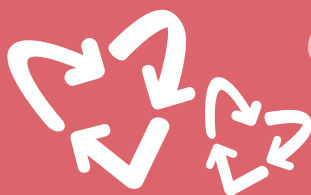


YOUR GUIDE TO

Selling

Fall 2024 Edition



WELCOME! Are you ready to do this together?

You'll find **everything** you need to know, right here in this Guide, to help you turn your outgrown children's items into CA\$H.

This guide can seem overwhelming, but take it 1 step at a time. If you struggle for more than 30 seconds, on anything, be sure to post in the FB Seller Group or send JBF Poconos Seller Coach, Sabrina, a text message. 570-630-0361

STEP 1

STEP 2

STEP 3



Gather



Sort



Price



Prep



Drop Off

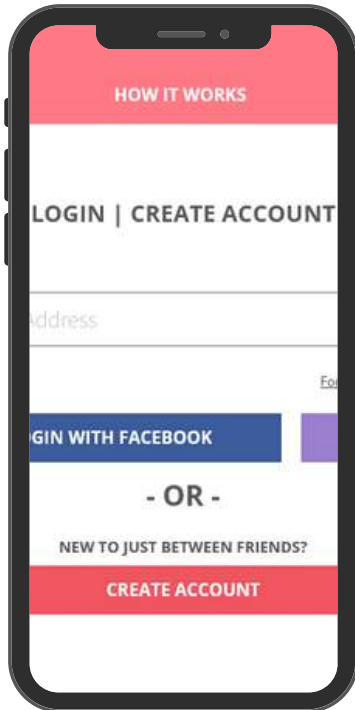
Table of Contents

Registration & Seller Waiver.....	2	Large Items.....	15
Step 1a: Gather Items.....	3	Step 2b: Prepare Your Tags.....	17
What To Sell, Clothing.....	4	Prepare Clothing.....	18
What To Sell, Other Items.....	5	Prepare Accessories & Shoes.....	20
What To Sell, Large Items.....	6	Prepare Puzzles, Games, A&C, Books	21
What To Sell, Maternity/Mom Mart	7	Prepare Toys & Infant Items.....	22
Step 1b: Sort Items.....	8	Prepare Baby Gear & Soft Goods.....	23
Safety & Compliance.....	9	Preparation Tips & Tricks.....	24
Checklists/Waivers.....	10	Step 3: Sale Week.....	25
Step 2a: Price.....	12	Drop Off / Loss Prevention.....	26
Pricing Suggestions.....	13	Important Dates.....	30
Printing Tags.....	14	That's It!.....	31

REGISTRATION & WAIVER

First: SIGN UP

Save your spot by registering as a Seller for the JBF Poconos Winter event. This allows us to add your items into our POS/registers as inventory. Create/Login to an account [here](#).



Second: REGISTER

Complete your registration [here](#). It's in this step that you will sign your seller waiver, chose your seller check payment method, claim your drop off appointment, reserve your presale shopping tickets, & prepay your seller fee.



QUICK DETAILS ABOUT SELLING

Rate:

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

Fee

The fee to sell is \$14.00, and is paid when you claim your drop off appointment & sign your seller waiver. (Linked above)

Payment: Sent within 2 weeks of sale ending, in your payment method of choice.

- **Echeck:** An email is sent, with an attached echeck that is printed at home, and deposited just like a regular check.
- **Paper Check*:** Mailed to address provided.

*Additional fees apply

Minimum/Maximum # of Items:

While we recommend a minimum of 150 items, there is no minimum... and no maximum!



Step 1 Registration:

bit.ly/jbflgin

Step 2 Registration:

<https://jbfpoconos.ticketspice.com/fall2024seller>

STEP 1A: *Gather*



Be sure to check all
over your home!

Bedrooms

- clothing + shoes
- lamps + rugs
- gliders + rockers
- boppies + monitors

Closets

- sheets + towels
- diapers + new supplies
- step stools
- pillows + blankets

Playrooms

- puzzles + games
- dress up + costumes
- crafts + supplies
- instruments
- gaming systems

Bathrooms

- diaper disposal systems
- bath toys + supplies
- newborn tubs



Large toys

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

Furniture

- toddler beds
- dressers + bassinets
- swings + bouncers
- changing tables

Feeding supplies

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

Outdoor toys

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

...and check the
garage!

