

# Welcome to the B.B.'s Closet Family!

## Item Limits

We will continue to limit the number of items for the Fall Sale to **300 items** per consignor. To allow for greater variety, we are also requiring that consignors be limited to bringing **5 duplicate** or exact same items. Maternity, shoe and infant clothing categories have individual limits in order to offer only your absolute highest-quality items. **Each consignor is limited to 15 maternity items, 12 pairs of Fall/Winter shoes (shoes that are attached & sold as part of an outfit are not counted in the limit), and 40 total infant items per gender in sizes 0-24 months.** The infant limit does not include outerwear or sports/dancewear. Please adhere to these limits; "Bring your best and leave the rest."

## Helpful Tips for Selecting/Entering in your Items

- **Quality and Presentation Counts!** Items that are clean, pressed, smell fresh and in **excellent** condition will be the ones that sell – those that are not... won't be accepted at check-in and don't even make it to the sales floor! ***We check quality closely and carefully, please make sure you do too!*** For additional tips please visit our website <http://bbscloset.net/consignors.html>.
- My Consignment Manager Tips:
  - **Print code: PL8712162.** You'll need this to print your tags so keep it handy!
  - The MyCM System has an outage everyday from 12:00am - 12:30am EST Eastern Time. Please be aware of this scheduled down time. **Do not use the browser Internet Explorer; it is not supported.**
  - Please keep **item descriptions short and type in lower case**; you will fit more and probably not exceed the space limitation. **YOU WILL NOT BE ABLE TO PRINT YOUR TAGS WITH LONG DESCRIPTIONS.** Please print your tags before the deadline for entering and editing items. Once the deadline passes, you will not be able edit your item's description on those tags that are not able to be printed.
  - **VERY IMPORTANT:** Please pick the most APPROPRIATE category when entering your items. With our Point of Sale system – sales tax will be automatically calculated at check-out if the item is in a taxable category. Please remember, **the category assigned in MyCM determines the tax status of the item.**
  - Here's a quick reference for your use:  
Non-Taxable: non-tax categories are clothing, coats, hats, outerwear, shoes, socks and maternity  
Taxable: Toys, Baby Gear (Diaper Bags, Exersaucers, Strollers, Swings etc.), Furniture, Room Décor, Books, DVDs, Accessories, Sports Equipment (includes cleats & athletic shoes).
- 1 TAG PER ITEM. EACH ITEM MUST HAVE ITS OWN UNIQUE BAR CODE TAG.
- **Make sure all bar codes on your tags are clear and can be read by our scanners** – no tape, pins, and staples over bar codes – please! **Please don't put a tag over an item that was on the sales floor before – this can create lots of confusion.** More importantly, your previous tag maybe scanned and your item may be sold at a different intended price!!
- Please review our web site Consignor tab for complete list of items that we do **not** accept. This includes recall items.

## CPSC urges caution and strict adherence to US safety standards and recalls

Clothing, toys, baby gear etc. may **not** contain lead in excess of limits set by the CPSC and must be safe. BB's Closet will NOT sell items on the list of recalled items or that might contain lead. **CONSIGNORS ARE RESPONSIBLE FOR MAKING SURE THE ITEMS YOU SELL ARE NOT RECALLED OR DEEMED AS HAZARDOUS BY THE CPSC** and this is reflected in our consignor agreement under your responsibility with the agreement. **We recommend using <http://wemakeitsafer.com/> to check your item before entering it.**

If you have questions about anything at all – please email us at [bbscloset@gmail.com](mailto:bbscloset@gmail.com) and we will gladly respond to your question. Happy tagging and preparing for the sale! Thanks for participating in the B.B.'s Closet Fall Sale!

-- Warmly, Lori and John – B.B.'s Closet Owners