



## **Thank you for supporting the Norwich Women's Club Scholarship Fund**

### **PLEASE READ ALL THE GUIDELINES FOR CONSIGNMENT--CHANGES FOR FALL 2019**

The Nearly New Sale is a consignment sale. People bring up to 125 items of their new or gently worn men's, women's and children's clothing to us to sell for them. The consignor receives 50% of the selling price, and the remainder benefits the Norwich Women's Club Scholarship Fund. This fundraising event, run by many volunteers, has allowed the NWC to provide over \$650,000 in education scholarships to Norwich residents since 1964. As this is a fundraiser, the clothing we accept must be in excellent, nearly new condition. All items accepted are inspected first by volunteers using strict guidelines that are **available on our website**.

You will ultimately be paid 50% of the sale price of each item sold in the regular sale (Friday-Saturday) and Half Price Sale (Sunday 10-1), but nothing if the item remains into the Bag Sale (Sunday 1:30-3). Consignors may wish to pick up unsold items on Saturday afternoon. All consigned items not retrieved during the designated period on Saturday go into a Half-Price Sale on Sunday morning, and then into a Bag Sale that afternoon. If they remain unsold by the end of the sale, items are donated to the Listen Center. Fall and winter clothing may be consigned for the Fall Sale, and spring and summer clothing may be consigned at the Spring Sale. See online inspection guidelines for details about what clothing and accessories are accepted.

### **Many Big Changes for the Fall 2019 sale!**

**--New online consignor registration and inventory system.**

**--No more pre-consignment and in-person consignment. These are consolidated as a pre-sale time-frame.**

**--All clothing inventory, pricing, and tagging to be done by consignors prior to the inspection period, using the online program on their own computer or tablet.**

**--New upper limit of 125 items per consignor.**

--New consignor registration fee of \$5 will be deducted from your consignor check (helps defray costs of the online system and mailing consignor checks).

--Consignors print their price tags from the online program onto cardstock and attach to their items using a tagging gun and stems, or safety pins.

--Cardstock, tagging guns, and stems available online from Amazon, Staples, or Walmart for delivery or pickup in store.

--We will have tagging guns available to borrow, if needed.

--Consigning instructions will be available on the Norwich Women's Club website. It includes pricing guidelines.

--Help sessions planned for pre-sale time-frame for people with technical questions regarding the new system.

--Consignors can see online at the end of sale which of their items sold.

After many years of conducting the sale in basically the same way, we are launching a new online program this year which we believe will make it easier for consignors to use. There will be a new upper limit of **125 items per consignor**. To consign, you **must**:

1. Sign on to the program through the new link on our website

[www.norwichwomensclub.org/nearlynewsale.html](http://www.norwichwomensclub.org/nearlynewsale.html)

2. Review and agree to our consignor's agreement

3. Register to receive your consignor number.

You will use the online system with your personal computer or tablet to enter and price the clothes you want to sell, under your consignor account. You will print your own price tags using cardstock we recommend. You will then attach the price tags using a tagging gun and stems, or safety pins, that you purchase. We have information in the How to Consign detailed instructions on our website about where to purchase all these supplies. We have tagging guns we can lend out for short periods of time, if needed. We will no longer be completing sales tags and inventory sheets for consignors in person, but ask that you use our new program that should streamline the process for everyone.

We are setting aside two times during the pre-sale period for us to answer any of your technical questions in person. To find out when these two days

are, please email us at [nns.consign@gmail.com](mailto:nns.consign@gmail.com) Please note that these times allow us to help YOU familiarize yourself with the new system; we will not inventory or tag your items for you. If you have any problems using the new program during the pre-sale window, please send your questions to [nns.consign@gmail.com](mailto:nns.consign@gmail.com) We will get back to you as soon as we are able.

Once your items are organized, you will bring them to Tracy Hall as in the past for inspection during the week of the sale: **Wednesday and Thursday 12 noon to 7 pm, or Friday from 9 am to 2 pm.**

We understand this is a big change for all our consignors, and hope to make the transition as smooth as possible. We believe this new program will allow us to continue offering the opportunity to both sell your used items, and give back to our community. Consignors can do their pricing, inventory, and tagging all in their own home using their own equipment, at times convenient for them.

**We are still accepting donated clothing** in advance of the sale if people do not wish to consign. Please contact Elaine Waterman to arrange inspection of the clothes you want to donate. Appointments are available on the Thursday, Friday, and Saturday of the week before the sale. Phone (802) 649-1558 or email [ewatermanvt@gmail.com](mailto:ewatermanvt@gmail.com)

**Note: Some consignors may wish to take home their unsold clothes** on the Saturday afternoon of the sale (between 3 and 4 pm), before clothes go into the Half Price and Bag Sales on Sunday. You will need to bring a copy of your online inventory sheet, find the unsold clothes yourself on the sales floor, and then check out with a cashier to make sure the clothes you are taking home are on your inventory list. Note: clothing may not always be hung on the correct rack, or may still be in the dressing room area waiting to be re-hung. Our volunteer sales staff try their best to put back clothing in the most appropriate place, but sometimes items end up in unexpected locations.