

#### Let's do this together!

If you're a First-Time Seller, or even an experienced seller, you'll find everything you need to know —right here in this Guide—to help you turn your outgrown kid items into CA\$H.











#### Rate

As a seller, you will receive 60% of your sold items.

#### Fee

The fee to sell is \$12.50, and is paid when you <u>claim your drop</u> off appointment & sign your seller waiver. (Link emailed upon registration)

# First Things First: REGISTER

Save your spot by registering as a Seller for the JBF Poconos Winter event.

#### **Payment**

An email is sent, with an attached echeck, within 2 weeks of sale ending. Echecks are printed at home, and deposited just like a regular check.



# STEP #1 Gather





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

Each child typically cycles 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!

Plus, you can also sell items you likely have around your home. Here are some places to look for more to sell.

#### Check all over your home!

#### **Bedrooms**

clothing + shoeslamps + rugsgliders + rockers

boppies + monitors

#### Closets

sheets + towels
diapers + new supplies
step stools
pillows + blankets
maternity wear

#### **Playrooms**

puzzles + games
 family DVDs
 dress up + costumes
 crafts + supplies
 instruments
 gaming systems

#### **Bathrooms**

diaper disposal systems
bath toys + supplies
newborn tubs
...and check the garage!



## Have any of these hot-selling items?

#### Large toys

- exersaucers
- rockers
- play kitchen sets
- · tool bench play sets

#### **Furniture**

- toddler beds
- dressers + bassinets
- changing tables

#### **Feeding supplies**

- new pacifiers
- dishes + lunch boxes
- sippy cups + boosters
- safety items

#### **Outdoor toys**

- bikes + trikes
- scooters + skates
- ride-on toys
- playhouses



## **WHAT TO SELL** CLOTHING

#### Tops:

Long-Sleeved Items, Onesies, Shirts, Dresses







#### Bottoms:

Leggings, Long Pants, Jeans







#### Sleepwear:

Fleece Pajamas, Winter Pi's, Footie Pi's









#### **Outerwear:**

Fall & Winter Jackets, Winter Accessories









#### Shoes:

Snow Boots, Rain Boots Boots, Sneakers

















No Swimwear for Winter



## **ALL Holiday Outfits for:**

Christmas, Easter



#### **NO THANK YOU ITEMS**

There are some items we know we cannot sell right now.

To those items, we say "no thank you" for NOW-but keep them for our next Spring sale.

- X short-sleeve shirts
- X short-sleeve onesies
- X short-sleeve dresses
- **X** camp shirts
- X shorts
- X skirts
- X summer dresses

**X** lightweight pajamas

- **X** short pajamas
- X flip flops
- X swim shoes
- **X** sandals
- X summer accessories

\*\*Winter/Holiday theme short sleeve shirts will be accepted



#### WHAT TO SELL

# WINTER

#### **CLOTHING/SHOES: FALL GUIDELINES**

Except...

Premie-24 Months

Long Sleeve Only & No Sandals (Unless Winter/Christmas/Hanukkah Specific)







**NO THANK YOU:** 

**X** Short sleeves

X Adult Lularoe

X MaternityX Costumes

X Swim





Mommy Mart: 10 Item Limit

\*BRAND NEW ITEMS ONLY

**DVDs/Music:** Family Friendly Holiday/Winter Themed or

G & PG Brand New





#### Winter / Holiday Decor:



#### **X** Holiday Decor other than Christmas or Hanukkah

(Dress Up Only)

**X** Used Items in Mommy Mart

#### **No Limitations:**

Toys, Books, Arts & Crafts, Puzzles, Games, Infant Items, etc.



#### **No Limitations:**

Large Items (Claim Ticket Required)











- **X** Room Decor, Unless BRAND NEW
- **X** Bedding, Unless BRAND NEW
- **X** Backpacks/Lunchbags (Toddler Backpacks Okay)
- X Recalled Items
- **X** Items with Missing Pieces
- X Stained Items

\*No more than 10 of any like item



## WHAT TO SELL OTHER ITEMS

# OTHER ALL YEAR

Safety First: All items must meet safety standards. Please check for recalls and be sure all safety straps are included.

