

Deals & Steals Family Consignment Sale



Participant Handbook



Fall/Winter 2025



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Our Location! Former Sears Building/Old Hickory Mall

PERKS!

PLEASE READ CAREFULLY

- **Consignors receive 65% of the sold sale items, and on discount day (50% off) consignors receive 65% of the discounted 50% sale items.**
- **You may consign 160 items for \$11 with additional sets of 160 for \$4 per set (Payment must be confirmed before item count is updated in the system)**
- **We will share dates for card stock pick up inside the Sears (on the Chick-fil-A side) or we can make arrangements for porch pick-up to provide your card stock. Your participation fee (\$11) is due at this time.**
- **If you need us to mail card stock, we will be happy to do that for a fee for EACH set. Fee will include costs needed for certified tracking and signature upon delivery and:**
 - **\$11 plus postage for first set**
 - **Cost of postage for any additional sets**

These additional fees may be taken out of your check if not paid prior to check pick-up.

Volunteer's Shopping Perks



Platinum Privilege Workers' Sale: Thursday, November 6, 2025, 6 p.m. – 9 p.m.

If you have a total of 12 hours and at least one of your worked shifts is a 4 hour sort-shift on Sunday/Monday/Tuesday/Wednesday

- ☐ ***Volunteers will receive 80% of each sale item.***
- ☐ ***You may shop on Thursday night.***
- ☐ ***Your Guest may shop at 3 p.m. on Friday.***
- ☐ ***You may shop ½ price sale on Sunday at 12 Noon. No Guest.***

***Volunteers working 12 hrs. WITHOUT a sort shift:
May enter to shop at 11 a.m. on Friday***



Gold Privileges–Workers' Sale: Friday, November 7, 2025 1pm.–9pm

If you have a total of 8 hours:

- ☐ **Volunteers who work a 8-hour shift (one 4 hr. sort-shift) will receive 75% of each sale item.**
 - ☐ **You may enter on Friday from 1 p.m.-9 p.m.**
 - ☐ **A guest may shop at 3 p.m. on Friday.**
 - ☐ **You may shop ½ price sale on Sunday at 12 Noon. No Guest**
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Premier Privileges – Workers' Sale: Friday, November 7, 2025 3:00 pm.–9pm.

If you work a total of 4 hours:

- ☐ **You and a guest may enter from 3:00 p.m.- 9 p.m. on Friday.**
- ☐ **You may shop ½ price sale at 12 Noon on Sunday. No Guest**



Choose Your Shift(s)

- ☐ **To add your name to the schedule, please visit our webpage and login to your account and click on volunteer.**
- ☐ **Please ensure that the hours you volunteer for total to the necessary amounts, and account for any overlapping periods of time that **WILL NOT** be counted for both shifts.**

Example: Working a 10 AM-2 PM shift and a 1 PM - 5 PM Shift only equals 7 hours NOT 8 hours despite being two shifts due to the overlap of 1 hour)

Show up ready to help

- ☐ **On the day(s) of your selected shift(s), arrive a few minutes early if possible to take care of any personal needs and to get a brief overview of your assigned task(s).**
- ☐ **Please be prepared to do one of the following:**
 - ☐ **Check in & Out digitally with your shift QR code (found by signing into your account from a mobile device and selecting “Sign-In” by the associated shift, and presenting to sale staff (PREFERRED)**
 - ☐ **Physically signing your volunteer log page in the Volunteer notebook with the date, time-in, time-out, and initial. This option is required for ALL shifts not assigned via the online system, including bringing additional person(s) with you to work**
- ☐ **For your safety and that of others, **NO CHILDREN** will be allowed to be with you during your shift(s). If you have a question about this, please see Gail.**

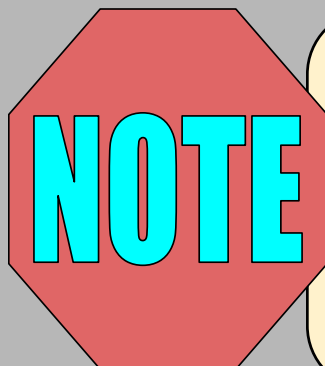
Sign In & Out

- ☐ **Please be sure to sign in and out for your shift(s). This is your responsibility as a volunteer, and sales staff will not be held responsible if you do not complete this process.**

