

WITH JBF VACAVILLE

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.



Our Registration is a 2-step process. You must complete both steps!



STEP 1: REGISTER!

Save your spot by registering on **jbfsale.com** to let us know you'll be consigning with us. Look for Vacaville location.



After your initial registration, you'll see a confirmation page and you'll receive an email with the next step which is our second step - to schedule your drop off appointment.

STEP 2: Schedule Your Drop-off Time

Once you're registered, visit the link from your email or on the website to schedule your drop-off time, pre-pay for your consignor fee. You can also access it from here

Link to Schedule your Appointment



Too busy to tag and drop off your items?

Let us help you! We have other Mamas who have done it with us before and would love to help!

Valet Program

Details

MY CHECKLIST

Check off this list as you gather your items!

- ☐ Large Toys
- Outdoor Toys
- Bedrooms
- Closets
- Playroom
- Furniture
- Kitchen
- ☐ Bathrooms
- Garage
- Basement
- Attic

Be sure to check the garage!



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!

















Have you checked everywhere? Let's do one more check

Check all over your home!

Bedrooms

clothing + shoes
lamps + rugs
gliders + 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
- changing tables

Feeding supplies

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

Outdoor toys

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







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!





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. Clothing items must be functional (buttons and zippers work).



Compliant

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



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



Creating Tags

Now that you've inspected your items, it's time to create your tags! Log in to your JBF Profile to start entering your item details. You can use a desktop computer or your phone's web browser—whatever works best for you! There's no separate app to download—just open your browser and you're good to go.

STEP 1: Go to myjbftags.com

STEP 2: Click on "Login" OR create a JBF profile

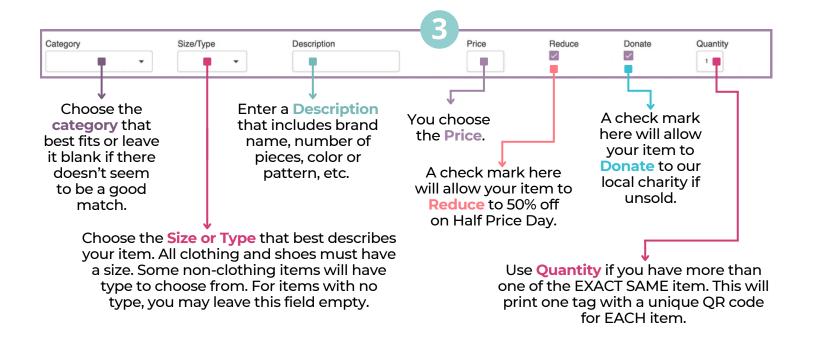
STEP 3: Click on the Tagging icon (upper right

corner)

STEP 4: Start entering tags









STEP #3 Create Tags continue





Printing Your Tags



- Print your tags on 8.5"x11" WHITE CARDSTOCK in portrait mode.
- White cardstock (65lb+) works best. It's heavier and lasts better throughout the sale.
- The Tagging system prints 9 tags per page, allowing you to be strategic about saving paper. It also helps with the 9-item tagging strategy - pick 9 items to tag, and you'll get 9 tags per page.

No Printer? No Problem!

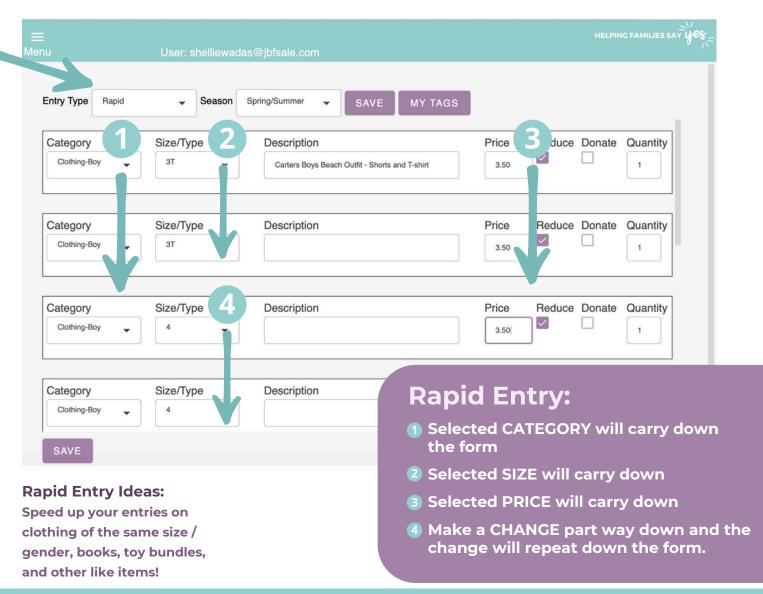
When you finish creating your tags use the "Print PDF" option and upload the PDF file to an office supply store. It will save you ink and time. You can even ask them to cut your tags!