Plates, cups, utensils







NEW nipples, pacifiers, bottles with nipples removed







Licensed character or animated stuffed animals







Soft infant toys WITH sound/rattle







Cribs, toddler beds, bed rails, co-sleepers bassinets







BOOKS: Soft, board picture, chapter educational, tween, parenting





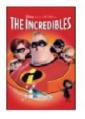




DVDs: Rated G, PG, PG-13 only







## NO THANK YOU ITEMS

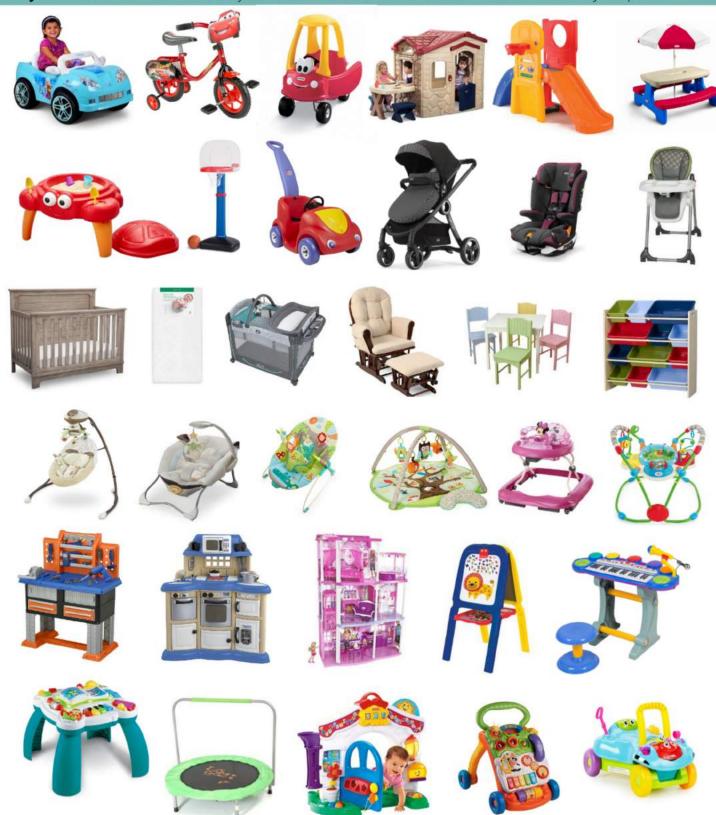
There are some items we know we cannot sell, no matter what the season due to safety concerns.

- X formula
- X food
- X medicine
- **X** USED single user breast pumps
- **X** USED nipples
- X USED pacifiers
- X basic stuffed animals
- **X** drop-side cribs
- X crib bumpers
- **X** baby wedges
- X full+ size beds
- X adult books
- **X** cookbooks
- X self-help books
- X R-rated DVDs
- X adult content DVDs
- **X** VHS tapes
- X CDs



# **WHAT TO SELL**

These items are a "YES!" at any of our sales (and they usually sell well)! Safety First: All items must meet safety standards. Please check for recalls and be sure all safety straps are included.



# STEP #2 **Solt**





## Keep | Toss | Sell

It's okay to **KEEP** the items that you just aren't ready to part with yet. **TOSS** the items that are too well-loved (stains, missing pieces, or are not working).

## SELL the items that meet these 4 C's:

**CLEAN** 

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

**CURRENT** 

Sell warm weather clothing and shoes at our Spring/Summer sale. Sell cold weather items at our Fall/Winter sale. Shoppers love current styles that are in fashion.

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.

COMPLIANT

Important Safety Guidelines apply to car seats, cribs, infant equipment & toys. All of the Recalls & Safety Standards are listed at **jbfsale.com** for you to check each of your items before you sell.



