



Photo: Elizabeth Hudson

Host a sale CONSIGNMENT

How it works:

- Host a sale in your community
- Free delivery and returns*
- Earn 10% of total sales
- 150+ returnable handcrafts

“We like to support artisans around the world, and the items are beautiful.”

—Donna, Consignment Sale Host

Our Consignment program makes it easy to bring affordable handmade items from around the world to your community. Simply choose your favorite products from our colorful Consignment catalog and we'll ship them to your event. After your sale, return unsold handcrafts to us and only pay for products you sold.

*Orders over \$300 (with at least 50% handcrafts) will receive 10% off retail price, free shipping to one location, and free return shipping!

Frequently Asked Questions

How do I get started?

Fill out the Consignment Sales Agreement and return it to us. We'll email you once your account is created.

How do I order?

Submit your Order Form via email (scan or photograph documents), fax, or mail. If you'd like to order online, be sure we've set up your online account first.

When should I order?

Place your order four weeks prior to your sale to ensure you receive it 1–2 weeks before your sale.

Help! I have no idea how much to order.

Then we recommend our Sampler Kit! It's a \$750 retail value and will include new and popular handcrafts at a variety of prices and styles.

How can I host a safe in-person event?

Please follow your local public health department guidelines. If you're able to host a safe in-person event, see the reverse for a few tips.

Can I have an online consignment sale?

Unfortunately, no. To have an online event, please sign up for our SERRV & Earn program at serrvandearn.org. You will receive a custom link to our website to share, then members of your community can place personal orders at your custom link and your chosen nonprofit will receive a 20% donation on orders.

I miss being with my community!

Use this as an opportunity to see them — safely! Drop off a catalog at their home, take their pre-order by phone or video conference, offer curbside pickup or delivery of their orders — there are many ways to create a personal connection while keeping safe. Be sure to wear a mask and keep your distance.

Can we catch COVID-19 from the products?

Our products have been in boxes for weeks, if not months, and the virus doesn't survive more than 72 hours on surfaces. If you're concerned about the cardboard boxes, leave them untouched for 2 days.

Learn more about SERRV's COVID-19 safety protocols at serrv.org/covid.

(continued on reverse)

Host a CONSIGNMENT Sale

Tips for hosting a safe event

Thank you for hosting a Consignment Sale! Here are a few tips to help you have a safe and successful in-person event during COVID-19. First and foremost, follow your local public health department's guidelines.

Planning for your Event

- Encourage attendees to view the catalog ahead of time! Distribute catalogs or send attendees to our online catalog at serrv.org/consignment
- Take preorders to minimize the amount of contact
- Hold your event outdoors if possible
- Use staggered attendance times and limit the number of shoppers to what your space safely allows
- Limit your time together to 2 hours/day or less
- Post Safety Signs around your event space (find printable signs at serrv.org/consignment)

At the Event

- Require face mask use by volunteers and attendees
- Ask attendees to:
 - Wash hands or use hand sanitizer if soap and water aren't available
 - Cover coughs & sneezes
 - Practice social distancing
 - Stay home if they have any symptoms
- Have volunteers:
 - Set up multiple hand sanitizing stations
 - Disinfect frequently touched surfaces
 - Minimize touching purchases and payment methods

Alternatives

- Consider a drive-up event and "fashion" show! Ask attendees to park in a designated area, and have volunteers show products while they carry them between parked vehicles.
- Set up individual appointments. Have attendees sign up for time slots where they can shop alone. This also gives them a personalized shopping experience!
- Offer curbside pick-up or delivery. Have attendees preorder their handcrafts, then sign up for a pick-up time or delivery date.

Information courtesy of the CDC

10 tips for hosting a Consignment Sale

1. Create a sales goal—either a dollar value or the percent of your order you'd like to sell—to motivate your community.
2. Share artisan stories from serrv.org/artisans and your personal reasons for caring so much about fair trade.
3. Promote your event using our free promotional materials on serrv.org/consignment. We have videos, talking points/scripts, email and social media content you can download for free, and printed resources you can order (most are free).
4. Publicize why you're having your sale, and who you're supporting. Be sure to include information on your safety protocols.
5. Tell customers in advance what form of payment you will accept. (For information on using Square, Paypal, or Facebook to accept payment, visit serrv.org/consignment.)
6. Pick an open location to set up your display for ample air flow and physical space.
7. Create an attractive display! Group products by price point for easy shopping using our signs (available for download at serrv.org/consignment).
8. Sign up for SERRV & Earn and invite online orders for people who can't attend in person.
9. Recruit volunteers to help you.
10. Most of all, stay safe! Wear masks, sanitize, and practice social distancing.

Consignment Sale Checklist

- Masks
- Hand Sanitizer
- Disinfectant Wipes (or paper towels + sanitizer)
- Tables
- Solid-colored tablecloths
- Promotional materials
- Calculators
- Pens and markers
- Post-it notes (these are provided in your shipment)
- Tape, scissors, and notepad