

### Let's do this together!

If you're a first-time seller, or a returning consignor needing a refresh, you'll find everything you need to know— right here in this guide— to help you turn your outgrown kids items into CASH.





## **But, First Things First: REGISTER!**

Save your spot by registering on **jbfsale.com** as a Consignor at the Just Between Friends event(s) you prefer.



## Second, Schedule Your Drop-off Time

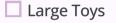
Once you're registered on jbfsale.com, visit the link below to schedule your drop-off time, pre-pay for your consignor fee and select your pick-up date if you choose not to donate all of your items at the conclusion of the sale.

## <u>Click Here</u>





Check off this list as you gather your items!



**Outdoor Toys** 

- **Bedrooms**
- Closets
- Playroom
- Furniture
- Kitchen
- **Bathrooms**
- Garage
- **Basement**
- Attic

#### **Kids Grow Fast!**

Children typically cycle through a wardrobe every 6 months. So, if you're feeling like you have lots of outgrown clothes in your home, you're not alone! Look around for other kid items you can sell, too.

## Check all over your home!



Questions? Join our Seller Group - JBF North Tampa Consignor Group for quick Q&A.



## Sort your gathered items into three categories:



**Keep** the items that you just aren't ready to part with yet.



**Toss** the items that are too well-loved (stains, missing pieces, not working).



**Sell** and CASH IN on the rest that meets our JBF standards listed below!

# The 4 C'S HOW TO KNOW WHAT TO SELL

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## Clean

The newer it looks, the better it sells. Check carefully for stains, holes, pet hair, and odor in clothing. Clean all items thoroughly.



#### Current

Shoppers love trendy styles that are in fashion. Make sure items are in the right season. Sell warm weather clothing and shoes at our Spring/Summer sale. Sell cold weather items at our Fall/Winter sale.



## Complete

Be sure all parts & pieces are present before you tag items. Shoppers want to open their items when they get home and find everything in working order. Toys, games and puzzles must be sold as complete sets without missing pieces (and batteries when needed). Buttons and zippers on clothing items must work.



### Compliant

Important Safety guidelines apply when selling a car seat, stroller, baby equipment and toys. Check **<u>safety.jbfsale.com</u>** for details.



Safety waivers are <u>REQUIRED</u> for all cribs & car seats.



## **Printing Your Tags**



Print your tags on 8.5"x11" white cardstock in portrait mode at "actual size".

#### No Printer? No Problem!

When you finish creating your tags use the "Print PDF" option and upload the PDF file to an office supply store. It will save you ink and time. You can even ask them to cut your tags!



## **Price and Prep Your Items**

Now that you've created your JBF price tags, it's time to attach your tags and prepare each item for the upcoming sale.

## **Safety Matters**

Throughout this guide, you'll see **safety alerts** to help you know when to check your items for recalls or JBF Safety Standards. JBF is dedicated to keeping families safe and we count on **YOU** to ensure the safety of all items you are selling.

Use our dedicated product safety website anytime to learn more!

## **JBF Safety Matters Website**



## **Shopper-Focused Pricing**

When You Price, Ask Yourself:

"What price would make me buy this item without hesitation... and brag about my bargain to my friends?"

We'll share pro-tips for pricing along the way, but in general, 50-90% off retail prices will help your items sell well!

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#### **PRO TIP! A Proven Way to Sell Even MORE!**

Choose <u>REDUCE</u> when creating tags to allow your items to sell at 50% off during half price sale day. These items have a 30% GREATER chance of selling!





## **Grab Your Supplies:**

- Laptop, tablet or mobile device
- White card stock (60lb+)
- 1.5 2.0 inch safety pins
- Plastic or wire hangers
  (Use child for 4T & under; adult size for 5+)
- 📨 Quart, gallon & XL clear storage bags
- 📥 Clear packing tape
- Nainter's/masking tape
- & Scissors
- 🛰 Ribbon, string or zip-ties

#### **Optional Supplies:**

- Tagging gun & barbs (Watch training videos)
- 📥 Paper Cutter
- Rrinter
- + Cleaning Supplies Magic Eraser, stain remover, etc.

### More About the Supplies You Need

On the next pages, we'll show you how to **Price & Prep each Category** of item you can sell at the JBF sale in your local area!

- 🕐 Books, Games, Puzzles, Arts & Crafts
- Clothing (Children's through Juniors, Maternity, Costume/Dress-Up)
- 🕐 Infant Items (Bath, Diaper, Feeding, Other)
- 🕐 Large Items (Baby Equipment, Large Toys, Furniture)
- 🔿 Shoes
- 🔿 Toys
- Odds & Ends (Accessories, Kids Bedding/Decor, Mom Boutique, Sporting Goods, Misc)

#### **Prep Essentials**

Key guidelines to help you prepare each item for the sale.