Refreshments

- ☐ **Bottled water and limited pre-packaged snacks are for volunteers in the breakroom.**

- ☐ **Any additional food or beverages are limited to sales employees ONLY. Deals and Steals will not be providing a full meal for your 4-hour shift(s).**
- ☐ **There will be cokes available for \$2.00/each at the registers.**



Deals and Steals Consignment reserves the right to deny a volunteer request for any reason. As a worker, we understand that it is tempting to shop during your shift. We ask that you honor your work shift and give your full attention to what is needed during that time.

We feel that it is DISHONEST to shop while you are supposed to be serving. Any worker shopping during a shift may be asked to leave and lose all privileges and perks associated with the current and/or future sales

If you are unable to complete a volunteer shift you signed up for, it is your responsibility to find a replacement or notify Deals and Steals that you will not be available prior to your shift(s).

Consigning

PARTICIPATION GUIDELINES:

- **For this Sale ...Fall/Winter Items Only!**

The ONLY holiday items accepted for this sale will be Halloween, Thanksgiving, and Christmas. Items for any other holiday will be charged \$3/item if found on the sales floor.

No sandals or other open-toed shoes not appropriate for Winter weather will be accepted. Shoes found to be out of season or inappropriate will be charged \$3/item found on the sales floor.

- **IN-STYLE Women's, Men's, & Children's Clothing, Household Items, Baby Equipment, Toys, Books, Electronics, Furniture, Jewelry, Sports Equipment, Tools, etc.**

Please make sure all items are clean and working order.

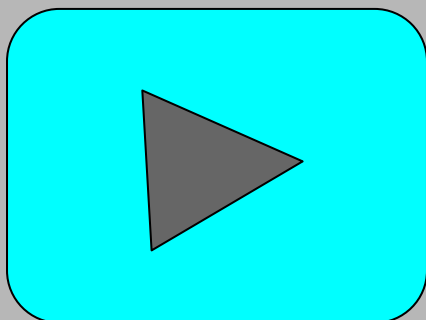
An area will be available for shoppers to check the items.

- **A minimum of 20 items must be contributed. If you consign more than 480 items please sign up for a sort shift.**

- **A maximum of 160 items, with your \$11 participation fee.**

You may purchase another 160 tags for an additional \$4, just contact us at dealsandstealsconsignment@gmail.com.

There is no need to register again under a different name or number to get additional tags.



Check out our [“How To”](#) (double click on “how to” to view) video on your login screen for additional instructions.

CONSIGNOR NUMBERS

You must register from our webpage

dealsandstealsconsignment.com to obtain your consignor number. If you consigned before, then just choose “Register Me” to sign up to consign!

We use My Consignment Manager for our POS System.

If you consign with another sale that uses MyCM, you may email us, and you can use your same number if it is available. This allows you to transfer items from one sale to another.

We use a color coded system to sort. This system speeds up the sorting process and helps to ensure that your unsold items are being returned in the quickest manner, as well as, getting your checks to you as soon as possible!

Deals and Steals Family Consignment will not be responsible for returning items that have been tagged with cardstock not provided by our sale, and may impose up to a \$20 convenience fee for sorting items tagged with non-provided or wrong color cardstock/paper.

If you have items from another sale with a different color, you can still transfer them, reprint on our color card stock and just exchange the tags or staple/tape them on the existing tags. Thank you ! 😊

DROP-OFF/RECEIVING:

When you register as a seller, click on the “check in” schedule and choose the day and time that you would like to drop off your items. We will have drop off slots for daytime and nighttime!