Using Rapid Entry Tags

When to use Rapid Entry:

Often times we are tagging multiples of the same type of items in the same sizes or category. Use Rapid Entry to speed up the process. Ex: I have 5 different T-Shirts each on their own hanger. I can quickly select: Clothing-Boys, Size 3T, Add description, Price \$3.50. All the fields will auto populate except for the description which you will enter to match each shirt.











Rotate your phone!

View the Full Site:

- **Rotate your Phone to Landscape**
- Click on the "Menu" button to minimize the menu and see more of the tagging screen.
- 3 Use all of the functions the same as the desktop site.

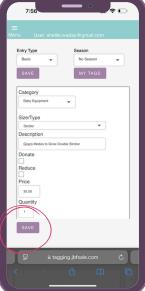




Save before Sleep:

We get it, we're moms too. Being interrupted a million times a day is what we do!

If your phone goes to "lock screen", you will have to RELOAD your tagging site. SAVE your tags before your phone goes to sleep!



Talk to Text:

Did you know you can talk to text? Place your cursor in the description box. When your keyboard pops up, click the Microphone.









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!

Sell MONE when you reduce and donate!



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!

	reduce	donate	sell
Consignor 1	x	x	40%
Consignor 2	/	x	60%
Consignor 3	/	/	80%





Grab Your Supplies:



Laptop, tablet or mobile device



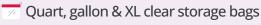
White card stock (60 or 65lb+)

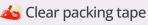


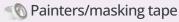
1.5 - 2.0 inch safety pins



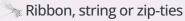
Plastic or wire hangers (Use child size for 4T & under; adult size for 5/5T+). Your hangers are sold with clothing. Keep nicer ones for yourself.











Optional Supplies:



Tagging gun & barbs (Watch training videos)



📥 Paper Cutter



Printer



MAGIC ERASER WILL BECOME YOUR BEST FRIEND!

More About the Supplies You Need

On the next pages, we'll show you how to Price & Prep each Category of item. You can click the category name below to take you to the item you want to learn about.

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- Clothing (Children's through Juniors, Maternity, Costume/Dress-Up)
- Infant Items (Bath, Diaper, Feeding, Other)
- <u>Large Items (Baby Equipment, Large Toys, Furniture)</u>
- **Shoes**
- **Toys**
- Odds & Ends (Accessories, Kids Bedding/Decor, Mommy Mart, 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)
- 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!

Prep

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.)

Watch for More Tips

You CAN sell these items in great condition:

- Soft infant books, board books & picture books
- Chapter books and kid cookbooks. homeschool and STEM materials
- Pregnancy & child-bearing 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
- **XVHS** tapes or CDs
- X Video Games rated M
- Puzzles with missing pieces, even if just 1 piece. They just don't sell.
- Out of season holiday books

Price to Sell!

\$ At least 75% off retail

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!



Price & Freq

CLOTHING

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



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.

All clothing items must go on hangers before you come to drop off. There won't be much time to do it in person.



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.





You CAN sell sizes infant to teen

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

Sorry, we CAN'T sell clothing that is:

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





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



► Watch for Tips on Tagging Clothing



Learn about Drawstrings Safety:

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





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

We want our shoppers to love their purchases. Stained items don't appeal to anyone. Please see our recommendations to help you with removing any stains on the items you'd like to sell.