- All pieces are secured together (pieces won't separate or fall out of bags)
- 2 Tag is attached securely so it won't fall off

Let's GO!

Price & Prep:

## BOOKS, GAMES, **'** PUZZLES, ARTS & CRAFTS

JBF Shoppers love a good deal on books, games, puzzles & more!

#### Essential #1 - All pieces secured together Essential #2 - Tag stays attached

Be sure that games and puzzles have all their pieces included and are in their original packaging.



Bundle books by tying them together with a ribbon or string.



Use painter's tape that can be removed without damaging the item to keep boxes closed. Adhere the tag to the outside.



For wooden puzzles, use clear cling wrap or a plastic clear bag secured with packing tape.





Bundle similar arts & crafts items together in clear self-sealing bags and secure with clear packing tape.



Attach JBF tags using blue painter's tape that can be removed without damaging the item. (Do not use packing tape, as it will often destroy book covers and original boxes.)



## You CAN sell these items in great condition:

FRIENDS

North Tampa

- Soft infant books, board books & picture books
- Chapter books & homeschool materials
- Pregnancy & child-rearing books
- 🗸 Kid games & puzzles
- Kid-friendly video games & gaming systems
- Arts & craft supplies

#### Sorry, we CAN'T sell:

- Books for grown-ups, cookbooks or self-help books
- 🔀 R-rated DVDs or Blu-Ray
- 🔀 VHS tapes or CDs
- 🔀 Video Games rated M
- X Mixed bags of arts & crafts items
- 🔀 Used one-time use items





Shoppers - just like you - are looking for **REALLY** great deals on these items and we recommend at least 75% off retail pricing and 90% off retail is even better!

Don't forget to mark these items to **REDUCE** on half price day!



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## **CLOTHING** (Children's through Juniors, Maternity, Costume/Dress-Up)



FRIENDS

When it comes to selling your kids' outgrown clothing, JBF is the **BEST** option to maximize your earnings!

> Essential #1 - All pieces secured together Essential #2 - Tag stays attached



Be sure the hanger hook opens to the left, like a question mark.

## <u>Watch for Tips on Tagging Clothing</u>



Place all clothing on hanger. Hanger hook opens to the left. Hanger fits the clothes so they won't fall off during the sale (shake test and pin to hanger if needed).



Bundle more than one piece of clothing on a single hanger or bundle multiple hangers together.



Attach





bottoms with safety pins or zip ties to the top of a regular hanger or use a pants hanger.

#### You CAN sell sizes infant to teen:

- At our SPRING event, sell clothing kids will wear regularly between our Spring and Fall JBF sale
- At our FALL event, sell clothing kids will wear regularly between our Fall and Spring JBF sale

#### Sorrv. we CAN'T sell clothing that is:

- 🔀 Adult sizes or brands
- 🔀 Out of season
- 🔀 Out of popular style or manufactured more than 5 years ago
- 🔀 Stained, damaged, strong scent or pet hair



#### Learn about Drawstrings Safety:

- Upper Outerwear WAIST Drawstrings
- Upper Outerwear **NECK** Drawstrings

Drawstring Safety Guidelines



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**CLOTHING** (Children's through Juniors, Maternity, Costume/Dress-Up) JUST BETWEEN North Tampa



Use 1.5" - 2" safety pins to attach your tags to clothing. Your tag attaches to the front right of your item.

### Adding a Tag Using Tagging Gun



Puncture tagging gun through the manufacturer's tag. armpit (when

Puncture an **inside** 

seam at right

looking at the front of the item).



Do **NOT** puncture directly through the garment fabric.

Do **NOT** puncture tagging gun directly through the fabric of an item. While safety pin holes disappear when washed, tagging gun holes do not.

## ri**ce** to Sell!

## At least 75% off retail

Remember to use Shopper-focused pricing (create a cannot-resist deal!) Choose to **REDUCE** when creating tags to sell even more on half price day!

ltem	Bargain Brands	Everyday Brands	Boutique Brands
Pajamas	\$2 - \$3	\$3 - \$4	\$5+
T-shirts	\$1 - \$2	\$2 - \$3	\$4+
Jeans / Pants	\$2 - \$3.50	\$3 - \$5.50	\$6+
Dresses / Dress Shirts	\$2.50 - \$4.50	\$3.50 - \$6	\$6 - \$8+
Sneakers	\$3 - \$6	\$5 - \$8	\$8+
Jackets / Coats	\$4 - \$6	\$6 - \$9	\$8+