ITEM LIMITS

MOMMY MART: NEW ITEMS ONLY

No Books, DVD's, Clothing, or Shoes

PLUSH: LICENSED CHARACTERS ONLY, OR TALLER THAN 36INCHES

NO HANDMADE ITEMS

With guidance from the CPSC and our corporate office

NOTES

**CLAIM TICKETS MUST BE
PRINTED PRIOR TO DROP OFF
OR A \$0.15 FEE APPLIES**

**PACKING TAPE ON BOOKS,
PUZZLES, & GAMES WILL BE
PULLED AS A NO THANK YOU**

**SLEEPSACKS, DRESSUP, AND
COSTUMES ARE NO LONGER
SEPERATED. THEY WILL BE IN THEIR
RESPECTIVE GENDER & SIZE.
WINTER GEAR WILL BE SEPERATE. 3**

WHAT TO SELL: *Fall/Winter* clothing

SIZE ALLOWANCES

Clothing

Boys Sizes: Premie-18

Girls Sizes: Premie-16, Junior's 0-15

Shoes

Boys Sizes: Baby 0 - Boys 8

Girls Sizes: Baby 0 - Girls 5

ADULT CLOTHING/SHOES = No Thank You, Maternity Only!

NO THANK YOU ITEMS

There are some items we know we cannot sell at Winter sale. To those items, we say "no thank you."

X used underwear
 X short-sleeve shirts*
 X camp shirts
 X destination shirts
 X dated shirts, ex: 2011
 X shorts/skirts*
 X dresses*
 X short pajamas*
 X adult clothing

X flip flops
 X swim shoes
 X sandals
 X adult shoes

X summer accessories

****Short Sleeve
Holiday theme &
fan gear will be
accepted**

***0-24 Months:
All season, all year**

Premie-24 Months
All Season - All Year



Tops:

Long Sleeve Shirts,
Long Sleeve Dresses,
Puffy/Seasonal Vests



Bottoms:

Long Pants, Leggings,
Capris, Jeans



Sleepwear:

Long Sleeve Pajamas
& Sleepwear



Outerwear:

Sweatshirts,
Winter Jackets

Accessories:

Winter Accessories



Shoes:

Snow Boots, Rain Boots
Boots, Sneakers, Crocs



**Holiday costumes/outfits,
Swimsuits
Fan Gear (All season),
Dress Up/Play Outfits**



WHAT TO SELL: *Other* Items

Plates, cups, utensils



NEW nipples, NEW pacifiers, bottles with USED nipples removed, teethingers, feeders



Licensed characters, animated plush (learning, story/song, etc.), or plush taller than 36 inches



Soft infant toys WITH sound/rattle



Bibs
Blankets (twin size or smaller)
Kids Towels



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



Puzzles, Games, Arts & Crafts, etc.



Kids DVDs:
Rated G or PG 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 breast pump tubing

X USED nipples
X USED pacifiers

X non-licensed stuffed animals

X drop-side cribs
X crib bumpers
X baby wedges
X cosleepers
X full+ size beds

X adult books
X cookbooks
X adult content DVDs
X VHS tapes
X CDs

WHAT TO SELL: *Large* Items



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.

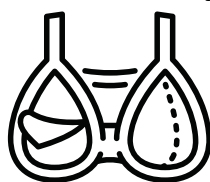
WHAT TO SELL: *Maternity & Mommy Mart*



Maternity Clothing:
All season, all year

Tops
Bottoms
Dresses
Sleep/Gowns

Maternity Accessories:



Brand New Only

NO THANK YOU ITEMS

There are some items unable to be sold.

To those items, we say "no thank you."

X adult Lularoe
X women's clothing
X used maternity underwear
X shoes

X adult books
X cookbooks
X PG-13+ CD's/DVD's

X glassware not in original packaging

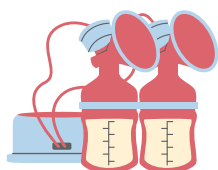
X used items
X food
X pet supplies

**MOMMY MART:
NEW ITEMS ONLY**

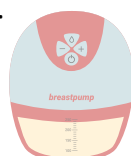
Breast Pumps

We accept all NEW open system pumps.
We accept NEW & USED closed system breast pumps, with a few restrictions.
Manual pumps (Haakka's) are also accepted.