Safety Waivers Required for all Cribs & Car Seats

# SAFETY Matters





Visit
CPSC.gov to
research
possible
recalls

#### **Safety Matters**

Just Between Friends is dedicated to keeping families safe. That's why we want you to have up-to-date information on safety and recalls for items you're still using and for items you want to sell at JBF.

As a Seller, it is your responsibility to check all of your items for recalls. <u>If an item is recalled, it cannot be sold at JBF.</u> If you've installed the recall repair, it is safe to use and sell at JBF.

We also have very high standards when it comes to selling **Car Seats** and **Cribs** (scroll down to read more). Plus, you'll find furniture tip-over prevention and drawstring safety information as well.

## **TOP 10 SAFETY ALERTS**



# SAFETY Matters OTHER SAFETY POINTS







#### **CAR SEATS: WAIVER REQUIRED**

**All Car Seats must be checked for recalls** before selling at JBF.

A completed **Car Seat Waiver is required** for all car seats, booster seats, and bases.

Thank you for your help! Let's keep our kids safe!

#### **CRIBS: WAIVER REQUIRED**

**All Cribs made before June 28, 2011** are no longer considered safe for infants.

For cribs manufactured on or after this date: a completed **Crib Waiver is Required**.



#### **HELP STOP TIP OVERS**

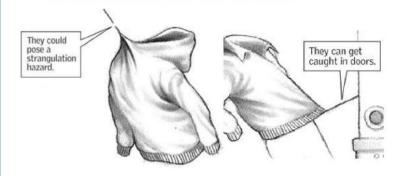


#### All furniture over 27-inches

will be sold with safety straps to anchor furniture to the wall safely.

We will provide safety straps for your items when you drop it off at the JBF sale.

#### DRAWSTRING SAFETY



#### **Upper Outerwear WAIST Drawstrings**

should be 3-inches or shorter and sewn to garment at mid-point so string cannot be pulled to one side.

#### **Upper Outerwear NECK Drawstrings**

should be removed completely.

#### JBF Consignor Car Seat Waiver (Please use One per Car Seat)

Car Seat Brand & Model:	Model# or Serial #			
Date on Car Seat:	OR Expiration Date:			
Thank you for your commitment to safety!				

Car Seat Safety Checklist Questions	Circle answer and follow instructions.		
1 Are you the original owner of the seat?	Yes - Continue No - Destroy	Car Seat	
. Does the seat have a label with the date of	Yes - Continue No - Destroy		
2 manufacture and the model name/number?			
. Is the car seat expiration date one year or more from now?	Yes – Continue No – <b>Destroy</b> Car Seat		
Has the seat been recalled for a safety defect?	Yes – Continue to #4b No – Continue to #5		
3 4b. Has the defect been remedied?	Yes – Continue to #5 No – <b>Destroy Car Seat</b> or		
Has the seat been involved in any vehicle crash (even a	Remedy then Continue	0 1	
3 minor ana)2	Yes – <b>Destroy Car Seat</b> No –	Continue	
4 Are there any cracks, bends, or breaks in the plastic shell?	Yes - Destroy Car Seat No -	Continue	
Is the metal frame rusted, bent or broken?	Yes - <b>Destroy Car Seat</b> No -	Continue	
8. Do you have a copy of the manufacturer's instructions?	Yes - Include printed No - Include website URL or		
	instructions with item, then ΦR Code to access		
	Continue instructions, then Continue		
$_{7}$ 9. Does the seat have all of its parts including harness straps,	Yes – Continue No – <b>Destroy</b> Obtain replacements, then	Car Seat or	
harness clip, seat cover, tether, padding, shield and bolts?	Continue		
10. Are the harness straps worn or frayed and/or have the	No Continue Yes – <b>Destroy Car Seat</b> or		
straps ever been washed in a washing machine?	Obtain replacements, then	4	
11. Have the car seat and/or straps been cleaned	Continue		
only per the manufacturer's instructions?	Yes – Continue	No - Destroy Car Seat or	
only per the manufacturer's instructions?		Contact Manufacturer to	
		verify integrity has not been compromised, then	
		Continue	
12. Does the buckle or any other metal part show signs of rust?	Yes - Destroy Car Seat or	No – Continue	
	Obtain replacements, then	47/2007 C	
	Continue		
13. Is the car seat clean with no visible stains, holes, or tears?	Yes – Continue	No – Clean and repair or	
14. When buckled, does the mechanism lock securely	Yes – Complete bottom	Destroy Car Seat No - Destroy Car Seat or	
and remain locked when in use?	portion to consign car seat	Obtain replacements then	
and remain tooked when in use:		complete bottom portion to	
		consign car seat	