Bargain brands = Cat & Jack, Garanimals, Cherokee, etc (retail \$4-10) Everyday brands = Carter's, Children's Place, Department store brands (retail \$6-15) **Boutique brands** = Crewcuts, Mudpie, Janie & Jack



#### Price HIGHER:

- New with Tags & Like-New
- Big Kids Clothing Sizes
- Boutique Brands

#### **Price LOWER:**

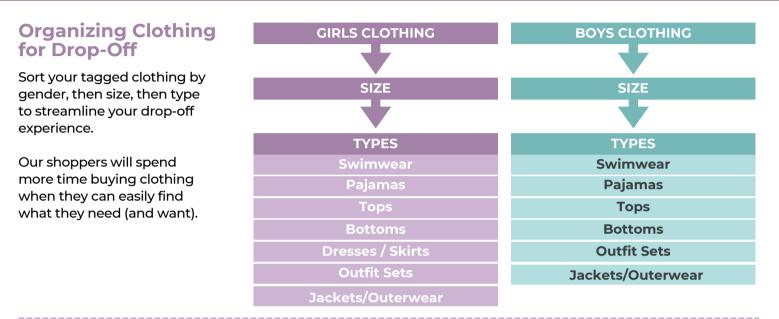
- Infant (under 12 months)
- Maternity
- T-shirts
- Everyday Clothes

#### **Bundle lower**priced items:

For example, bundle three \$2 pajamas on a single hanger with a \$6 JBF price tag; or three \$1 t-shirts for a \$3 JBF price tag.

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**CLOTHING** (Children's through Juniors, Maternity, Costume/Dress-Up) North Tampa



#### Dropping off Clothing at the Sale

Once your clothing is inspected and you're ready to place your items onto the sales floor, use this guide. There will be signs on the racks to indicate where everything should be placed.



Questions? Join our Seller Group - JBF North Tampa Consignor Group for quick Q&A.

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## INFANT ITEMS (Bath, Diaper, Feeding, Etc.)



JBF Shoppers love to score great deals on everything their new baby needs.

#### Essential #1 - All pieces secured together Essential #2 - Tag stays attached

Package items with multiple pieces using clear packing tape and clear self-sealing bags.

Attach your JBF tag securely using clear packaging tape.



## Watch for More Infant Items Tips

Safety Matters: Infant Items

Use our <u>Safety Website</u> to be sure your items are safe to sell.

Please pay close attention to JBF Safety information for Otteroos & Owlets.



# Price to Sell!

## Best at **75%-90%** off retail

Infant items sell well when priced 75-90% off retail. Expecting parents **LOVE** saving money as they welcome a new child into their home! Be sure to select **REDUCE** too!

# You CAN sell these items in great working order and very clean:

- Bathing & Grooming (tub, washcloth, bath toys, nail clippers, brush, comb)
- Diapers (unused cloth & disposable, wipe warmer, diaper disposal, travel changing pad)
- Potty Training Supplies
- Bottles & Nursing (breast feeding items, bottles, bottle drying & sanitizing, nursing cover, burp cloth)
- Feeding (bib, spoon, plate, cup, snackware, water bottle)
- Baby Carriers
- Swaddles & Receiving Blankets
- Home Safety (baby gate, childproofing, baby monitor, shopping cart cover)
- Medical (thermometer, scale)

#### Sorry, we CAN'T sell:

- 😣 Medication, food, or formula
- 🔀 Used pacifiers
- 🔀 Used bottle nipples
- 😢 Open-system breast pumps

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## LARGE ITEMS (Baby Equipment, Large Toys, Furniture)

Large items sell **FAST** at Just Between Friends and you'll love getting them out of your house and garage while filling a need for another local family!

#### Essential #1 - All pieces secured together Essential #2 - Tag stays attached

If your item has multiple pieces or loose parts, keep everything together using clear packing tape, clear self-sealing bags, and/ or zip-ties. We'll ask that you set up items such as pack-n-plays to ensure that all parts are included. Be prepared to zip-tie the carrying case to the item once you place it onto the sales floor.



Attach your JBF tag securely using clear packaging tape or hole-punch your JBF tag and attach with zip-tie.

## Watch for More Large Items Tips

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Use our <u>Safety Website</u> to check for recalls. Car seats and cribs must include a JBF waiver.

Please pay close attention to JBF Safety information for **Doonas** and **Infant Safe Sleep** 







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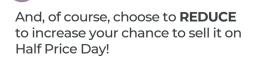
North Tampa

- Strollers & Wagons
- 🗸 Cribs & Bassinets
- Pack-n-Plays
- High Chairs
- Swings & Bouncy Seats
- 🕏 Baby Gates
- 🗸 Bikes & Bike Trailers
- Car Seats
- 🗸 Kids Furniture
- 🗸 Large Indoor/Outdoor Toys
- and More!