Limitations: No USED tubing. Cannot be labeled "Not For Resale" (insurance provided systems).



If you are unsure if your system is open or closed, please Google to verify.



Mom Mart

BRAND NEW "gift-able" mom items are a "yes" at any of our sales, but PLEASE be selective.

Safety First: Items with blades, sharp parts, food, inappropriate content, etc. will be pulled from the sales floor and unable to be sold.

Jewelry, Bath & Body, Home Decor, Kitchen, & Seasonal



STEP 1B: Sort



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).



The 4 C's Rule

HOW TO KNOW WHAT TO SELL



Clean

The newer it looks, the better it sells. Plan to clean clothes, shoes, equipment and toys.



Current

Sell clothing and shoes in current styles and fashion. Make sure they're the right season!



Complete

Toys, games and puzzles must be sold as a complete set without missing pieces & working batteries.



Compliant

Safety guidelines apply to selling a car seat, stroller, baby equipment and toys. Check <https://www.cpsc.gov> for recalls.

*Please read all details of this seller guide as JBF Poconos reserves the right to refuse acceptance of any item(s) that do not meet guidelines. **If you have any questions, feel free to post in the FB seller community group!** Ask, don't assume.



As per your seller waiver, there is a \$0.25 fee for every item (above 5) that are pulled from the sales floor. There is also a \$1.00 charge for every battery we replace.

STEP 1B: Sort *Sort* with Safety/Compliance in mind

Just Between Friends is dedicated to keeping families safe. As a Seller, it is your responsibility to check all of your items for recalls. If an item is recalled, it cannot be sold at JBF. If you've installed the recall repair, it is safe to use and sell at JBF.

BUMBO SEATS



A recall exists for seats WITHOUT a safety belt. Seats WITH a belt are considered safe and able to be sold.

HANDMADE ITEMS *NEW THIS YEAR*



Handmade items such as blankets, clothing, bows, etc. are not to be resold at JBF sales as the items have not been tested for quality & safety standards both federally and with the CPSC.

INFANT SLEEP PRODUCTS



Items marketed or intended to provide a sleeping accommodation for an infant up to 5 months of age; the product must have a stand, meet stability requirements, and have a side height of at least 7.5 inches.

All other infant sleep products are not accepted for resale at JBF.



BALLOONS

Due to necessary warning labels, Balloons must be in original packaging to be sold.

ITEMS WITH EXPIRATION



Items with expiration must be checked and have at least 1 year remaining before expiration to be sold.

Helmets: 5 Years After Purchase, 7 Years After Production

Car Seats: Varies by brand, refer to manual

Cribs: No cribs manufactured prior to June 2011

Hygiene Items: Varies, Refer to item for expiration



ITEMS NEEDING WAIVERS



Items listed below must have at least 1 year remaining before expiration to be sold. 1 waiver required per item. Waiver available in the Seller Guide, in the Facebook Group "Files," or on the "How To Sell" Page on the Website.

Car Seats / Car Seat Bases / Boosters
Cribs

FURNITURE

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.



