags says 10/12, enter size 10.
- 6) When entering sizes in the computer for your tags, **DO NOT** use the letter sizes (S,M,L) for infant or children’s clothing. These are **ONLY** used for Juniors and Young Men’s.



## ("HOW TO ENTER YOUR ITEMS" CONTINUED...)

7) For children's clothing tagged by manufacturer as S, M, L...enter a corresponding number size. Example: If garment tag says XS on boys shirt, enter your sons size when he wore it. Usually boy's XS = size 4/5.

8) Teen clothing AKA Juniors & Young Men's clothing has more size options in the drop down menu. Simply enter the size as it is printed on the manufacturer tag. You can select letter sizes (S,M,L) number sizes (6, 7, 8) or waist sizes (28, 30, 32). Entering your tags correctly helps us plan and organize the sales floor efficiently during set up!

## CATEGORY EXAMPLES: ORGANIZE YOUR ITEMS INTO GROUPS!

- Infant & Children's clothing – Use Boys Clothing or Girls Clothing.
- Teen clothing – Use Juniors or Young Men's Clothing.
- Shoes – Same as clothing – we have separate categories for Boys, Girls, Juniors & Young Men's shoes.
- Toys – Choose from girls, boys, large, outdoor.... there are a lot of choices to appropriately categorize your item. Please take the time to do this correctly, it helps us allow enough space per category on the sales floor **BEFORE** drop offs begin.



## "PRICING" IMPORTANT INFO:

It can be hard to put a price on an item based on what you know you purchased it for, your assumed level of 'wear and tear', your personal budget when shopping etc. Keep in mind when pricing, consignment pricing is generally is 25% to 30% of retail.

There are exceptions though, such as high demand and boutique items which can go for 50-75%. A great thing is to ask yourself, "Would I pay that for this?" (Especially consider would you spend x on well loved Pjs...vs being able to get a new pair for the same price or cheaper at a retail store.) "Would I be thrilled if it didn't sell at full price, to get the ½ price amount?" Do it!!

### **\$2 MINIMUM:**

Our minimum price is \$2.00 per item. You can put 2 or more items together to meet the minimum price.

### **ALL ITEMS PRICED \$25.00 AND ABOVE MUST HAVE A SECURITY TAG:**

**THESE TAGS ARE PROVIDED AT CHECK-IN WHEN YOU DROP OFF YOUR ITEMS. YOU ARE RESPONSIBLE FOR SEPERATING AND SECURING A SECURITY TAG FOR THESE ITEMS. PICKY CHICK ISN'T RESPONSIBLE FOR LOST OR STOLEN ITEMS. ALL STROLLERS WILL BE SECURED WITH A SECURITY TAG REGARDLESS OF PRICE.**

**PRO-CHICK TIP: People LOVE to feel like they are getting a steal of a deal! Don't you? They also tend to like when an outfit is put together or they get multiple pieces of clothing for that price. Consider bundling same size items and pricing accordingly.**



## WHY DONATE?

**We're so glad you asked ! All items must be picked up at the EXPO CENTER on the final sale day, during the designated timeframe. There is a sorting process that takes place before pickup is allowed, and once we open for pickup, there is a pickup process that you will go through to find your remaining items.**

**If your items didn't sell, consider leaving them with us to donate. Your generosity goes directly to students right here in our community. Knox County Schools uses these donations to provide clothing and essentials to children in need —many of whom are classmates, teammates, and friends of our own kids.**

**What may no longer fit your child can become a blessing to another family. Thank you for helping us turn leftover items into something meaningful and for being part of a community that truly cares. Can you add this to the top of the donate page. If we need to cut out some wording on the donate page to make this fit it's okay bc I think it's important they know where the donations go. Also, pick up time is 6:30pm-8:00pm, anything not picked up at 8:00pm will be donated.**

**PRO CHICK TIP - If you know you can't make it for pickup or don't plan to come back for your items, MARK ALL OF THEM AS DONATE!!**

