

Seller Guide



THE SELLER *contents*

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1 About Us

We are all about you! We are committed to creating an event that supports a cause and makes you the the girl (or boy boss) of your upscale consignment sale experience. We believe in simple steps to make your sales soar!

We create the ultimate upscale pop-up consignment sale featuring Ladies and Men's gently loved curated fashion and accessories! Our simple process enables you to turn once loved treasures into cash while supporting a cause!

The Plan



Step 1: Closet Edit

A closet clean-out is the perfect opportunity to refresh your wardrobe by curating items for the lux exchange consignment sale. Start by carefully assessing each piece, focusing on quality, condition, and style. Set aside items you no longer wear or need, ensuring they are in excellent condition for resale. This process not only helps declutter your space but also allows you to turn gently used items into cash, giving them a second life with someone else. Whether it's high-end fashion or timeless accessories, the lux exchange consignment sale offers a great platform to monetize your closet while contributing to a more sustainable fashion cycle.

Step 2: Join the In-Crowd

Join the in-crowd our consignment seller support group that that unlocks valuable tips and proven systems to maximize the profitability of your flip it consignment sale! Whether you're new to the process or a seasoned seller, we provide expert advice on pricing, staging, and marketing your items for optimal results. Our community is dedicated to helping you get the most out of your sale, offering insider strategies that will ensure your items stand out and sell quickly. With the right approach, you can turn your gently used items into significant earnings, and our group will guide you every step of the way toward achieving the largest monetary return. Don't miss out—join us today and start earning more from your closet!

Step 3: Join and Share

Join our exclusive Sellers-Only Facebook group today and gain access to expert tips and effective systems designed to help you achieve the largest monetary results from your consignment sale! Our group is a supportive community where you can learn the best strategies for pricing, showcasing, and how-tos to attract buyers and maximize profits. Plus, we'll provide insider advice on how to promote the sale across your social media platforms, reaching a wider audience and increasing your chances of a successful sale. Don't miss out on the opportunity to enhance your selling experience—join us now and start sharing to boost your earnings!

The Perfect Closet Clean Out

CHECKLIST



Start with a clean slate: empty your closet and assess everything. Focus on items you no longer wear or use and assess their resale potential.



Check the brand and condition: all items should be gently loved excellent condition and free of any imperfections. Check our brand list for brands that are not accepted.



Sort by category: group clothes by type (dresses, shoes, handbags...) This will help you identify what you have excess of and what will appeal to buyers.



Seasonality of items: Only items in the current season will be accepted.



Trends that sell: Current on trend styles will bring you the best sales results. Click on the Trend Report on our site for up to date seasonal trends!



Price items competitively: Price your items to make the sale! A great guide is 50%-80% off of retail. Keep the mindset that you enjoyed the item and now its time to pass it along at a bargain... think what would I pay for the item?



We welcome a variety of items: including clothing, shoes, accessories, handbags, and jewelry for both men and women. Refer to the following two pages for a detailed guide on what we accept each season. Be sure to inspect your items for any snags, stains, or outdated trends. Please avoid tagging items that don't meet our criteria. Note that we are unable to accept children's, juniors', or maternity clothing.

You did it: Now its time to prepare your items for their big debut! The sale!

How- to: Brands that sell and pricing

What curated translates to:

More sales for your items! Recommended Designers based on brands customers are shopping. Price your items to sell! We recommend pricing your items 50-80% off the amount you paid for the item

The Vault:

Our high-end designer sale area that features brands such as: Fendi, Gucci, PrThe Row, St. John, Prada, Ferragamo, Christian Louboutin, Jimmy Choo, Versace, Moschino, Louis Vuitton, Yves Saint Laurent, Valentino, Tiffany and Co. and more. They will be showcased and secured for sale in our upscale vault boutique.

The Vault boutique area items are priced between \$75 and \$800 and must be authentic. Absolutely no dupes.

Contemporary brands:

Those sold in department stores and boutiques are coveted and always in high demand. Lululemon, Revolve, Patricia Nash, Tory Burch, Kate Spade, Patagonia, Adidas, Ugg, Michael Kors, Coach, Lilly Pulitzer, Designer jeans, Polo Ralph Lauren, Tommy Hilfiger just to name a few.

Priced between \$20-\$40

Better brands:

Abercrombie, Madewell, Banana Republic, American Eagle, Vineyard Vines, Nike, J Crew, Athleta, Anthropologie, Free People, Zara, Kendra Scott, Ann Taylor

Priced between \$10-\$20

Discount is optional and selected when adding your items into the system. You may select to discount your item at the time of entry. Discounted items will be included in the 50% off Saturday sale. *This is one of the biggest sale days so don't miss out!*

***Basic brands from Target, Old Navy, Amazon basics, Temu, Shein or Wal-mart will not be accepted. ***

Spring & Summer closet clean out | edit checklist

yes! please



no, thank you

- Men's + Women's clothing and accessories
- In style, on-trend clothing
- Size Inclusive XS to 4X+
- Shoes, nice sandals, athletic shoes
- Workout clothes | high end brands like lululemon
- Spring/summer colors
- Fun, unique items
- Shorts
- Skirts + dresses
- Light jackets + sweaters
- Spring/summer material
- Current on-trend denim
- Short sleeve tops
- Tank tops
- Pants/cropped pants
- Accessories, sunglasses
- Jewelry
- Handbags/wallets
- Hats
- Local collegiate wear upon discretion

- No children, tween clothing
- No Temu, Shein, Walmart, amazon basic
- No outdated denim
- Sleepwear or scrubs, bodysuits, undergarments, swimwear, or maternity
- Local t-shirts (schools, church)
- Clothes with pilling fabric
- Flip-flops
- Wedding, prom, formal gowns
- Knock-off designer items
- Trends from 5+ years ago
- No stains, pulls, holes etc
- No dirty, worn out shoes
- No more than 3 of the same items per size
- No more than 10 pairs of shoes per size.
- No items that are not freshly laundered and ready for sale.