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
2. Does the seat have a label with the date of manufacture and the model name/number?	Yes – Continue	No – Destroy Car Seat
3. Is the car seat expiration date one year or more from now?	Yes – Continue	No – Destroy Car Seat
4. Has the seat been recalled for a safety defect?	Yes – Continue to #4b	No – Continue to #5
4b. Has the defect been remedied?	Yes – Continue to #5	No – Destroy Car Seat or Remedy then Continue
5. Has the seat been involved in any vehicle crash (even a minor one)?	Yes – Destroy Car Seat	No – Continue
6. Are there any cracks, bends, or breaks in the plastic shell?	Yes – Destroy Car Seat	No – Continue
7. Is the metal frame rusted, bent or broken?	Yes – Destroy Car Seat	No – Continue
8. Do you have a copy of the manufacturer's instructions?	Yes – Include printed instructions with item, then Continue	No – Include website URL or QR Code to access instructions, then Continue
9. Does the seat have all of its parts including harness straps, harness clip, seat cover, tether, padding, shield and bolts?	Yes – Continue	No – Destroy Car Seat or Obtain replacements, then Continue
10. Are the harness straps worn or frayed and/or have the straps ever been washed in a washing machine?	Yes – Destroy Car Seat or Obtain replacements, then Continue	No – Continue
11. Have the car seat and/or straps been cleaned only per the manufacturer's instructions?	Yes – Continue	No – Destroy Car Seat or 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 Obtain replacements, then Continue	No – Continue
13. Is the car seat clean with no visible stains, holes, or tears?	Yes – Continue	No – Clean and repair or Destroy Car Seat
14. When buckled, does the mechanism lock securely and remain locked when in use?	Yes – Complete bottom portion to consign car seat	No – Destroy Car Seat or Obtain replacements then 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.

Signature _____

Consignor Number _____

Date _____

Consignor Crib Checklist - One for each crib consigned

1	Was the crib manufactured on or after June 28, 2011?	<input type="checkbox"/> Yes – continue to 4	<input type="checkbox"/> No – continue
2	Was the crib manufactured between July 23, 2010 and June 28, 2011?	<input type="checkbox"/> Yes – continue to 2b	<input type="checkbox"/> No – continue to 3
2b	Do you have a certificate of compliance from the crib manufacturer or original crib retailer?	<input type="checkbox"/> Yes – attach a copy to this form and continue to 4	<input type="checkbox"/> No – obtain a certificate of compliance or DESTROY
3	Was the crib manufactured before July 23, 2010?	<input type="checkbox"/> Yes – DESTROY	<input type="checkbox"/> No – answer questions 1-2b and continue
4	Is the date of manufacture on the crib?	<input type="checkbox"/> Yes – continue	<input type="checkbox"/> No – DESTROY
5	Has the crib been recalled?	<input type="checkbox"/> Yes – continue to 5b	<input type="checkbox"/> No – continue to 6
5b	Has the crib had the manufacturer approved recall fix?	<input type="checkbox"/> Yes - continue	<input type="checkbox"/> No – acquire the fix or DESTROY
6	Do you have a copy of the manufacturer's instructions?	<input type="checkbox"/> Yes – continue	<input type="checkbox"/> No – obtain instructions
7	Does the crib have all of its original parts?	<input type="checkbox"/> Yes – continue	<input type="checkbox"/> No – obtain all parts or DESTROY
8	Do you know the history of the crib?	<input type="checkbox"/> Yes – USE CRIB!!	<input type="checkbox"/> 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 of 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 _____

Just Between Friends Franchise, Inc.
ALL RIGHTS RESERVED
To be used for the 2024 sale year

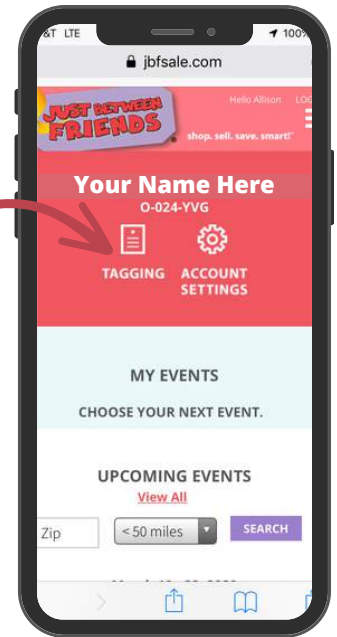
STEP 2A: Price



Create Your Tags: Tagging Portal

Now that you've gathered and sorted your items, it's time to log in to your JBF Profile and enter your items into the tagging portal.

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



Create Your Tags: Information Needed

Item Description* 2pc Baby GAP navy blue hoodie and joggers

Price* 3.50

Category Clothing-Girls

Size 18 mo

Reduce ☒

Donate ☒

Quantity* 1

Include brand, colors, number of pieces included

***PRO TIP: BE AS DESCRIPTIVE AS POSSIBLE.**

This helps us match your item if its tag gets lost during the sale.