Saturday, November 1st , 9 am - 5 pm

Sunday, November 2nd , 1 pm - 5 pm

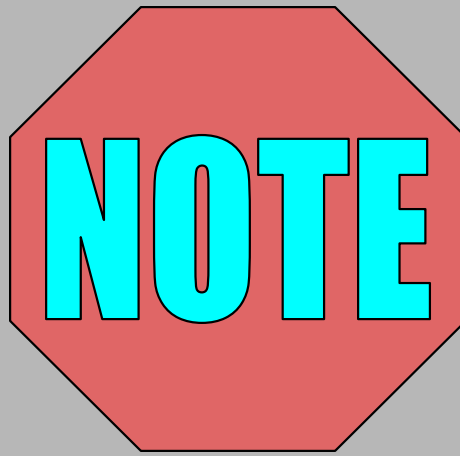
Monday, November 3rd, 9 am -7 pm

Tuesday, November 4th, 9 am -7 pm

Wednesday, November 5th, 9 am -7 pm

- **All items MUST be dropped off and on the floor prior to 9:00 PM on Wednesday November 5th, NO EXCEPTIONS**
- **Please be prepared to place all items on the sales floor.**
- **All clothing items must be checked by a volunteer prior to being placed on the floor**
- **If you have heavy objects, please bring someone with you; we cannot guarantee assistance will be available.**
- **Please have all items tagged at drop off.**
- **Please choose only one check in time. If you need an additional check in time(s) please contact us.**

At drop-off, you will be required to sign a contract acknowledging any changes made since the previous sale and that you understand the policies in the handbook in order to receive your consignor passes for early Shopping on Friday evening.



We strongly recommend that you take a moment at the drop-off to do one last inspection of your merchandise before placing your items on the sales floor. We will be checking and pulling any items deemed unacceptable, including at drop off.

The lighting at the Sears building is different than in your home and sometimes tends to "bring out" stains and other flaws. Please take a second look and don't allow undesirable items to make it to the floor.

Therefore, Deals and Steals reserves the right to refuse any items that we do not feel meet our sales standard.

\$1 will be deducted for each soiled, stained, torn or out of season item that we pull from the sale. In addition, items with missing buttons, broken zippers, etc. will be removed from the floor and charged.

If we determine an item to be unacceptable, mark it, and it is found on the sales floor a \$3 will apply. Sale staff are human and potentially could make a mistake, however this charge will apply to ALL Spring/Summer items found and removed from the sale floor. If fees are applied, they will be visible on your final settlement report as "Registration Fees".

Any items causing charges to be subtracted from your check will be held with sale staff and your check to ensure you have the opportunity to discuss the issue(s)

We are encouraged by the feedback from thousands of shoppers who are pleased that we are attempting to weed out undesirable items, leaving more spacious racks for ease in shopping. As a consignor, you want shoppers to see your items - which is less likely if they must pick through stained, torn, etc. items that are crowding the racks. Thank you in advance for a first-class sale!

Thank you for understanding that our goal is to provide shoppers with top quality choices!

Tagging

Login to your account at dealsandstealsconsignment.com and click on enter items.

TIPS FOR CREATING TAGS

Here are some suggestions based on our experiences:

First: get your items ready:

- ☐ **Clothing: check for stains, hang, bag, etc.**
- ☐ **Toys, games, books, furniture, etc.: gather all pieces, check for batteries, etc.**

For clothing the system asks for information:

- ☐ **Price - (\$1.00 increments)**
- ☐ **Half price (Check = Yes)**
- ☐ **Donate (Check = Yes; will print “D” on the tag)**
- ☐ **Size**
- ☐ **Description**
- ☐ **Category**

Either write a list of your items and then enter it all into the computer, or have your items next to you as you enter them. Find what works best for you!

- **We suggest you enter 8 items at a time, print and tag. Always print in multiples of 8, since 8 items will fit on one sheet of cardstock. If you enter items under someone else's account we will NOT write a separate check for those items. One check per one account.**

Last day to enter items is

Wednesday Nov. 4th at 12:00 AM.

Contact us using the information below to arrange a porch pick-up.

If you live outside Madison Co., we will be glad to mail your card stock for a fee including costs needed for postage, certified tracking, and signature upon delivery.