#### Sorry, we CAN'T sell:

- Recalled Items or Items that Pose a Safety Risk
- Items Missing Batteries or have Battery Corrosion
- 🔀 Not in Working Order
- Items with Stains, Holes, Excessive Wear, etc.
- Missing Essential Parts or Pieces (e.g. safety straps)





Best at 50-75% off retail

Price & Prep:

## LARGE ITEMS: CLAIM TICKETS



### Does My Item Need a Large Item Claim Ticket?

Our JBF sale uses large item claim tickets for items shoppers can't carry with them.

To prep your large items that need a claim ticket, follow the steps below:

STEP 1: Print the item tag but do not attach it to your item. Bring it to drop-off.

**STEP 2:** At check-in, tell the team member you have a large item, and you will be directed to bring the item to a separate table.

**STEP 3:** We will cut the item tag along the dotted line and attach the top and bottom halves to a yellow large item claim ticket with a stapler. Be careful not to staple across the bar code or QR code on the tag.

**STEP 4:** Attach claim ticket to item with either a zip-tie or painter's tape and it is ready to place on the sales floor.





















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**SHOES** 



Shoes sell **extremely well** at JBF, so we recommend that you tag them first. Let's get started!

#### Essential #1 - All pieces secured together Essential #2 - Tag stays attached

Punch a hole through your JBF price tag and connect both shoes to the tag and to each other using a zip-tie.



**Tip:** Reinforce the hole punched tag with tape before ziptying. If your shoes can't be zip-tied together, watch our video for more strategies.

## Watch for Tips on Tagging Shoes

# Price to Sell!

## **(**) Best at **50%-75%** off retail

Shoes in great condition fly off the shelves at JBF. The cleaner, the better!

Local families are going to be thrilled to find your shoes at 50-75% off retail prices as they hunt for essentials at the JBF sales event!

#### You CAN sell shoes that are:

- Sizes & styles for infant through teen
- In great condition
- Very clean
- Suitable for the upcoming season

## Sorry, we CAN'T sell shoes that are:

- 🔀 Adult styles
- 🔀 Too worn or missing laces
- 🔀 Dirty
- 🔀 Out of season



**Condition matters at JBF.** The better your shoes look, the better they will sell. Toss them in the wash or use a brush or Magic Eraser to clean them well, including the soles.

#### Price <u>HIGHER</u>:

• Desirable brands such as Air Jordan, Nike, See Kai Run, Keen, etc.

Select **REDUCE** so that your shoes have a great chance of selling throughout the event!

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TOYS



Toys are a **top-seller** at JBF, so it will be worth your time to tag as many as you can!

Essential #1 - All pieces secured together Essential #2 - Tag stays attached

Remember that we have lots of young shoppers, so keeping all parts of your item secure is a must.

## Watch for Tips on Tagging Toys







Package all parts together using clear packing tape, clear self-sealing bags, and/or zip-ties.

Attach your JBF tag securely using clear packaging tape, OR use blue painter's tape if clear packing tape will damage the item when removed.







Price <u>HIGHER</u>:
 Hot selling toys such as Legos,

- American Girl, Lovevery, etc.
- Large toys such as kitchens, doll houses, bikes & trikes.
- New with tags and in original packaging.

Price LOWER: • Infant Toys

Select **REDUCE** to make Shoppers even more giddy on Half Price Day if your item is still on the sales floor!

#### You CAN sell:

Toys for infants all the way up through tween ages

## Sorry, we CAN'T sell toys that are:

- 🔀 Recalled or pose a safety risk
- X Missing batteries or have battery corrosion
- 🔀 Not in working order
- Missing essential parts or pieces
- 🔀 Miscellaneous bags of toys



Please check our safety site for toy recalls.





## **Sest at <b>75-90%** off retail

Shopper-focused pricing is the way to go. Think about a price that would make you excited to brag about a great deal!

Price & Prep:

**ODDS & ENDS** (Accessories, Kids Bedding/ Decor, Mom Boutique, Sporting Goods, Misc)



Almost anything related to kids is able to be sold at JBF. We even have an area for household and great-for-gifts items!