Price & Prep:

CLOTHING

(Children's through Juniors, Maternity, Costume/Dress-Up, Dancewear)

Vacaville

Adding a Tag Using Safety Pins



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.



Puncture an **inside seam** at right armpit (when 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.**

Price 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 <u>HIGHER</u>:

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

↓ Price LOWER:

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

Bundle lowerpriced 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.



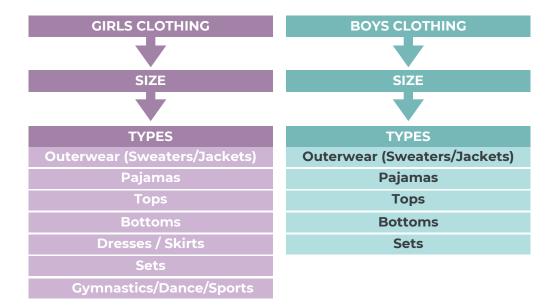
(Children's through Juniors, Maternity, Costume/Dress-Up, Dancewear)



Organizing Clothing for Drop-Off

Sort your tagged clothing by gender, then size, then type to streamline your drop-off experience.

Our shoppers will spend more time buying clothing when they can easily find what they need (and want).



Dropping off Clothing at the Sale

We will ask you to put your own clothing on the racks. Drop Zones will be available for non-clothing items. You will set your non-clothing items in designated bin areas and we will put them out on the shelves.







Price & Prep:

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



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

Prep

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. Use blue painter's tape for wooden or cardboard items.











Watch for More Infant Items Tips



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, diaper bags, shopping cart cover
- Swaddles & Receiving Blankets
- Home Safety (baby gate, childproofing, baby monitor)
- Medical (thermometer, scale)

Sorry, we CAN'T sell:

- Medication, food, or formula
- Used pacifiers
- Used bottle nipples
- Open-system breast pumps
- Crib bumpers
- Inclined sleep products
- Weighted sleep sacks
- Any baby items missing necessary restraints (High Chairs, Bumbos, etc.)



(Baby Equipment, Large Toys, Vacaville 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! This is why we offer our 5 for \$25 Large Item Program. We want your large items!

5 for \$25 Program Click Here



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-nplays to ensure that all parts are included. Be prepared to ziptie 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. Use painters tape for wood items!

Watch for More Large Items Tips

If your item has a high JBF price, be sure to include the item's retail price in the tag description so that the shopper understands the great value! For example, "BOB twoseater bike trailer, Retail \$599.99"



Use our **Safety Website** 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**





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

- 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)

rice to Sell!

Best at 50-75% off retail

And, of course, choose to **REDUCE** to increase your chance to sell it on Half Price Day!





LARGE ITEMS: CLAIM TICKETS



Does My Item Need a Large Item Claim Ticket? (Yellow Ticket)

A good rule of thumb: if your item won't fit in a standard IKEA bag, it needs a Large Item Claim Ticket (Yellow Ticket). Claim tickets allow our shoppers to continue shopping while reserving items that they can pick up after they pay. It also keeps our small Hold Area from getting too crowded with large items.

Think strollers, pack-n-plays, swings, baby equipment, large toys, etc... If you're unsure, bring the tag unattached to drop off and we will help you decide.



Example of items that need claim tickets.