These additional fees may be taken out of your check if not paid prior to pick-up.

Deals and Steals Family Consignment

37 Cotton Blossom Cove

Jackson, Tn. 38305

dealsandstealsconsignment@gmail.com or call 731-935-4116

- **Describe, describe, describe. It is worth it for you to take the time to completely describe an item on the tag.**



Yes, we can see that these are “blue jeans,” but that is not enough for us to match the tag with the item should they become separated.

Using “Buckle BootCut Jeans” size 38 x 30 is even better and increases the chance the item can go to a great new home!

**‘Movie’ is extremely vague, however
“Toy Story 4 DVD” is much better!**



- **Please take care to cut your cards along the provided lines. It is imperative that the barcode remain intact. Please cut above the area provided for pinning and below the price line.**

- Please select the **"DONATE"** box if you wish to donate a particular item should it not sell even if your paper is hot pink.

- Please check the discount box if you want an item sold in the discount sale for 50%.

- Items with tags other than those printed from (MyCM) (go thru our website so it won't ask you for a print code) or without your seller number for our sale will **NOT** be accepted at drop-off.

- Walk-ins at drop-off will not be accepted.

- When facing the item, the hanger must point to the left and all tags must be secured to the top-right-front corner of the item with a safety pin.



- If you use a tagging gun, please tag at the top and bottom of the tag to help secure the tag to the item. (We are not responsible if the tag becomes separated from the item)

- Tags secured with straight pins will not be accepted as the tag may easily be separated from the garment and potentially lost or switched.

- Secure cards to large, non-clothing items with strong tape.

- Place small, non-clothing items in Ziploc bags with tag placed inside. (small toys, shoes, etc.)

- **Wrap all loose items for toys in Saran Wrap.**
- **Adult pants need to be folded over a hanger.**
- **NO items in cellophane bags as they tend to disintegrate and items become lost.**

Shoes: Fall/Winter styles only - NO OPEN TOE or SANDALS

- **If possible, please zip tie, use yarn or tie shoelaces together for shoes to be hung on racks. All other shoes, place in zip lock bags. Hangers/hooks will be provided at drop off to push through the bag to be hung up on racks at drop off.**

If shoes are too large for a zip lock bag and can not be tied together, please be prepared to place them on the floor under the correct size. No shoe boxes will be accepted to maximise our space.

Important Information:

- **Only Flat Screen TV's please.**
- **Mattress can only be sold with a bedroom set.**
- **Car Seats must be within the 6-year expiration date by law.**

For items over \$40, you as the seller have the option to complete a 2-part ticket at drop-off to reduce the chance that the tag can be removed during the sale. If you choose not to complete one, we are unable to complete it for you.

PRICING

- **Pricing is in whole dollar amounts only.**
- **When pricing your items, here is a tip:**
Price to Sell ! $\frac{1}{4}$ to $\frac{1}{3}$ of the original price is a good rule of thumb.



Example:

**If this dress was bought new for \$45
Price it at \$10-15 or LOWER if you really
want shoppers to notice it.**

Remember, it is RESALE. Most people are looking for quality items at a fraction of the cost. Few people will spend half of the original cost for resale. The secret of the people who sell their clothing and make the most money doing it is, price your items low and sell all of them. These people usually only pick up $\frac{1}{3}$ or less of what they consign.

PRINTING

- **When printing only use 1 to 2 sheets of card stock in your printer at a time. If by chance a sheet misprints, just flip it over. Be sure to cross out the wrong side!**
- **If you want us to print your tags, we can do that for a charge of \$4 per set of 160 tags. Email or give us a call.**
- **Also, please ensure that your tags are clearly printed! If they are pale, barcode is broken, or extremely small, it slows down the checkout process, and reduces the chances your item(s) are correctly credited to your account.**

The week of the sale we will be unable to print tags, so the last day to print will be October 31, 2025.

DONATING

If you notify us at the time you receive your card stock that you do not want to pick up any items that may not sell, AND all items are shown as “DONATE” in the sales system we will refund your participation fee(s).