Do the “would I?” test ? Would I buy this? Items should be in a condition that it could be sold in a store.

Fall & Winter

closet clean out | edit checklist

yes! please



no, thank you

- Men's + Women's clothing
- and accessories
- in style on-trend clothing check the trend report on the website
- Puffer jackets, vests, sweaters
- coats, winter outerwear
- workout clothes
- boots/closed toed shoes,
- Holiday attire
- Holiday accessories that sparkle
- fall skirts
- fall shorts in leather, suede, wool
- current denim styles
- pants | wide legged pants
- accessories
- jewelry, handbags, wallets, sunglasses
- scarves/gloves
- hats
- men's and ladies suits
- Embellished belts, fluffy textures, and slip on shoes.
- Plaid, polka dots, and animal print.
- Layered capes, buttoned-up blazers, buttery leathers

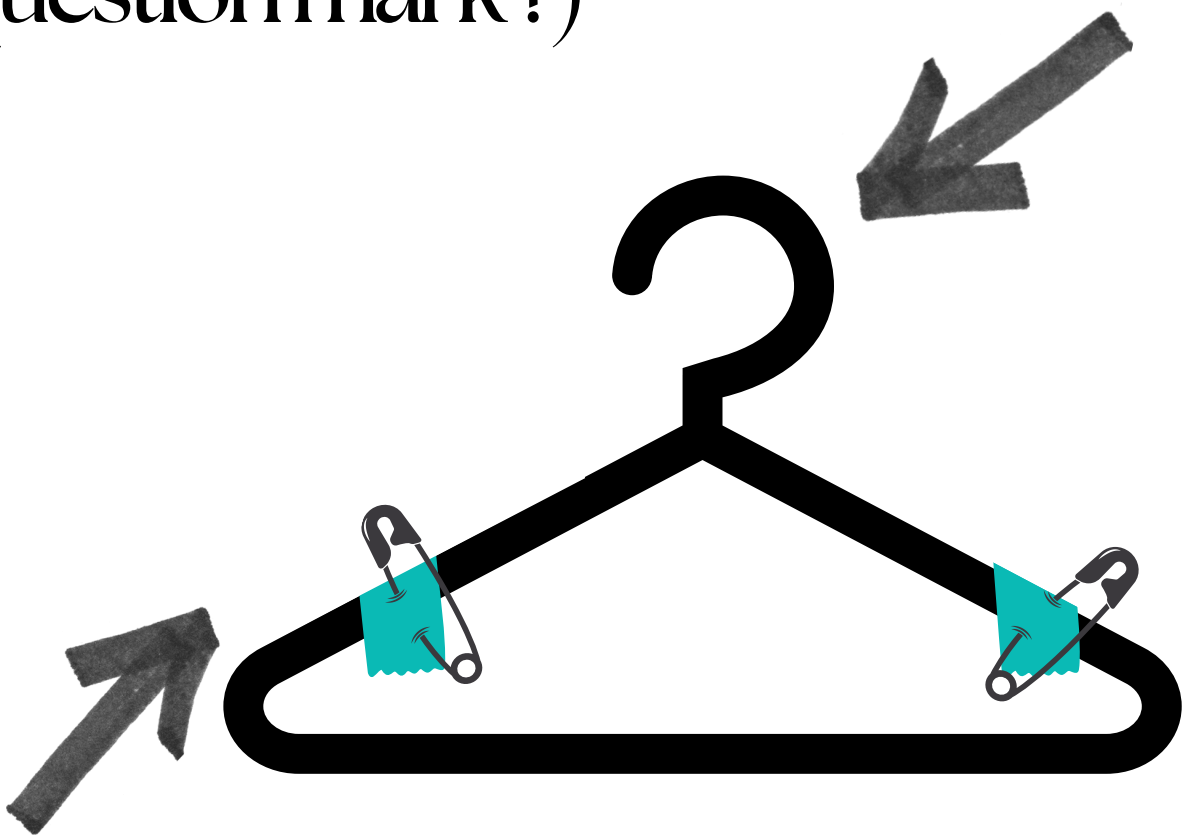
- No children, tween clothing
- No Temu, Shein, Walmart, amazon basic
- No outdated denim
- sleepwear or scrubs, bodysuits, undergarments, swimwear, or maternity
- local t-shirts (schools, church)
- clothes with pilling fabric
- flip-flops
- wedding, prom, formal gowns
- knock-off designer items
- trends from 5+ years ago
- no stains, pulls, holes etc
- no dirty, worn out shoes
- No more than 3 of the same items per size
- No more than 10 pairs of shoes per size.
- No items that are not freshly laundered and ready for sale.



Do the “would I?” test? Would I buy this? Items should be in a condition that it could be sold in a store.

Hanging and merchandising your items (requirements)

All clothes must be hung on wire hangers only with the opening to the left as shown (think question mark ?)