Choose the price

***See next 2 pages for suggested pricing guidelines.**

Choose the category that fits best

Indicate size for clothing and shoes

A check here will allow your item to sell at 50% off on Discount Day.

***PRO TIP: If you are donating, ALWAYS REDUCE.**

A check 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.



STEP 2A: Price



Shopper-Focused Pricing



We recommend pricing at 1/3 of retail! Ask yourself, "What price would make me buy this item and brag about it to a friend?"

Item	Bargain Brands	Everyday Brands	Boutique Brands
Sleepwear	\$2 - \$3	\$3 - \$4	\$5+
Tops	\$1 - \$2	\$2 - \$3	\$4+
Bottoms	\$2 - \$3.50	\$3 - \$5.50	\$6+
Dresses/Outfits	\$2.50 - \$4.50	\$3.50 - \$6	\$6 - \$8+
Shoes	\$3 - \$6	\$5 - \$8	\$8+
Outerwear	\$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



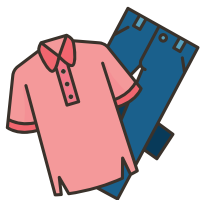
Price HIGHER for:

- New with Tags
- Big kids sizes
- Items in Original Packaging



Price LOWER for:

- Infant Items under 12 mo.
- Maternity Clothing
- T-shirts



SETS SELL (and saves time... & materials!)

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!**



NEW

As we know the cost of materials have increased, thus as you prepare your items this season, we encourage you to add \$0.25 to every JBF Tag you create - accounting for your cost of supplies and time

STEP 2A: *Price*



Print Your Tags

Print tags on 8.5"x11" white cardstock.

*110lb cardstock preferred

Each page prints up to 9 tags.

*Pro-tip: Tag then print items 9 at a time, so you don't waste paper



Printing/Printer Troubleshooting

*Blank PDF? Check the box next to the tags you want printed.

*No printer?:

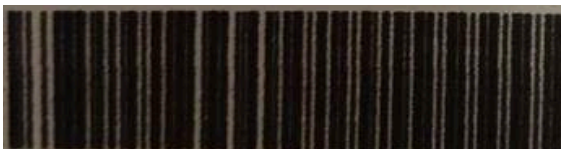
1) Either save to a PDF and take to a local print shop

2) Choose "Print My Tags" under the Seller Supplies event option.

*Try a different web browser and/or clear the cache from your current browser



**Our scanners are set up to read the JBF barcodes as they should be printed.
We reserve the right to ask for new tags to be printed
(or pull items off the sales floor) if your tags are:**



**Too dark
Too fuzzy/blurry**



Too faded



Too Small

Just Right!



STEP 2A: Price

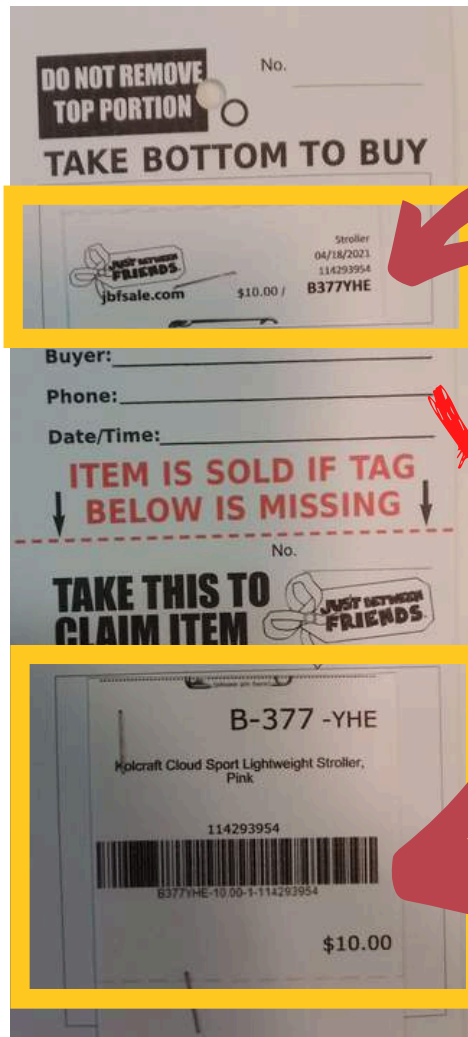
Large Item Claim Ticket: A large item claim ticket is used for items that are classified as "too large for a shopper to hold for the duration of their shopping trip."