#### In order to sell a car seat please read, verify and sign the following:

I am the original owner of the car seat that I am selling through Just Between Friends Children's Consignment Sales Event and verify that it has never been in an automobile accident, has not been broken in anyway, has all of its parts, contains the identification label and is 1 year or more from expiration. I verify that the car seat has not been recalled to the best of my knowledge and if so, has been corrected to meet Motor Vehicle Safety standards. I verify that the car seat has all its harness straps, harness clip, seat cover, padding, shield and bolts and that the locking mechanism locks securely.

Date	Signature
Print Consignor Name	Consignor Number

## Consignor Crib Checklist - One for each crib consigned

Was the crib manufactured on or after June 28, 1 2011? Yes – continue to 4	0	□ No – continue			
Was the crib manufactured between July 23, 2 2010 and June 28, 2011? Yes – continue to 2b	0	□No – continue to 3			
Do you have a certificate of compliant 2b the crib manufacturer or original crib retailer? this f Yes - DESTROY		□ No – obtain a certificate of compliance or DESTROY			
Was the crib manufactured before July 23, 3 2010?		No – answer questions  1-2b  and continue			
4 Is the date of manufacture on the crib?	☐ Yes – continue	No – DESTROY  ☐  No – continue to 6			
5 Has the crib been recalled?	☐ Yes – continue to 5b				
Has the crib had the manufacturer approved 5b recall fix?	☐ Yes - continue	☐ No – acquire the fix or DESTROY			
Do you have a copy of the manufacturer's 6 instructions?	☐ Yes – continue	□ No – obtain instructions			
7 Does the crib have all of its original parts?	☐ Yes – continue	□ No – obtain all parts or DESTROY			
8 Do you know the history of the crib?	☐ Yes – USE CRIB!!	□ No - DESTROY			
Consignor Name	Cons. #_				
Date on Crib					
Model # Serial #					
In order to sell a crib, please read and sign the following:	_) /				
I am the owner of the crib that I am selling through Just Between Friends Children's Consignment Sales Event and verify that the crib was not manufactured prior to July 23, 2010. I have attached an original copy of the manufacturer or retailer's certificate or compliance if the crib was manufactured between July 23, 2010 and June 28, 2011. I verify that the original manufacture date is on the crib.					
Signature	Date				

# STEP #3 Price





#### **Shopper-Focused Pricing**

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

Retail Price

less than

\$10

JBF Clothing
Price

\$1-2

Value Brands:

Cherokee, Circo, Faded Glory, Garanimals

less than

\$20

\$3-6

**Standard Brands:** 

Carter's, Old Navy, Children's Place, Nike

more than

\$20

65-75% off retail

**Boutique Brands:** 

Crewcuts, Mud Pie, Matilda Jane

#### Pricing Non-Clothing Items

Toys

Books

Baby Gear

Furniture

Electronics

Strollers + Joggers
Sporting Goods

**60-80%** off retail

## Want to SELL Even MORE?

Choose to REDUCE, which allows your items to sell at 50% off during discount sale days

# Price a little higher for:

- new with tags
- hot selling
- like-new
- large toys

## Price a little lower for:

- infant clothing
- play clothes
- good condition
- maternity





#### **Bundle Items to Save Time**

As you are thinking about prices, consider creating sets or bundles. Put an outfit together, or a set of same-size onesies. Bundle 6 pair of socks together, or several superhero figures. Shoppers love it, and you only have to create one JBF tag!

