

## TAGGING INSTRUCTIONS

**WE ONLY ACCEPT TAGS PURCHASED THROUGH THE RESALE. Do NOT make your own tags.**

Additional tags may be obtained by filling out this form: [Resale Price Tag Purchase Form](#).

Review this video for tagging instructions: [Instructional Tagging Video](#)

**Please purchase all the tags you will need for the Resale at one time.**

One tag per item—please use only blue or black ink. No red ink.

White tags are reduced by 1/2 price at noon. Gold tags will stay full price all day.

Do not White Out or cross out errors—you must make a new tag.

Indicate if there is more than one part to the item—secure parts with Ziploc bags, and safety pins or packing tape.

Secure **ONLY** the **LEFT SIDE** of the tag with a safety pin (on clothing) or clear packing tape (on toys, equipment and books.) If more than just the left side of the tag is covered in tape you will be asked to redo the tags or we may reject your item.

The hanger is to face left and tag is attached on the UPPER right as you are looking at the item (see below)

You must provide the hangers.

Hang shirts, pajamas, dresses, coats, and multiple piece outfits. Fold all jeans, skirts, shorts and pants. If pants are hung you will be asked to remove the hanger at drop-off.

We request that you price clothing at a minimum of \$1.00.

Price items should be in \$.50 increments – if not, it will be rounded down or rejected. Abiding by this is very help to Committee members during the half-price sale.

We reserve the right to price any tags that are left blank or unreadable during the Resale

### TAGGING INSTRUCTIONS

1. **WE ONLY ACCEPT OUR TAGS.** Do NOT make your own tags. Additional tags may be obtained at any seller registration date. Please purchase all the tags you will need!
2. One tag per item—please use only blue or black ink. No red ink.
3. White tags are reduced by 1/2 price at noon. Gold tags will stay full price all day.
4. Do not White Out or cross out errors—you must make a new tag.
5. Indicate if there is more than one part to the item—secure parts with Ziploc bags, and safety pins or packing tape.
6. Secure **ONLY** the **LEFT SIDE** of the tag with a safety pin (NO STRAIGHT PINS) (on clothing) or clear packing tape (on toys, equipment and books.) If more than just the left side of the tag is covered in tape you will be asked to redo the tags or we may reject your item.
7. The hanger is to face left and tag is attached on the **UPPER** right as you are looking at the item (see below)
8. You must provide the hangers.
9. Hang shirts, pajamas, dresses, coats, and multiple piece outfits. Fold all jeans, skirts, shorts and pants. If pants are hung you will be asked to remove the hanger at drop-off.
10. Hats, belts, tights & socks must be in Ziploc bags. If part of an outfit, attach Ziploc bag to hanger.
11. We require \$.50 minimum on tags and \$.50 increments on up – if not, it will be rounded down or rejected.
12. We reserve the right to price any tags that are left blank or unreadable.

For detailed guidelines on what we accept, see our guide under the seller section at: [www.lehso.org](http://www.lehso.org)



← Hanger must face left.

← Pin tag on the UPPER right chest side ONLY (as you are looking at item).

### SAMPLE TAG

Seller #: <u>10</u>	Seller #: <u>10</u>
Item & Size: <u>green</u> <u>GAP</u> <u>shirt</u>	Item: <u>Green "GAP" shirt</u>
<u>6</u>	Size: <u>6</u>
\$ <u>5.00</u>	\$ <u>5.00</u>

Pin Here

Fasten with a safety pin to the left of the dashed vertical line.

**Clothing sizing charts:**

All tags must indicate "Boy" or "Girl" with a numeric size or "Junior" with the size on the tag.

**Little Boy's and Little Girl's Sizing**

	<b>XS</b>	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>
<b>Size</b>	<b>4 or 5</b>	<b>6 or 7</b>	<b>8 or 10</b>	<b>12 or 14</b>	<b>16 or 18</b>

**Girls' Teen Junior**

	<b>XS</b>	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>
<b>Size</b>	<b>0-2</b>	<b>3-6</b>	<b>7-9</b>	<b>10-13</b>	<b>14-17</b>

**Junior girls and boys clothing:**

We realize that some of the more popular teen stores have changed the way they size junior's clothing. To accommodate that, we have redone all of our signage at the resale to accommodate any way that the size is written. You will now be able to write your size for juniors EXACTLY as it is on the tag. Please note: This only applies to junior clothing items. Kids clothing still must have a number size on them.

For junior sized tops and bottoms, first, tags must be marked "JR." Then, write your size for juniors EXACTLY as it is on the tag.

Junior girls' tops and bottoms can now be sized as: x-small, small, medium, large, x-large OR you can write any number size (0, 1, 2, 3, 4, etc.). The bottoms will be separated out as number sizes first, followed by a section for letter sizing.

Junior boys' tops will have their own section by letter and the bottoms will be arranged by waist size first (26, 27, 28, 29, etc), and then a separate section will follow that section with letter size pants.

We will still be checking for anything that looks like adult clothing vs. juniors and weeding that out.