### DESCRIPTION FIELD:

**THIS STEP IS CRITICAL IN CREATING EACH TAG**

**Your items are shuffled at home, at drop off, and continually on the sales floor until it is purchased. Sometimes tags, even after they are secured in the best of ways, get separated from their items! When a Item is 'missing a tag' and/or we find a lost 'tag' without the item... we start the process to attempt to match up lost tags and items so that someone can purchase it. **WE CANNOT SELL AN ITEM WITHOUT A TAG.** Please be as descriptive as possible in that field.**



## ENTER QUICK TIPS:

**The system “holds” your SIZE and CATEGORY selections until you change them. Save key strokes by grouping your items by size and category prior to entering them. DON'T FORGET to change the size & category as you work through your stacks. We use this information to plan space on the sales floor. Incorrect sizes and categories cause overcrowded racks and poor spacing! The system is down for maintenance from 12:00-12:15am EST every day. If you have problems logging into your account:**

- **Try clearing the cache on your computer.**
- **If using an iPhone/iPad device, enable cookies & try again.**
- **MyCM software prefers Mozilla Firefox. If using IE or Chrome, make sure you have the latest edition.**
- **Only access your account via the link on The Picky Chick Consignment website.**



## HOW TO PRINT TAGS?

- **Use white or light pastel card stock. Do NOT use regular copy paper. 60# to 67# card stock works best. This is required so as to keep tags securely fastened to each item.**
- **Only black ink is preferred. Do not use colored ink.**
- **Tags print 8 per page. Conserve paper by printing tags in increments of 8.**
- **Don't "Print All" tags at one time. Print small batches to make sure your barcodes look crisp. If you're unsure about your printer, just have your tags printed at a print/copy shop. Email them the pdf file or copy to a thumb drive and take to a print shop. It's very inexpensive and a HUGE time saver.**
- **Cut tags apart and put in number order. If your items are arranged in the same order that you entered them, you can quickly match up tags to the items.**



## HOW TO ATTACH TAGS TO NON-CLOTHING?

**DO NOT** put tape over the top of bar codes! The scanners are unable to read through the tape. When cashiers have to quickly & manually enter all of the tag information, mistakes will happen which can result in you **NOT** being paid for the item.

**DO NOT** tape the bottom of the tag down. The bottom part of the tag needs to remain “free.” At check out, all of the tag bottoms are torn off & handed to cashiers to scan the bar code..

**DO NOT** put the tag **INSIDE** your Ziploc bags and then seal them shut. All **TAGS** must be **SECURED** to the **OUTSIDE** of the Bag, and **DO NOT TAPE OVER THE BAR CODE** as stated above. See photo examples.

**IMPORTANT:** If tags are not printed properly, the bar codes do not scan and cashiers have to manually input the tiny print at the bottom of the tag. Mistakes happen when typing which could result in not getting paid for a sold item.



## **PICKY CHICK PINNING TIPS** **AND REQUIREMENTS FOR CLOTHING**

- **Check your clothing for flaws, tears, broken zippers, missing buttons, stains or holes.**
- **You can currently use wire or plastic hangers.**
- **Please be smart about how you hang your clothing. Don't stretch out infant clothing on an adult hanger.**
- **Give the hanger a good shake to make sure your item doesn't fall in the floor at the sale.**
- **Use an inkjet printer on normal or draft print setting. The "best" print setting is usually too dark and bar codes will not scan.**
- **PIN PANTS to the TOP (neck) of the hanger, NOT the horizontal bar. Pants that slide all over the hanger will end up in the floor.**
- **Hang items on hangers facing left. The hanger should look like a question mark.**
- **Pin tags on the right side of clothing with safety pin through the tag**
- **On delicate fabrics, pin on the tag inside the clothing or another area that will not cause damage.**
- **Tagging guns can RUIN clothing if not used properly. Attach tags at the seam or manufacturer tag.**
- **Draw attention to BOUTIQUE and DESIGNER CLOTHING by tying any color curling ribbon on the neck of the hanger.**