# STEP #3 Price



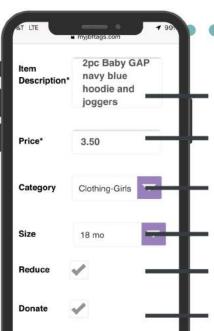


#### **Where to Create Your Tags**

Now that your items are inspected and bundled, it's time to log in to your JBF Profile and enter your tag data.

- 1.JBF Page
- 2. Login
- 3. Click on TAGGING





Quantity\*

#### **Creating Tags**

Include brand, colors, number of pieces included

You choose the price

Choose the category that fits best (leave blank if you can't decide)

Indicate size for clothing and shoes

A check mark here will allow your item to sell at 50% off on Half Price Day

A check mark here will allow your item to be donated if unsold

This feature is if you have more than one of the exact same item and want to create several tags at once

#### **TIP! Talk-to-Text**

If you are entering tags on your mobile device, use talk-to-text to go even faster.



#### **Print Your Tags**

Print tags on 8.5"x11" white cardstock. Tags print 9 per page.

# STEP #4 USeld





#### **Preparing Your Items & Attaching Tags**

Now that your JBF tags are printed, cut them apart and sort them by gender, type and size to make this step go smoother.



#### Gather these supplies to make your prep faster:

- hangers
- clear self-sealing bags (zip-loc)
   ribbon/string
- zip-ties
- · clear tape & painter's tape
- scissors
- safety pins or tagging gun
- · clear (saran) wrap
- hole-punch

## **TOYS & GEAR**

#### **Two Essentials:**

- Tag is attached securely (won't fall off) &
- All pieces secured together (won't separate; tape bags closed)



















# STEP #4 Dress



## **ACCESSORIES & CLOTHING**



#### **Accessories**

Bundle socks, infant mittens & hats, as well as accessories in clear self-sealing bags. These will be clipped on the accessory poles.



#### **Hanger Direction**

Be sure the hanger hook opens to the left, like a question mark. Attach JBF tag to front of item.



#### **Creating Outfits**

It's okay to bundle items into sets, in fact shoppers love them and they sell very well!
Secure pieces to hanger using safety pins and then secure hangers tightly together so outfit remains together as a set.



#### Hanging Multiple Items on a Hanger

Multiple items—that are all the same size—can be hung on a single hanger. Use a safety pin or tagging gun fastener (through a sturdy waistline) to attach pants/skirts to hangers.



#### **Tagging Gun**

If you use a tagging gun to attach JBF tags, only puncture the garment tag or an inside seam so that you do not damage the fabric. (See next page for examples)

# STEP #4 /



## **TAGGING GUN TIPS & TRICKS**

#### **Tagging Gun**

When using a tagging gun to attach JBF tags, only puncture the garment tag or an inside seam

so that you do not damage the fabric.



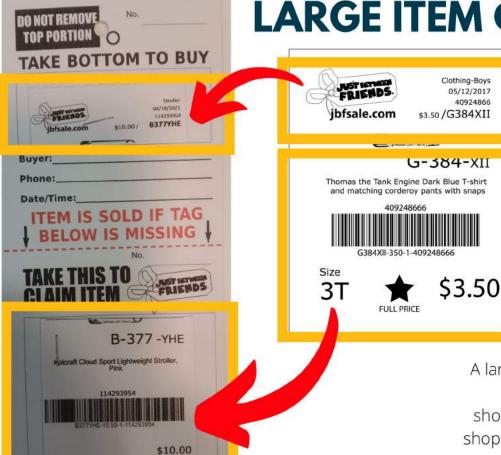
Through the garment itself





Through the extra inside seam





#### Claim Tickets:

- \*Template on Next Page
- \*3 Per Sheet
- \*Print on Cardstock

#### Large Item Claim Ticket

A large item claim ticket is used for items that are classified as "too large for a shopper to hold for the duration of their shopping trip." (Page 6 of the seller guide) If you are selling any of these items, a claim ticket will be required.