Add tape and safety pin clothing to the hanger through the tape to prevent items from falling off during the sale.

See next page for pictures

Hanging and merchandising your items (requirements)

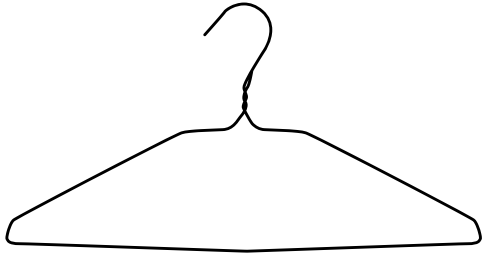


Add tape and safety pin clothing to the hanger through the tape (pin through the clothing, tape and hanger) to prevent items from falling off during the sale.

PULL ON THE ITEM ONCE HUNG TO MAKE SURE IT IS SECURE.

Hanging and merchandising your items (requirements)

Materials needed:



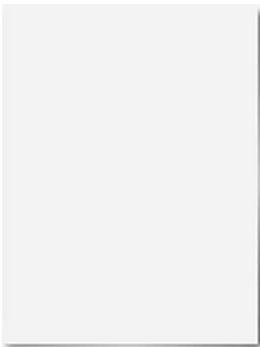
wire hangers ONLY



duct tape



1 ½ inch size 2
safety pins



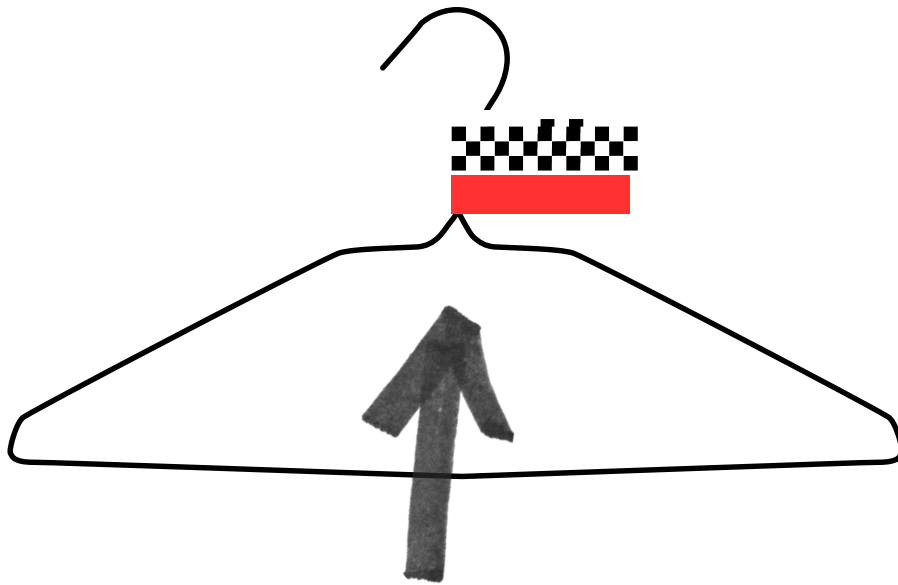
white ONLY
card stock
67 lb



OPTIONAL
pricing gun

Hanging and merchandising your items (requirements)

Helpful best practices....



Use bright colored tape and place at the top of your hanger! Add patterned tape to create your own easily identifiable items. This will help you identify your items at pick-up easily. (unsold items will not be sorted the seller must locate them for pickup)



WHEN USING A PRICING GUN ADD TAPE TO THE CORNER AND SECURE THE PRICE TAG THROUGH IT TO KEEP FROM TEARING DURING THE SALE

DO NOT COVER BAR CODE OR IMPORANT INFORMATION ON THE PRICE TAG.



Welcome

TIME TO SELL

Enter Inventory

- Login to your MyCM account
- Select **MANAGE ITEMS**
- Click **ADD** and enter in all the details
 - Minimum of 15 and a maximum of 300 items.
 - Prices range \$5 - \$500 - you choose your own prices!
 - If you have more than 7 pairs of shoes, please email a photo to us for approval before drop-off.
- **TIPS!**
 - **DISCOUNT** is optional! I encourage you to participate if you can. 1/2 off SATURDAY is one of our biggest SALE days!
 - To simplify the process, keep your clothing in the same order as you enter it, this will make it easier to attach your price tags.
- Select **ADD** at the bottom
- When you're done, just select the items and hit **PRINT**
- Tags will download! • Do all at once or a few each day/week!

Print Tags

- **Print on 67 lb paper or Cardstock**
Regular printer paper will tear + fall off during the event!
WHITE CARDSTOCK ONLY.
NO SHIMMER PAPER!
- **Check your ink!**
If your printer is running out of ink or prints too dark, we are unable to scan your items. (which means we cant sell them)
Try printing at your local Office Max, Staples, etc.

HOW TO HANG

- Clothes must be on wire hangers only. Turn the hanger hook to the left (like a question mark?)
- Attach items to the hanger by sliding a safety pin through your item and through the DUCT TAPE on the hanger. Display your item beautifully to the shopper.
- Items that SLIDE on the hanger WILL fall to the floor. These items will be unseen, and UN-SOLD. Moral of the story: pin AND tape well!
- You are allowed clothing SETS with 1 price, but they must be labeled as a “SET OF 2” clearly on your tag. Pin them together securely.
- You do not have to PIN fully buttoned or fully zipped items.
- Do the TUG TEST on each item to make sure it DOES NOT SLIDE on the hanger! Really shake it around. If it stays perfectly in place, well done!