## **PICKY CHICK PINNING TIPS**

### **AND REQUIREMENTS FOR CLOTHING...CONTINUED**

- **Brands like Nike, Polo and Northface are very desirable but NOT considered boutique**
- **Smoke, pet or musty odor is unacceptable. If you smoke in your home or store items in the basement, your clothes need to be freshly laundered and pet hair free.**

## **SHOES:**

- **Shoes must be SUPER CLEAN!**
- **Keep shoe mates together with zip ties. Soft infant shoes can be safety pinned together.**
- **ONLY use zip lock bags if there is NO possible way to zip tie them. No shoe boxes are accepted as we have limited space on the shoe racks.**
- **Secure your tags well, they are easily lost when children are trying on.**

## **TOYS, BOOKS, & MISC.:**

- **Use clear packing tape NOT scotch tape to secure tags to toys and equipment.**
- **Battery operated toys must have working batteries.**



## PICKY CHICK PINNING TIPS

AND REQUIREMENTS FOR CLOTHING...CONTINUED

### (TOYS, BOOKS, & MISC. CONTINUED...)

- **Gather loose pieces in a zip lock bag and attach securely to the main toy. Tape the bag shut with packing tape so pieces don't get lost.**
- **Make sure you have all the pieces for games, puzzles, DVDs.**
- **Make sure book bundles are SECURE with yarn (see photos) or sealed zip locs.**



Hanging- shirt only



Hanging- pants only



Hanging- 2pc outfit



## **VOLUNTEER PROTOCOLS & EXPECTATIONS**

**You will be able to select your volunteer shifts during the designated sign-up period announced by Michelle -- Spring Sale sign-ups open February 1st at 10:00am and Fall Sale sign-ups open August 1st at 10:00am. This sale runs on volunteers, and we are so grateful for you!**

**You get an increased % of your sale, consignor pre-sale shopping time perks, as well as passes to our exclusive consignor 1/2 price pre-sale event. And... you get to meet some amazing people in our picky chick fam! Win, Win...WIN!**

**Also... if you want to learn how to be more efficient as a consignor, learn some insider picky chick tips... consider shopping and volunteering on the job training! Seeing how people prep items...what catches shoppers eyes or increases odds of an item selling makes all the difference.**

**Current Sale Volunteer Shift Perks are listed on our website!**

**Please Note: You must SIGN IN for EACH SHIFT to receive credit. Your % commission will be changed at the end of the sale once all shifts have been confirmed and held.**



## DROP OFF INFO

**Everyone has to log in to their My Consignment Manager account and select a specific drop off time slot. It is imperative that you select a drop off time (see Michelles communications for when this opens online) AND that you show up during the time slot you selected.**

**Drop off takes time and a high level of organization for our volunteers. Please be timely, patient, and kind during this process.**

### WHAT DOES DROP OFF LOOK LIKE?

**Videos are pinned in our Consignor Private Facebook Group to show you exactly what drop off looks like!**

### DROP OFF: WHAT TO DO BEFORE YOU LOAD YOUR CAR?

- **Show up during your exact drop off time!**
- **Load your car before you leave home where your clothes are already in gender and size order. For example, all boys clothing in order of Newborn- Size 10 etc .**
- **Make sure EVERYTHING has a TAG before you load your car!**
- **Make sure EVERYTHING that 'can do something' WORKS... check and refresh batteries, make sure all plugs and cords are secured to the item etc. Our volunteers check every item at drop off and will return any unworking items back to you.**
- **WIPE DOWN and make sure all items, especially larger toys are CLEAN!!!**



## DROP OFF INFO

**(“WHAT TO DO BEFORE YOU LOAD YOUR CAR?”...CONTINUED)**

- **ALL Games, Puzzles, DVDs, Video Games.... Count all pieces, make sure the DISCS are IN THE CASE and work, etc! We don't want disappointed families who sit down for game night and they are missing pieces.**
- **Any items that have a stain/hole/missing button etc, is on our unaccepted items list etc will be returned to you at drop off! Please do not be offend, we all have items that are rejected. You are welcome to take those items home to clean/treat the stain and return them to the sale.**
- **At Drop off you will receive your CONSIGNOR PRE SALE EVENT PASSES, Including the Half Price Pre-Sale! (Videos on how our Pre-Sale Passes work are found in our Private Consignor Facebook Group- see below)**