O NOT REMOVE **TOP PORTION** 

2

# TAKE BOTTOM TO BUY

Staple Here [dol]

**Buyer:** 

Phone:

Date/Time:

TEM IS SOLD IF TAG **BELOW IS MISSING** 





Staple Here [Bottom]

Staple Here [Bottom]

DO NOT REMOV TOP PORTION

Š

TAKE BOTTOM TO BUY

# **30 NOT REMOVE** TOP PORTION

Š

# TAKE BOTTOM TO BUY

Staple Here

Staple Here

[Top]

Buyer:

Phone:

Date/Time:

TEM IS SOLD IF TAG **BELOW IS MISSING** 

TEM IS SOLD IF TAG

Date/Time:

Phone:

**Buyer:** 

**BELOW IS MISSING** 



FRIENDS



Staple Here [Bottom]

# STEP #4 Press



## HELPFUL TIPS WHEN PREPPING \*Optional!

#### Be As Descriptive As Possible

Because items are touched multiple times throughout the sale week there is a chance a tag will get lost from its original item. If this happens, and a shopper wants to purchase an item, we have the capability to search for the item in our inventory... if the description is precise and multiple items don't share same details.

Baby B'gosh long sleeve off white onesie with "Love You" & flowers, Old Navy off white pants with gold dots

0-3 mc

#### **Reduce & Donate!**

When choosing if your item(s) will be reduced or donated, remember that <u>some earnings is better than nothing</u>. An item marked for donate, but not reduce, is less likely to be sold on discount day due to remaining full price.

\*Advice: If donating, ALWAYS reduce.





#### **Identifying Marker On Your Items**

Add tape, ribbon, sticker, etc. on your items (on the tag, or on the hanger). This helps speed up your pick up process as you can quickly identify that an item belongs to you or not.

\*Do not use a "star" identifier on a JBFTag as it can confuse shoppers on 50% off day.

#### Multiple Piece Item Tags (NOT CLOTHING)

If 2 pieces: Create 2 tags for the item. In the description on each tag write (1 of 2) and (2 of 2). Put desired price on the first tag, then \$0 on second tag. Once printed, cross out/cover the barcode on the \$0 tag.



\*As per your seller waiver, \$0.25 fee will be deducted from your seller check for every item pulled off the sales floor (after 5 "grace" pieces).





#### You did it!

Now that your items are tagged, you'll want to pack items **organized by type and size** so that your Drop Off process is easy and fast. \*Timed Drop Off Reservation Required

## Seller Drop Off for JBF Poconos TUESDAY | NOVEMBER 29 | 11AM-8PM STROUD MALL - ADAM'S ART GALLERY

Due to limited space, a floating floor plan, and to honor your busy time during the winter season, we (JBF Poconos Staff) will be merchandising all your items on the sales floor for you. We ask that you box/drop the items in categories of like items to help speed up our process. This means: toys together, books together, etc. Clothing: See below.

Here's what you can expect:



Plan for 30-minutes to drop off your items. Longer if you have 250+ items to drop off. Drive to...Park...Enter...and **Check In**. (See photo references on the following page). Be sure to bring **2 things** to the greeter: **1)** Your digital seller appointment reservation, **2)** 1 Small item so we can scan your inventory into the system. If you are selling a crib or car seat, please bring your waiver(s) to the greeter as well.



If your non-clothing items are in disposable boxes, they can be dropped in the designated section. If your items are NOT in disposable boxes you will need to transfer the items into the appropriate category of shopping cart.