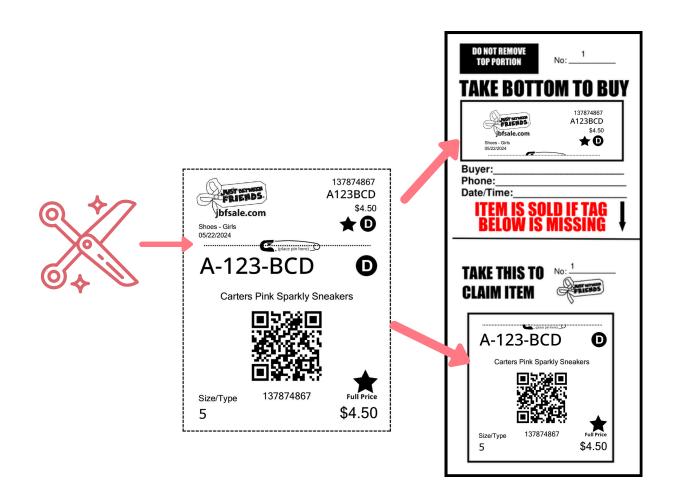




There will be a Claim Ticket station at CHECK-IN where we will help you attach tags to claim tickets. It's relatively quick, especially with a stapler and zip ties! Just remember not to attach your regular printed tags from the Tagging system to your items - simply bring them with you, and we can attach them to Claim Tickets onsite.

You can also print claim tickets at home to save time during drop-off. <u>CLICK HERE</u> to print a claim ticket (prints 3 claim tickets per page). Use white CARDSTOCK for printing. Regular paper is too thin and rips off easily. Claim tickets that we have onsite are yellow in color, and thus also referred to as yellow tickets.

WHAT A CLAIM TICKET SHOULD LOOK LIKE IN THE END







Shoes sell extremely well at JBF, so we recommend that you tag them first.

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 (9+ women/11+ men)
- 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/style

Pro Tips:

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. Magic Eraser truly does magic on rubber parts of shoes

Price HIGHER:

- Desirable brands such as Air Jordan, Nike, See Kai Run, Keen, etc.
- Shoes priced over \$50 can be placed at High Value are at drop off.

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





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. If the toys need betteries, please make sure they are good and working.











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 painters tape for wooden or cardboard items.







Price HIGHER:

- 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
- Toys for infants all the way up through tween ages

Sorry, we CAN'T sell toys that are:

- Recalled or pose a safety risk
- Missing batteries or have battery corrosion
- Not in working order
- Missing essential parts or pieces
- Miscellaneous bags of toys
- 🔀 Vintage toys (1990's or older)
- 🔀 Bike helmets older than 5 years



Safety Matters: 1045



Please check our safety site for toy recalls.



Price to Sell!

Best at **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, Mommy Mart, Sporting Goods, Misc)



Almost anything related to kids is able to be sold at JBF. We're transitioning to hanging all bedding, bags, backpacks, and lunchboxes. CLICK HERE to see the full list of items to hang.

Essential #1 - All pieces secured together

Essential #2 - Tag stays attached



















- **Tagging Accessories**
- **Tagging Bedding**
- **Tagging Room Decor**

You CAN sell:

- Kid accessories
- Kid bedding
- Kid room decor
- Kid sporting goods

MOMMY MART

- NEW bath/hygiene items
- LIKE NEW purses/wallets

Sorry, we CAN'T sell:

- Items not made for kids/teens
- 🔀 Used teen underwear
- Outdated decor



Safety Matters: Odds & Ends

Please check our safety site for product recalls.



Safety Recalls



Most Common Recalls

Price to Sell!



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 size and type.

Prop Off Pates

TUE, September 16th | 4:30 pm - 8:30 pm (last appointment at 7 pm)

WED, September 17th | 9 am - 2 pm (last appointment at 12:30 pm)

Detailed Drop-Off Guide will be available I week prior to drop off

Pick Up Pates

SUN, September 21st | 7:30 pm - 8:30 pm

MON, September 22nd I 9 am - 11 am

Items not picked by 11:15 am on Monday, September 22nd will be donated. Sorry, but we are not able to make exceptions past that time.



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, a friend for your guest pass, 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**. Use consignor fee of \$0 since you prepaid during registration and 60% on sold items.

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 Just Between Friends ____ for \$XXX.XX".

Since email providers like to group emails into different folders and tabs, please don't forget to check the Promotions tab in Gmail. You can also search your email for "Deluxe" since it's the provider we use for e-checks.



Unsold Items Donated to Charity

Your unsold items marked for **DONATE** are distributed to help local families through our Charity Partner, United Cerebral Palsy of North Bay. You'll receive a donation receipt for tax purposes.