PRO
TIP!



Adding colorful tape to the top of your hanger will make it easier for you to spot your unsold items at pickup!

****Items will not be sorted for pickup****

Pin through
item, hanger,
and tape.

Helpful videos
are posted in
the SELLERS
ONLY
FACEBOOK
GROUP!

[CLICK HERE for everything you'll need!](#)

SUPPLY LIST

Below is the list of supplies needed to sell at Flip It events

Our Flip It supply list has the supplies necessary for selling at our events, as well as optional supplies that we have found useful!

[click here to view/purchase supplies](#)

SELLER SUPPLY LIST



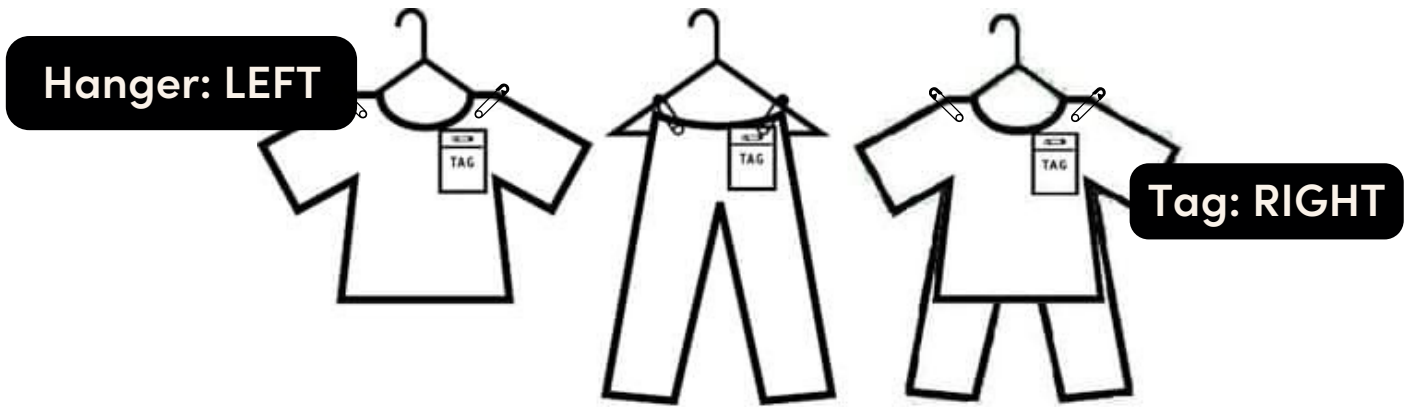
Duct Tape
Safety Pins
Wire hangers
(color doesn't matter)
White cardstock paper
(67 lb or heavier)
ziploc bags
(for jewelry)



HOW TO TAG!



Clothing: use a tagging gun or pin in the **RIGHT** seam or neck tag, so the item is not damaged.



Shoes: We allow shoppers to try them on, so do not zip-tie together! Attach tag through hole, buckle, or tape to bottom of 1 shoe. Don't tape over barcode.

Jewelry: Place in ziplock bags with tags on the outside. Don't tape over barcode.



Handbags + Wallets: tag on the zipper, buckle, or interior.

For hats, belts, and sunglasses, tape or pin tag through buckle or interior.

PRICING GUIDE

Price your items to sell! We recommend pricing your items 50-80% off the amount you paid for the item.

Basic Brands

Old Navy, H&M, Target, Forever 21

\$5 - \$12

Better Brands

Abercrombie, Madewell, Banana Republic, American Eagle, Vineyard Vines, Nike, J Crew, Athleta, Anthropologie, Free People, Zara, Kendra Scott, Ann Taylor

\$10 - \$25

Boutique Designer Brands

Lululemon, Revolve, Patricia Nash, Tory Burch, Kate Spade, Patagonia, Aftco, Michael Kors, Coach, Lily Pulitzer, Designer jeans (Agolde, Mother, Joe's Jeans, etc.)

\$25 - \$40

Luxury Items

Items over \$50 will go into our special luxury section. Reserve these prices for high end brands in excellent condition and high demand.

THINGS TO CONSIDER:

- What would I be willing to pay for this item?
- What is the age, condition, and demand for this item?
 - Am I pricing too high because I have an emotional attachment to this item?

DROP-OFF PROCESS

This happens the week of the event!

1. Arrive promptly at the drop-off time you chose.
2. Park at the back loading dock - will have a flag sign for where to pull up!
3. Check in at table + sign the agreement on your cell phone.
4. Wait your turn, then unload inventory on clothing racks + arrange by size.
5. Place shoes/purses/accessories in wagon
6. Wait while worker approves your inventory, about 15 minutes.
7. Come back for unapproved items (if any).
8. Grab your VIP passes! (you don't want to miss the seller pre-sale!)
9. Post pictures and TAG US on your socials before you leave!



V.I.P.