(Refer to Page 6 of the seller guide).

If you are selling any of these items, a claim ticket will be required.

1 JBF Tag



Claim Tickets:

*3 Per Sheet

*Print on Cardstock

(or order from Seller Supplies)

*Template on Next Page

**When Preparing,
Please do NOT have:**

*Full JBF Tag on bottom

*2 Full JBF Tag's
(1 top, 1 bottom)



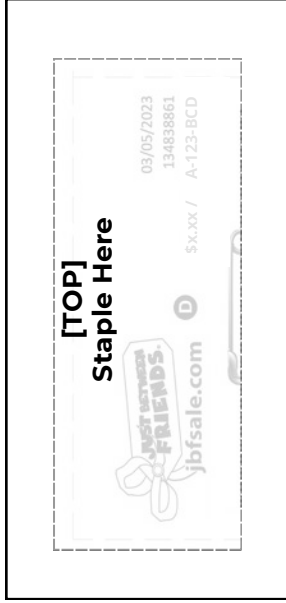
Large Item Lotto

Selling a Large Item? As large items sell we will place their claim ticket into a raffle. One seller will receive an additional 5% of their sales!!

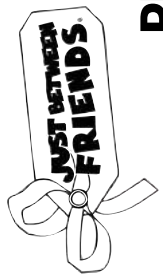


DO NOT
REMOVE TOP
PORTION

TAKE BOTTOM TO PURCHASE



ITEM IS SOLD IF TAG
BELOW IS MISSING

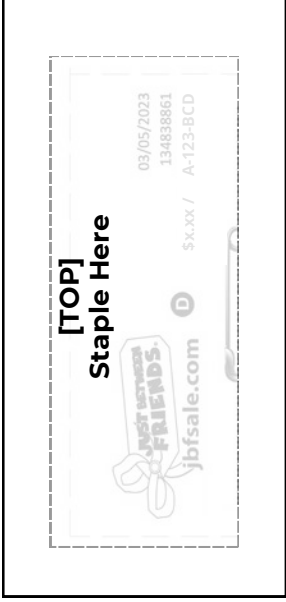


TAKE THIS TO
CLAIM AND
PURCHASE ITEM

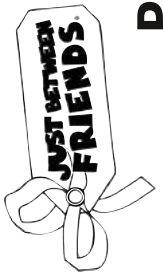


DO NOT
REMOVE TOP
PORTION

TAKE BOTTOM TO PURCHASE



ITEM IS SOLD IF TAG
BELOW IS MISSING

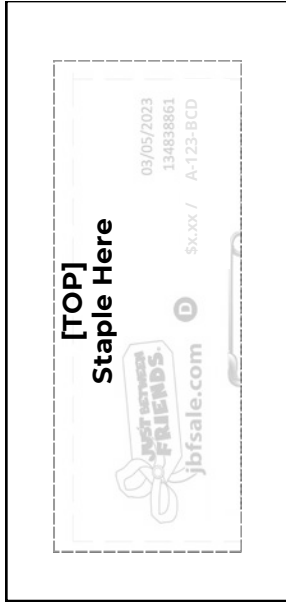


TAKE THIS TO
CLAIM AND
PURCHASE ITEM



DO NOT
REMOVE TOP
PORTION

TAKE BOTTOM TO PURCHASE



ITEM IS SOLD IF TAG
BELOW IS MISSING



TAKE THIS TO
CLAIM AND
PURCHASE ITEM



STEP 2B: Prep



Preparing Your Items & Attaching Tags

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



Cut #2

Cut #1

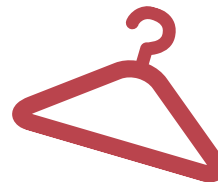
Cut #4

Cut #3

Gather Supplies

We recommend gathering your supplies to make prep a fast process. Below are some suggestions...

- Hangers (wire or plastic)
- Tagging gun / Safety Pins
- Clear Self-Sealing Bags (ziploc)
- Clear Packing Tape
- Painters Tape
- String/Ribbon/Zip Tie
- Scissors
- Cardstock (110lb preferred)
- & More!



