

New Procedures for “non taxable” items specified by the State Budget:

It is **CRUCIAL** that you follow these directions!!! If you do not follow these directions, your items will be rejected at check in and registration fees will NOT be returned.

Nontaxable items will be:

- Diapers (disposable or reusable)
- Clothing size newborn up through 6T (this will include hats, socks, “accessories”)
- Children’s shoes (infant through child size 13).

Clothing:

1. If you are tagging clothing items that are child’s size 7 or larger, tag as you always have. **No changes** are necessary to any tags for clothing size 7 or larger.

2. **For infant and child clothing from newborn through size 6T--**

When you are choosing the 1st category for your tags, you **MUST** use one of these categories:

Infant clothing NB to 24m

Boy Clothes 2-6T

Girl Clothes 2-6T

These specific categories will be marked “non taxable” in the system and will tell the software to not charge tax on these items. Then, for the 2nd category, you will choose the actual size category such as “3 mths“ or “4T”, etc. Please DO NOT use “small”, “medium” or “large”. **Use number sizes only please.**

3. Also, on these tags, you **MUST** put a colored circle sticker (Avery 5469, color coding labels, any dark color) on the bottom left side of the tag. DO NOT cover any printed information on the tag. This sticker will allow us to easily identify the items that should not be taxed so that we can check them at checkout and make sure that the system identifies them when scanned and give us the opportunity to correct any “missed“ items quickly.



***Colored stickers should be put on tags of all “non-tax items”--diapers (disposable or reusable), clothing size newborn up through 6T (including hats, socks, and other accessories such as ties, bow ties, scarves, etc.) and children’s shoes (infant through child size 13).

Shoes:

1. If you are tagging children’s shoes that are LARGER than “lil kid size 13”, tag as you always have. **No changes** are necessary to any tags for shoes kid size 13 or larger.

2. **For infant and child shoes up through child size 13--**When you are choosing the 1st

category for your tags, you **MUST** use one of these categories:

BoyShoes-Infant (0-4.5)

GirlShoes-Infant (0-4.5)

BoyShoes-Toddlr (4-8.5)

GirlShoes-Toddlr (4-8.5)

BoyShoes-Lil'Kid (5-13.5)

GirlShoes-Lil'Kid (5-13.5)

Again, these specific categories will be marked “non taxable” and will tell the software to not charge tax on these items. Then, for the 2nd category, you will choose the actual size category such as “3“, etc.

How to transfer tags from previous sales--

1. For clothing child size 7 or larger, or for shoes larger than “Lil Kid size 13“, just transfer the tag as you always have.
2. **For infant and child clothing from newborn through size 6T**--You can transfer the tag in the system as you always have, however, you **MUST** edit the category in your inventory!!!

For example, if you have a tag for “Girl’s Clothing, size 3T”, transfer the item to the current sale. Then go to “manage items”, find that item. Mark the box next to that item and then “edit single item”. (You can do more than one item at a time by choosing “edit multiple items”.) When it pulls up your tag, change the first category from “Girl’s Clothing” to “Girl Clothes 2-6T”. **YOU DO NOT HAVE TO REPRINT THE TAG!!!** The barcode will read the change, but you **MUST** make the category change for all items that fit in the “non-tax” categories. Again, that is children’s clothing, newborn up through 6T and shoes newborn up through child size 13. Then, you need to put the colored sticker on the bottom left corner of the tag.

3. **For shoes newborn through child size 13**--You can transfer the tag in the system as you always have, however, you **MUST** edit the category in your inventory!!!

For example, if you have a tag for “Girl’s Shoes, size 4”, transfer the item to the current sale. Then go to “manage items”, find that item. Mark the box next to that item and then “edit single item”. (You can do more than one item at a time by choosing “edit multiple items”.) When it pulls up your tag, change the first category from “Girl’s Shoes” to “Girl Shoes-Toddlr (4-8.5)”, or whichever “new” category fits. **YOU DO NOT HAVE TO REPRINT THE TAG!!!** The barcode will read the change, but you **MUST** make the category change.

NEW “Check In” Procedures:

- All consigners **MUST** bring a printed copy of their inventory with them to their check in appointment. We will be looking at your inventory sheets to be sure that you used the correct “new” categories as specified in the new rules. **If you did not make the correct changes needed, you will NOT be allowed to check in your items until you make the corrections. Registration fees will not be returned if you are unable to consign because you did not follow directions.**
- Consigners **MUST** sign up for their check in appointment time by 9 p.m. on Friday, the night before drop off begins on Saturday. While you will still be able to tag items after 9 p.m., the option to sign up for a check in time will lock at 9 p.m.
- When consigners come to check in their items, the consigners that have arrived at their actual check in time will be allowed to go straight to the inspection area.
- Consigners that have not signed up for a check in time, or do not come at their actual appointment time, will be asked to wait in a “stand by” line and will be allowed to proceed to the inspection area **AFTER** those with appointments have been served.
- **Failure to sign up for a check in appointment WILL result in long wait times!!!**