 **Don't forget your
VIP shopping pass!**

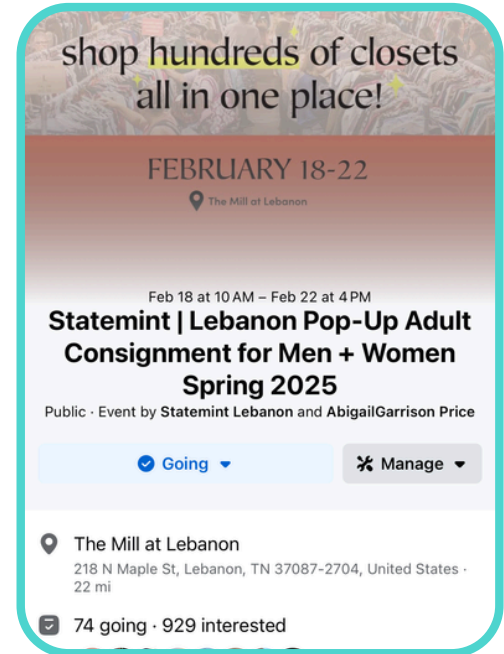
This allows you and a friend to SHOP the pre-sale BEFORE the public!

DURING THE SALE

Promote the Event

We are one big marketing team! The more shoppers you send through our doors, the bigger your paycheck will be. YOU CAN HELP!

- text your friends
- talk to coworkers
- share pictures
- share the Facebook event link
- post a review
- tag us in your posts/stories



Shop!

Sellers get 1 VIP pass AND 1 for a friend! (yay!) This means you can shop before the public at the SELLERS ONLY pre-sale (Tuesday) and the AFTER DARK 1/2 off pre-sale (Friday 8:30PM-10:30PM)

Check your Sales

Reports are updated at the end of each night assuming there are no technical difficulties. You can track how much you're making by checking the Settlement Report in your account!

WORK THE EVENT

- Working the event is totally optional, but SO FUN!
- Shifts will be posted 2 months before the event, so login to your My Consignment Manager Account and sign up for the shifts you want!
- The more shifts you work, the earlier you get to shop the SELLERS ONLY Pre-Sale!
- Workers are paid \$10 an hour.
- Sign in and sign out of your shift with Abi or whoever is specified in emails.
- Please wear all black and grab an apron when you sign in.
- You will be assigned a specific task. If you are not busy, please help shoppers, tidy racks, and anything else that might improve the shopper experience!



**Half-Off
Seller After Hours:**
Friday
8:30pm-10:30pm
Saturday
9am-10am

Seller Pre-Sale:
Monday
1pm = 4+ shifts
2pm = 2-3 shifts
3pm = 1 shift
4pm = 0 shifts



TIP!

If you find something you want to buy while you work, you can hold it in the back room until the end of your shift. One rule though, it **must be purchased and paid for the same day!**

[Click here for shift duties!](#)

Shopping tips!

1. Wear comfy shoes.
2. Bring a bottle of water.
3. Get your VIP ticket and shop the SELLER Pre-sale!
4. Bring your own bag, Hulken bag, or wagon.
5. Shop multiple days because you'll find new items as racks clear!
6. Shop 1 rack at a time + look at everything 1 piece at a time.
7. View every size rack because in some brands you are different sizes.
8. Watch the "never mind racks" for the best finds!

Selling tips!

1. Wash and iron your items.
2. If you haven't worn it in 12 months, consign it!
3. If it's over 7 years old, and not in-style...just donate it.
4. Hang + pin everything correctly. If it slides off the hanger, no one will see it, so no one will buy it.
5. Discount YES!
6. Don't forget jewelry and handbags. They go quickly!
7. Price to SELL. You don't love it anyway!
8. Remember to check your hanger direction before you tag.
9. Lint roll for pet hair multiple times before drop off.
10. Check quality (arm pits, stains, holes, rips) when you're gathering, preparing, and double-check at drop off.
11. Plan ahead! Make it fun by prepping your items while you binge your favorite show...or better, do with a friend!
12. Work the event to shop earlier!

PICK-UP PROCESS

Saturday!

Your items will be left on the racks where they were during the sale. They will not be sorted. Plan 45 minutes to an hour for pickup to find your items. We recommend looking for your top unsold items and leaving the rest for our nonprofit who picks up our unsold items.

Please arrive at your time below:

A-M 5pm N-Z 7pm

(First initial of LAST NAME)

BEFORE YOU COME

Before your pickup, you can print your FINAL seller report from MyCM. Here is how:

1. Login to your account.
2. Click EVENT NAVIGATION on top right.
3. Click INVENTORY REPORT.
4. Filter NOT SOLD items.
5. Hit REFRESH button.
6. PRINT and bring to pickup!



**Items not picked up by 9pm
WILL BE DONATED TONIGHT!**

It is your responsibility to pickup your unsold items. If you are unable to attend pickup, find a friend who can come in your place! Every item left will be donated!

After the Sale!

Get PAID!

Yay! The best part! Your paycheck will be emailed within 14 days. Please confirm that the email associated with your MyConsignment Manager account is the correct email you would like to receive your digital payment. Remember, you get 60% of all your sales! Woo hoo!

Help US help YOU!

We'd love to have you back at the next sale! If you have feedback about ways we can improve, please email FlipItNashville@gmail.com. If you had a great experience, please post a google review and tell all your friends about Flip It!

Be sure to follow us!



THANK YOU
friends!

Tutorial Videos

Click below to find a tutorial video on how to do each step of selling at Flip It!