PRO TIP: While there are many ways to attach tags, the following pages are "best practice." Remember each sale has thousands of items for shoppers to sift thru and your one item may get touched 100x before being purchased - **so be sure to attach tags well.**



STEP 2B: Prep



PREPPING & TAGGING: CLOTHING



Hanger Direction

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

Hanging Pants

Using safety pins you can use shirt hangers for pants.



SETS SELL

Creating Outfits/Bundles

It's okay to bundle items into sets, in fact shoppers love them and they sell very well!

Secure the different pieces to hanger using safety pins so the outfit remains together as a set.

-Sets **MUST** be the same size.



NEW

Swaddles & Sleepsacks will be hung on the clothing racks within the respective gender and size section. (Reference the Sale Week Guide - to be released closer to sale week).

Please bring these items already hung on a hanger, not in a bag.

Bundling is okay, too!



STEP 2B: Prep



PREPPING & TAGGING: CLOTHING CONT.

PROTIP: Shake Test

For all hung articles of clothing we suggest swinging the hanger back and forth. If the item wiggles/slides off the hanger we HIGHLY suggest using 1 safety pin to secure to the hanger.



Using A Tagging Gun?

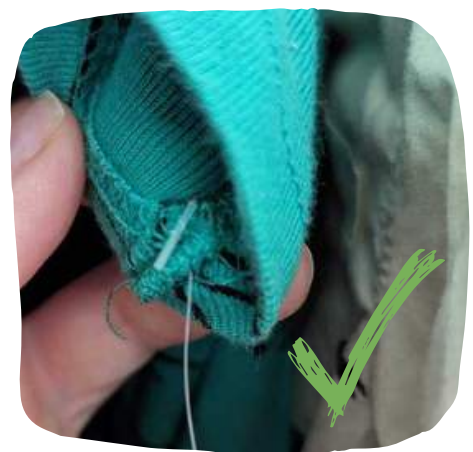
When using a tagging gun to attach JBF tags, **only puncture the garment tag or an inside seam** so that you do not damage the fabric.



**Through the
garment itself**



**Through the
garment tag**



**Through the
extra inside seam**

STEP 2B: *Prep*



PREPPING & TAGGING: ACCESSORIES



Accessories

Sock bundles, new underwear, tights, hats, sunglasses, ties, little girl purses, etc. will be clipped on the accessory poles. Bags only necessary for bundles, but all bags should be taped shut to secure items.



PREPPING & TAGGING: SHOES

Shoes

Shoes will be on shelves, by gender then size. Shoes should be secured together. This can be done with zipties, or ribbon/string and strung through the shoelaces or the back flaps. Infant shoes can be placed in clear bags.



PRO TIP: Need to clean scuff marks off shoes? Use a magic eraser!

STEP 2B: Prep



PREPPING & TAGGING: PUZZLES, GAMES, ARTS & CRAFTS

Items must contain all necessary pieces and be free from wear/tear (torn, writing, etc.) to be sold.



To secure all pieces:

- items inside a box can be placed into a bag
- boxes can be taped shut (with painters tape)
- puzzles can be placed in clear bag (taped shut w/packing tape), or wrapped in clear wrap.



PREPPING & TAGGING: BOOKS

Attach the JBF Tag on the back of the book.

Bundling books? You can keep books together either with ribbon/string (photo on right), or in a clear bag.

*If bundling; be sure to list all titles included either on JBF Tag or on additional paper.



PRO TIP: Do NOT use packing/scotch tape on boxes, puzzles, or books as this will damage the item - causing an upset shopper. **Only secure shut or apply JBF Tag with painters tape.**

STEP 2B: Prep



PREPPING & TAGGING: TOYS INFANT ITEMS



Items must contain all necessary pieces and be free from wear/tear (broken/torn, writing, etc.) to be sold. Remember items (especially toys) can be touched 100+ times before being purchased thus it's important to secure all pieces. Items with multiple pieces can be placed in a bag (taped shut with packing tape) or wrapped in clear cling wrap.