Clothing will be put on rolling racks. Please make sure it is organized by:

**Infant Clothing:** Gender & Size

**Toddler+ Clothing:** Gender, Size, AND in category. (Tops, Bottoms, Outfits,

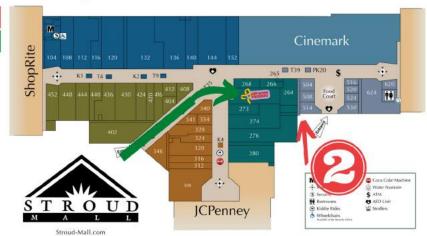
Outerwear, Sleepwear, Holiday.)

\*We will not have space to keep and return boxes/totes to sellers, as well as for "no thank you's" thus please make sure you are bringing items that are in accordance to the guidelines as fees do apply after 5 "grace" items.

# STEP #5A DEPO OF STEENDS.

## Here are some photos to help with our new venue:

**Drop Off Shopping** 



# FOR DROP OFF (& PICK UP):





Look for these loading docks.



Park (legally!) & walk up the ramp with your 1 small item & drop off reservation QR code.



A greeter will be either at top of ramp, or inside the hallway to check you in. Rolling racks will be available to take back to your car. Shopping carts will need to stay inside the building. Please pack/load your car accordingly (see previous page).

## **FOR SHOPPING:**

Stroud Mall - Enter here!



Adam's Art Gallery (JBF Poconos)
Store Front



# During the Sale



# Make time to

MAKE SURE YOU GET THE BEST DEALS FOR YOUR FAMILY!



#### Watch Your Seller Check Grow

You can view your sold items! Log in to your IBF Profile, click on TAGGING, then choose REPORTS.



#### Share Free Tickets

Now is the time to tell everyone to shop! The more you share, the bigger your seller check will grow. Be sure all the families in your life know about the resource of IBF this week!



#### **Unsold Items Donated to** Charity

Items are distributed to help local families through our Charity Partner. Upon request, you'll receive a donation receipt for tax purposes.



#### **PRESALE** Thursday, December 1st

Seller 8am Community Presale\* I 9am \*Paid Ticket Required



#### **Public Shopping\*\*** December 1st-4th, 8th-9th

Thursday 11am-8pm Friday 11am-9pm Saturday 10am-9pm Sunday 12pm-6pm



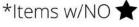
#### **50% Off\* PRESALE** Friday, December 9th

Seller 6pm-9pm Community Presale\* | 7pm-9pm \*Paid Ticket Required \*Items w/NO \*



#### 50% Off\* Public Shopping December 10th & 11th

4pm-8pm Saturday Sunday 4:30pm-8pm | 5pm-8pm





#### **FREE Holiday Photos** w/Character

TBD TBD



#### Sale is over, now what?

If you chose to donate your items, no further action is needed. If you chose to pick up your items, see below.

# Seller Pick Up for JBF Poconos TUESDAY | DECEMBER 13TH | 4-8PM STROUD MALL - ADAM'S ART GALLERY

Drive to, Park, & Enter (just like for drop off). Plan for 15-minutes to pick up your items. Longer if you have 250+ items to pick up, or if you are verifying each item. \*All verification of unsold items must be done while at the venue, no emails after leaving the venue will be accepted. (Note: Items that were not able to be scanned at the register will be added to your seller check, but will **NOT** reflect in myjbftags account.)

#### Upon arrival you will:



Have your seller number ready to tell a staff member so we may retrieve your unsold items.



Find an empty table to station yourself at. All items will be sorted prior to your arrival, but there will be 3 sections for you to review and verify: clothing, large items, and other items in a bag.



If you have any items over \$10 not returned to you, or any items that do not belong to you, please see Ashley.

Seller echecks will be sent to your registered myjbftags.com email, within 2 weeks of the sale ending. Be sure to follow the JBF Poconos Seller FB page for check updates!

Thank You For Selling With IBF Poconos!