[How to transfer inventory](#)

[How to enter inventory](#)

[How to select a drop-off appt.](#)

[How to select Team Member Shifts](#)

[How to edit Team Member Shifts](#)

[How to print tags](#)

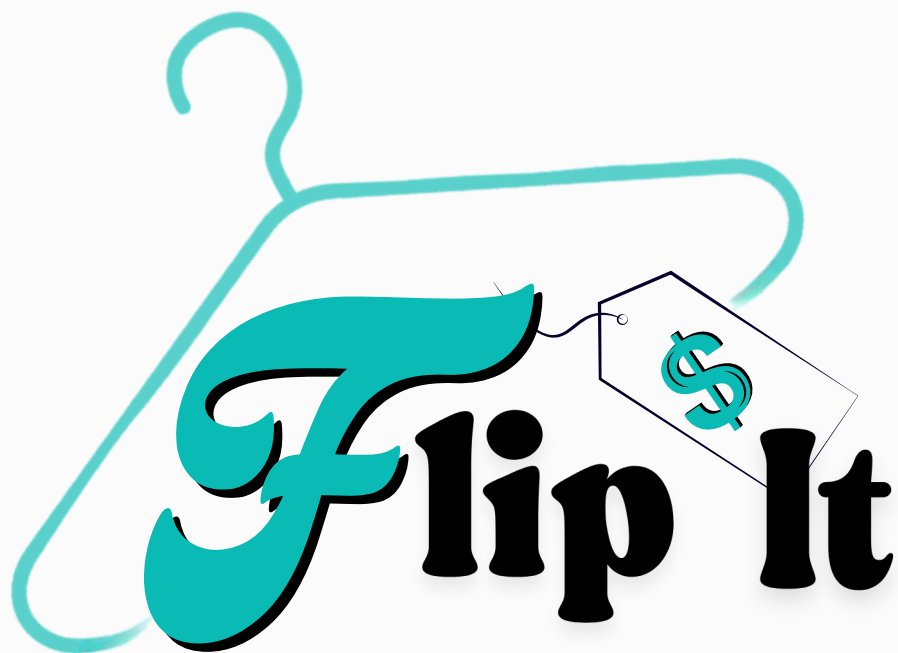
[How to delete items](#)

[How to edit items](#)





Checkout



**Please
hang items
here for
checkout**



**return
to
rack**



**Ladies
Dresses**



**Ladies
Cocktail
Dresses**



Ladies Pants



Ladies Coats



**Ladies
Shirts**



**Ladies
Skirts**



**Ladies
Shoes**



Ladies Accessories



The Vault

LUXURY BRANDS
FIND YOUR NEXT
TREASURE!