Your items must ALL be on Hot Pink Cardstock and be marked “DONATE” for refund. Please also make sure all of your tags have the “D” in the bottom right corner to assist with sorting

Unsold hot pink items and those marked with a “D” become the property of the Deals and Steals Family Consignment Sale after the half price sale and sold for Dollar Day and you will NOT receive any money for those donated items.

Otherwise, your tags will be a designated color and you may choose to donate on an item-by-item basis.

PICK-UP

Friday November 14th, 4pm.-7pm sharp!

If you want your check mailed, please provide a self-addressed, stamped envelope by the end of the Friday evening Consignor sale .

As indicated by your acceptance of the Consignor Agreement, Deals and Steals will try to contact the seller one time after the designated times for pick-up to arrange an alternate pick-up time during the following week. Any items not picked up by November 21st will become property of Deals and Steals and donated to a charity of our choice.

**Before you pick up your check,
PLEASE CHECK LOST AND FOUND AREA!**

LOST & FOUND:

Please take time to firmly affix your tags with a detailed description. Remember, if your items become separated from their tags, we cannot sell them.

Unfortunately, we have a number of items each season that come to our lost and found area. It is a shame when a customer sees the item and wants to buy it — but there is no tag.

Similarly, we have a number of lost tags each season. Frequently throughout the sale, we attempt to match the lost tags with any lost items. When we are successful, we place your items back on the sales floor.

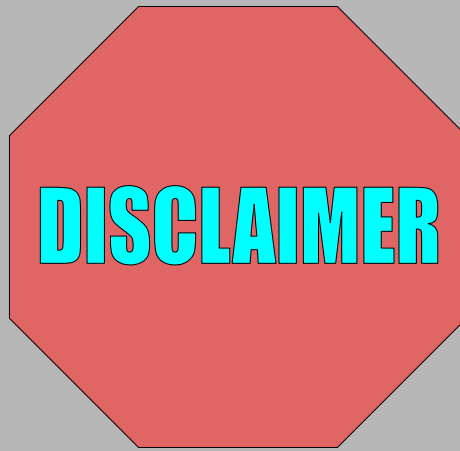
We are not responsible if someone picking up for another consignor fails to pick up all his/her items.

Methods of Payment at Sale:

- ☐ **Visa and Master Card Accepted**
- ☐ **Debit Cards**
- ☐ **Cash**
- ☐ **ID.Required**

Charities:

- ☐ **Birth Choice**
- ☐ **WRAP Center**
- ☐ **Formals to Young Ladies for Prom**
- ☐ **Honduras Missions Bags**
- ☐ **Suitcases to Foster Care Children**
- ☐ **Hospital (Scrubs)**
- ☐ **T-Shirts-Diapers for Children**
- ☐ **Area Relief Mission**
- ☐ **Police Dept. (Stuffed Animals)**
- ☐ **Pillows/Blankets and Pet Supplies/Foster Dogs**
- ☐ **Memphis School of Preaching**
- ☐ **Uniforms to City/Private Schools**



***Neither Deals and Steals Family Consignment
or the sale workers are responsible for lost,
stolen or damaged items.***

***Deals and Steals not responsible for damaged
items due to natural disasters or fire.***

***Deals and Steals is not responsible if a
purchased item does not work.***

All sales are final!

Special Reminders for our sale!

As our sale has grown, so have the number of items being consigned. As a result, to make your items stand out among the approximate 500 consignors:

- **Bring your best, gently used items**
- **Household items should be in sets**
- **NO grab bags of miscellaneous items**
- **Price your items to reflect a good deal you would also pay for the item(s)**
- **Don't mark up prices. You will end up making more by selling more at a lower cost**
- **If you consign more than 480 items with us we will ask that you work a 4 hour sort shift (Sun Night, Mon, or Tues.)**
- **Everyone will pay a \$11 fee to participate in our sale. This fee includes enough cardstock for 160 tags. Additional sets of 160 are \$4. If you have items to transfer let us know and we will be glad to increase your number once we have confirmed receipt of payment.**