## Essential #1 - All pieces secured together

Essential #2 - Tag stays attached







ITEM 🥡

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<u>Tagging Accessories</u>
 <u>Tagging Bedding</u>



MOM BOUTIQUE



- Kid accessories
- Kid bedding & room decor
- Kid sporting goods
- Limited household items
- < Limited regiftable items

#### Sorry, we CAN'T sell:

- 🔀 Items not made for kids
- 🔀 Vintage items
- 😢 Estate sale items



Please check our safety site for product recalls.

) <u>Safety Recalls</u>



**§** Best at **75-90%** off retail

Select **REDUCE** to these items to increase your chances of selling more of your items!



You did it! All your hard work will soon turn into a seller check!

#### **Get Organized for Drop-Off**

Pack your non-clothing items so they are grouped by category to ensure a stream-lined drop-off process.

Pack your clothing by gender, size, and type.

Sales Floor Map

## Prop Off Pates

## Oct 8 | 4-8pm (by appointment)

Express drop-off appointments for an extra \$25 fee are available beginning at 7:30pm. These time slots are only for sellers with less than 250 items.

## Oct 9 | 9am-1pm (by appointment)

Express drop-off appointments for an extra \$25 fee are available beginning at 12:15pm. These time slots are only for sellers with less than 250 items.

#### Editing Your Drop-off Appointment:

The first time you select a drop off appointment and pay the seller fee, a Webconnex account is automatically created so you can manage personal information and selections.

- Click <u>HERE</u> to manage your account.
- Click the button for "Claim My Account" if you have never logged in before or "Log In" if you have previously created a password for this account.
- Click the "Tickets" button at the top of the page. Then click on the appropriate sale event.
- Click the green "Edit" button with the pencil icon and scroll to the drop off appointments.
- Change your appointment to another available time and click the green "Save" button at the bottom of the page.
- Click the "Logout" button at the top of the page.

Your appointment is changed!

#### What to Expect at Drop-Off

Plan for about 60 minutes to drop off your items. If you have more than 250 items, give yourself extra time. If you have more than 500 items, plan for at least 2 hours to drop off your items.

- **1** Check In: Bring a small JBF item to scan at our welcome desk. Then grab a rolling rack and load your clothing.
- 2 Clothing/Shoes Inspection: Drop off all clothing and shoes at the inspection area. While that's happening, place your non-clothing items on the sales floor.
- 3 Place Items on the Sales Floor: Place your non-clothing items on the sales floor where they belong. Then, return to Clothing/Shoes Inspection, pick up your approved clothing/shoes, and place items in appropriate spots on the clothing racks and shoe shelves.
- 4 Safety Check: Items a child sits in, is carried in, or sleeps in will be checked at the Safety & Recalls Station.
- 5 Large Items: Attach a large item claim ticket to each large item. This helps shoppers know how to buy it during the sale.

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Now that all of your items are dropped off, you get to **shop early** and **watch your check grow**!



#### **Shop Early**

The best perk of selling with JBF is shopping before we open to the public! Grab your presale ticket, two friends for your guest passes, and enjoy all the best deals first!



#### **Tell Your Friends to Shop**

The more you share, the bigger your seller check will grow. Be sure all the families in your life know about how JBF can help their family **SAVE** this week!



#### Watch Your Check Grow

You can view your sold items! Log in to your JBF Profile, click on **TAGGING**, then choose **SOLD ITEM REPORT**.

#### **Getting Paid**

Once the sale is complete, you can expect to receive your payment via e-check within **14 days**. Your check will be delivered via email and the subject line will read, **"Here's your check from Engnes Consignment LLC for \$XXX.XX".** This is the legal business name of JBF North Tampa.



**Unsold Items Donated to Charity** Your unsold items marked for **DONATE** are distributed to help local families through our Charity Partners. You can request a donation receipt for tax purposes.

#### Tampa Sale Week Schedule



#### Presale Shopping\*

\*Tickets Required for entry Friday | October 10 Team Members | 9am Sellers | 9:30am Prime Time Presale | 10am - \$15 Expecting Parents & Grandparents | 11am

Hometown Heros | 12pm Military, First Responders, Adoptive/Foster Families, Teacher/Homeschool Parents

Registers close at 8pm Fri/Sat & 2pm Sun

#### **Public Shopping**

Friday | October 10 | 1-8pm Saturday | October 11 | 9am-4pm

FREE with online ticket or \$2 at door

#### Half Price Presale\*

\*Tickets Required for entry Saturday | October 11 Team Members | 4pm Sellers | 4:30pm Prime Time Presale | 5pm - \$10

#### Public Half Price Shopping Day

Sunday | October 12 | 9am-2pm Free admission! No tickets needed! ~ Items without a star on the tag are 50% off! ~

Seller Pick Up\*

Only if items are not donated Sunday | October 12 | 7-8pm \*Appointment Required