The Vault Checkout



The Vault

All Vault items must
be paid for prior to
leaving this area



The Vault

Claim Station
please present
claim ticket



The Vault

No Strollers,
Waggon, or
Bags beyond
this point

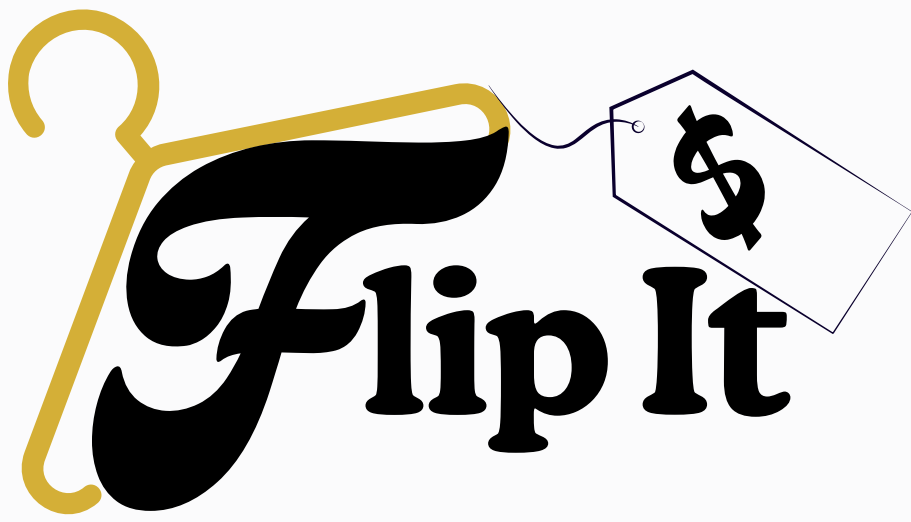


The Vault

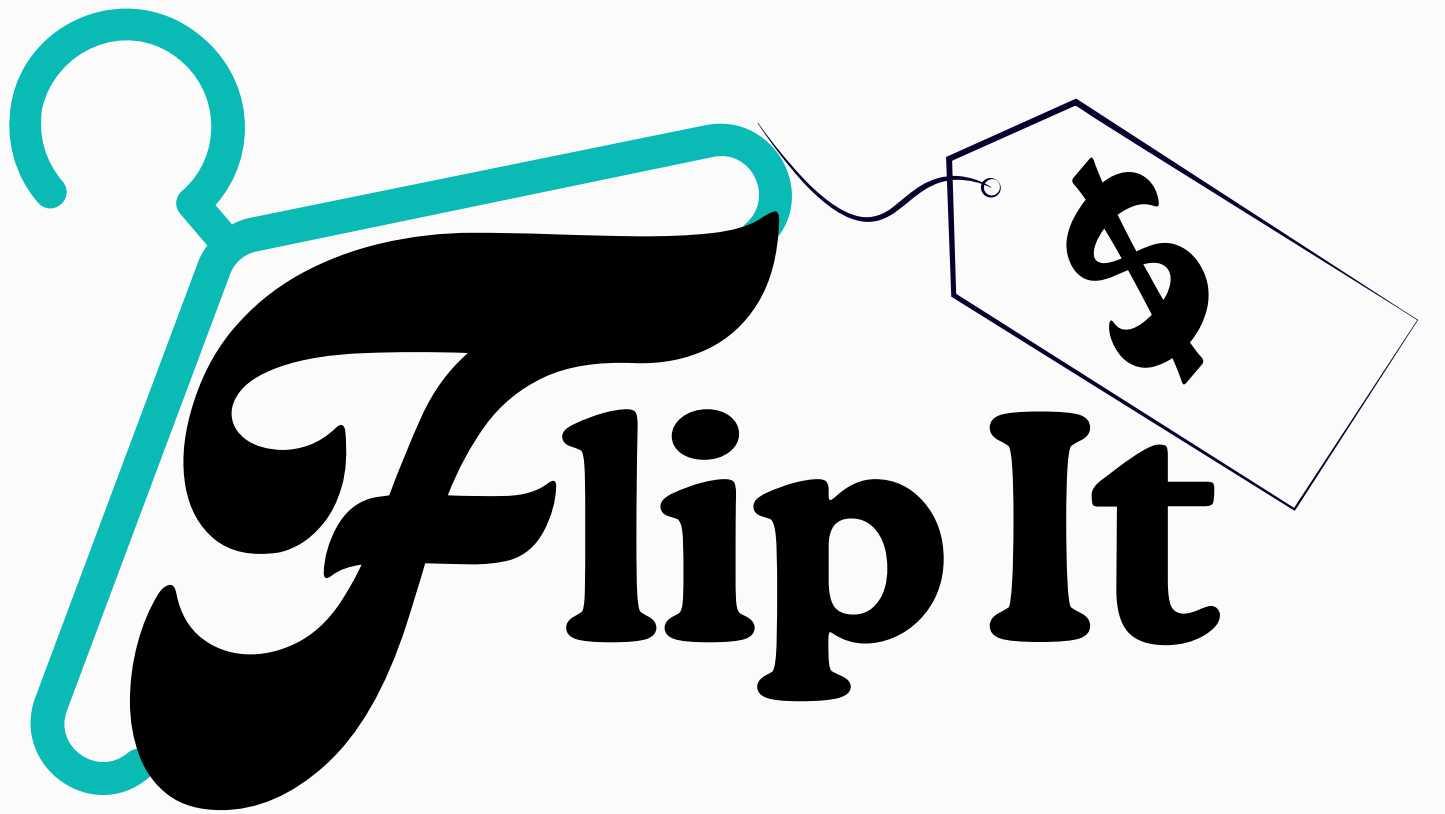
All items must be paid for at the vault checkout

Items purchased will be available for pickup at The Vault Claim Station in the general sale checkout area.

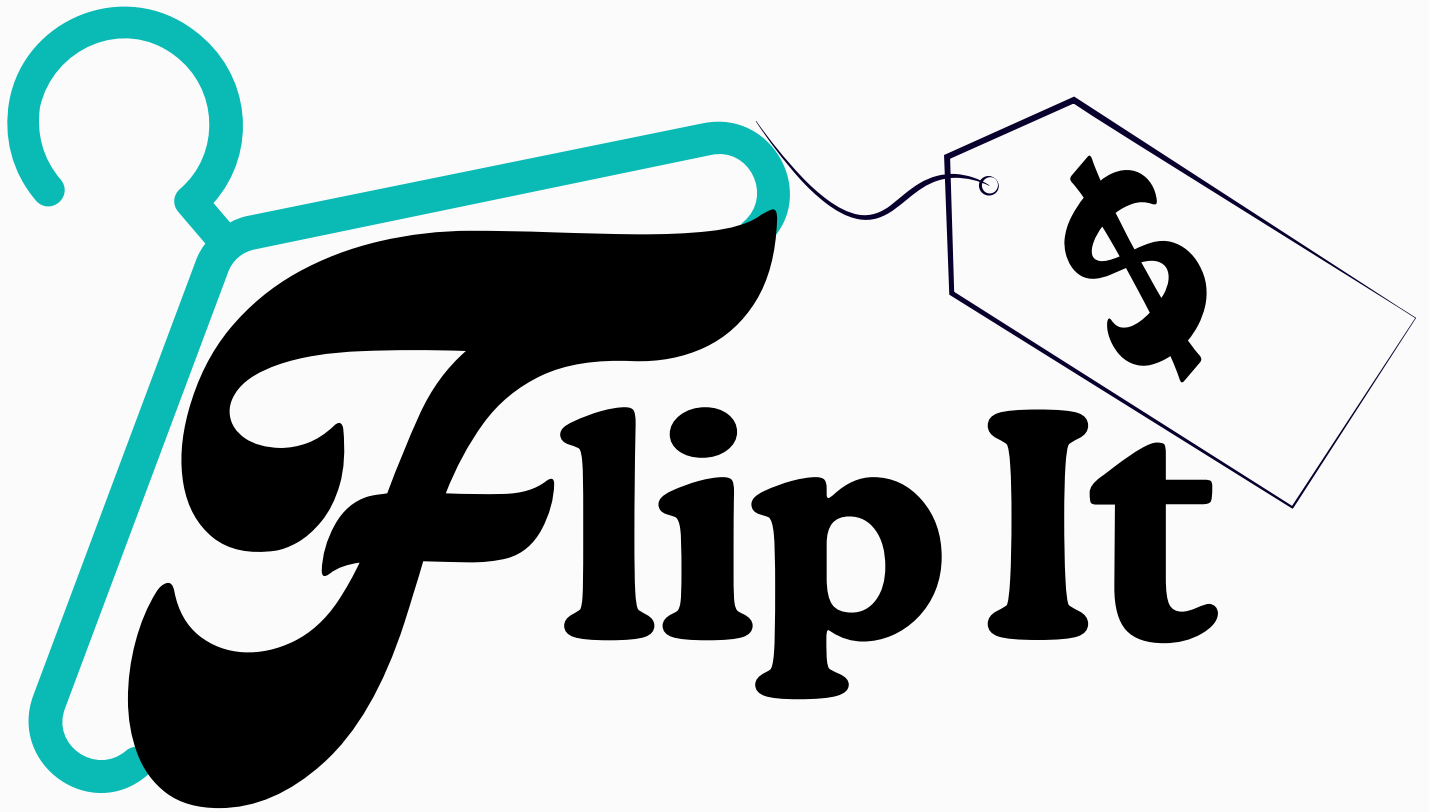
(Please present your claim ticket to pick up your treasures when you are ready to exit the sale)