# DURING SALES

**Set your alarms to Shop during your pre-sale perk time!  
Hand out your additional passes you earned!**

**Spread the Word by continuing to share our posts on social media all week long and direct messaging your friends to come shop Picky Chick!!**

**REPORTS Update LATE Each Evening to Show you What has SOLD that Day! Our Private consignor group will have someone post nightly when “numbers are up”. Please note, if you don’t see an item marked as SOLD and don’t see it on the sales floor, due to printing issues/ barcode issues some items have to be manually keyed in and assigned back to the consignor. These are handled at the end of the sale by Michelle.**

**Have some time open up and you can come Volunteer for an extra shift? AWESOME!! PM us through facebook during the sale or text Michelle directly and we would love to have you come to the Expo Center and help!**

**Keep our Facebook GROUP and pages Positive! If you have any problems or concerns, directly message Michelle through our social media platforms, email, or text.**



## PICK UP INFO

**Pick UP is always the last day of the sale on Saturday, during the designated sale pickup time of 6:30pm-8pm and is subject to being adjusted per sale by Michelle. At the close of our sale, and the last shopper has been rung up, we then will upload all the final reports so you can see what has sold and what remains on the sales floor. Keep in mind, some of those items you may have already designated as DONATE!**

**We use our private Consignor Facebook Group for our main in the moment consignor/ sale announcements should there be any timing changes/pivots ' needed to be made for pickup time and procedures because there is no way to know until we close our sale that day what Pickup will look like.**

**Please be patient with us as this is a big undertaking at the end of a big week! Everything NOT PICKED UP during the designated Pick UP Window -- 6:30pm-8:00pm -- is AUTOMATICALLY DONATED! There are no holds, no exceptions.**



# PAY DAY!

**When the sale closes, and our head chick in charge has had a moment to recoup from the sale and process all reports, you will receive notice from Michelle via email and our facebook group regarding the timeline for payment.**

**It is your responsibility immediately following the sale to check your % for your shifts held before Michelle issues the checks. Once issued, You will receive an electronic check to which **MUST BE CASHED** within 90 days!!!**

## ADDITIONAL NOTES

**Event Fees are FINAL- There are no refunds or transfers to future sales.**



# CONSIGNOR ONLY

## PRIVATE FACEBOOK GROUP

**Welcome to the consignor family! Please join our Facebook Group that is loaded up with frequently asked questions, photo examples, video tutorials, and several years of tips and tricks. It's a great resource of support, and is a positive community of consignors coming together to make our sale better year after year. If you have a question you don't feel comfortable asking in the group, please feel free to email Michelle! Always happy to help!**

**Private Group Name—Find and Request to be Added to the group! After you have been confirmed as a consignor, you will have access to our Picky Chick group!**

## STAY CONNECTED

**WEBSITE** - This info above and more event details can also be found on our website, <https://thepickychick.com/>

**EMAIL** - Be on the lookout for our **EMAIL** communications that come from The Picky Chick Consignment. We increase email reminders and announcements as we lead up to and during the sale.

**PRIVATE CONSIGNOR FACEBOOK GROUP** - Email Michelle if you are not in our private Facebook group. Being added to this group is very important. Once added to the group, make sure **Notifications** are **ON**, especially during the active weeks leading up to the sale! Here you can ask questions, find **VIDEOS** pinned to the **TOP** of the group in the **Featured Section**, and see **Albums** of photo examples of how to prep/pin your items!



# SALES REMINDERS / NOTES

THIS PAGE IS FOR YOU AND YOUR NOTES

"Cheering you on this SALE and can't wait to VOLUNTEER with YOU!"

Best Regards,  
Michelle Lee