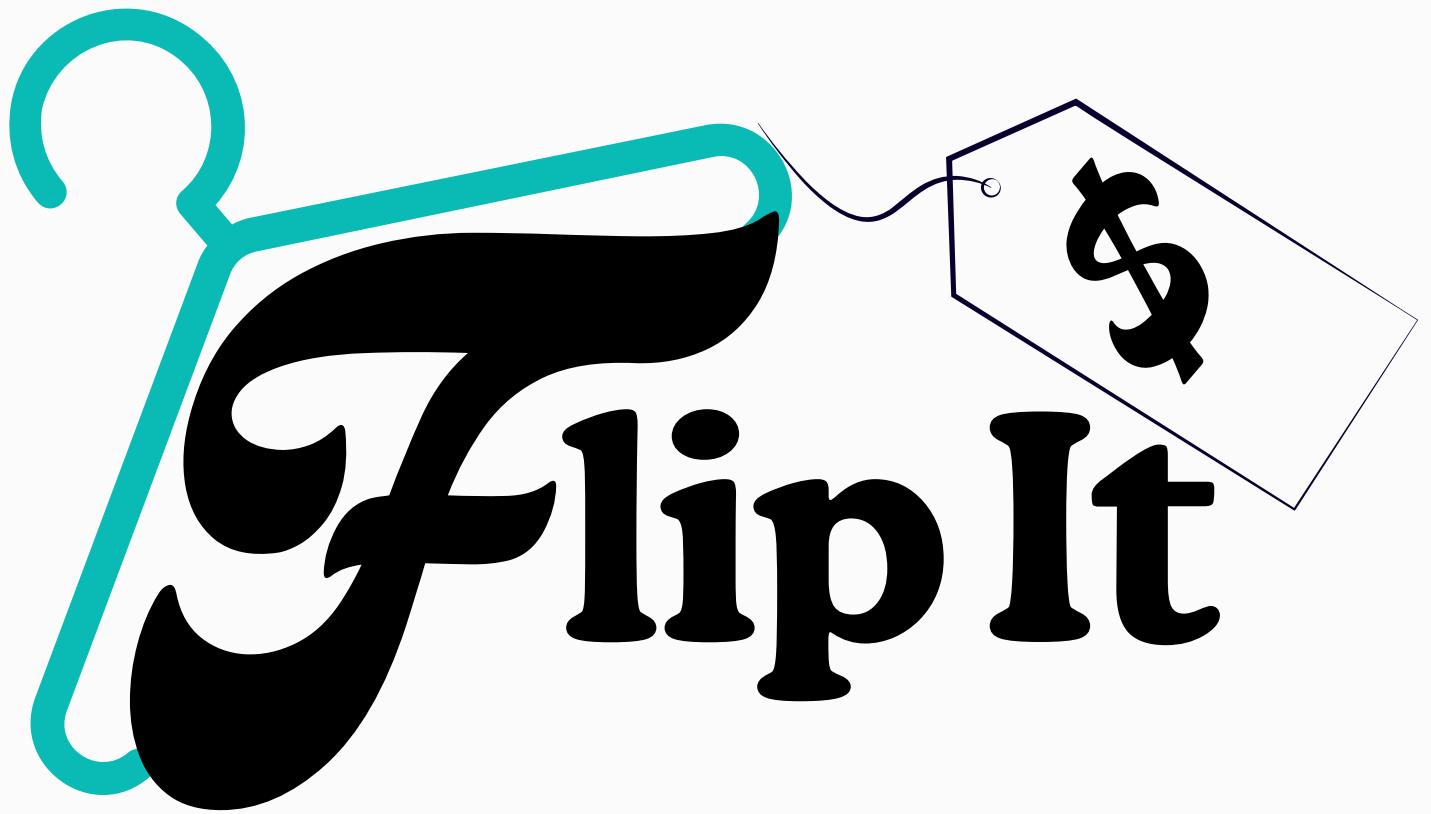
The vault



Checkout



**please
hang items
here for
checkout**



Seller Guide