To attach the JBF Tag:

- tape on the outside of a bag (with packing tape)
- ziptie around the item
- painters tape

PRO TIP: Do NOT use packing/scotch tape directly on items as this will leave a sticky residue. **Only secure shut or apply JBF Tag with painters tape.**

STEP 2B: Prep

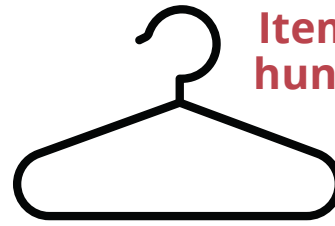


PREPPING & TAGGING: BABY GEAR SOFT GOODS



Items that will be clipped (provided - at sale):

- Infant carriers
- Shopping cart covers
- Diaper bags
- Lunch bags
- Backpacks
(Toddler & Regular Size)
- Bibs
- Burp cloths
- Boppy/Nursing pillow covers
- Changing pad covers
- Cloth diapers



Items needing to be hung on a hanger**:

- Towels (Child size, or child print/design)
- Receiving blankets
- Toddler blankets
- Crib sheets
- Toddler bed sheets
- Twin size sheets
- Bedding sets (no bumpers!)

**Do NOT bag items in this list
as we will need to spray them
for sanitation.**



JBF Tags can be attached in a variety of ways, depending on the item. **If the item has a product tag** a JBF tag

can be attached to it either by safety pin or tagging gun. **Remember not to pierce the actual item with a tagging gun.* **If product tag isn't available** then you can tape the JBF Tag to the item. **Remember packing tape can leave a sticky residue, so painters tape is best.*



STEP 2B: Prep



HELPFUL TIPS WHEN PREPPING

***Optional!**

Be As Descriptive As Possible

Baby B'gosh long sleeve off white onesie with "Love You" & flowers, Old Navy off white pants with gold dots	0-3 mo
---	--------

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.

Reduce & Donate!

When choosing if your item(s) will be reduced or donated, remember that some earnings are better than none. 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.



STEP 3: Drop Off & Pick Up

SALE WEEK GUIDE

We will be releasing a guide specifically for drop off, sale week, and pick up. It will include procedures & resources that will guide you thru sale week. It will be called the "**Sale Week Guide.**" Be on the lookout for that in the weeks leading up to sale.



DROP OFF:

Appointment Required

Monday, September 2nd, 10am-8pm

PICK UP:

Monday, September 9th
4:30pm-6:30pm

NEW THIS SALE Express (& High Volume Seller) Drop Off
Sunday, September 1st, 4pm-8pm



Staff & Seller Schedule

**JBF Poconos
Fall/Winter 2024**

**WEST END FAIRGROUNDS
570 FAIRGROUNDS ROAD, GILBERT**

SUN SEPT 1	MON SEPT 2	THURS SEPT 5	FRI SEPT 6	SAT SEPT 7	SUN SEPT 8	MON SEPT 9
Setup 9am-4pm	Standard Drop Off 10am-8pm <small>*APPOINTMENTS REQUIRED*</small>	PRESALE Shopping <small>*Staggered Entries*</small>	Public Shopping 9am-8pm	Public Shopping <small>*NEW MERCHANDISE*</small> 9am-8pm	Public 50% Shopping 9am-2pm	Sort 9am-2pm
Express & High Volume Drop Off 4pm-8pm <small>*APPOINTMENTS REQUIRED*</small>	TUES SEPT 3	Seller Share 9am, 9:30am	2nd Drop Off 4pm-8pm	50% Off* PRESALES <small>*Staggered Entries*</small>	Sort Donates 2pm-4pm	Breakdown 2pm-8pm
	Inspection 10am-2pm	Sellers 10am, 11am		Staff 4pm	Dollar Dash the Donates (Triple D) <small>*Shopping Benefits Our Charity Partners*</small> 4pm-5pm	Pick Up 4:30pm-6:30pm
	Staff PRESALE 6pm-8pm	ALL ACCESS PRESALE 12pm, 1:30pm		All Sellers 5pm	Sort Prep & Self Sort 5pm-8pm	Charity Pick Up 6:30pm
		PRESALE 3pm, 4:30pm <small>*REGISTERS CLOSE AT 8PM*</small>		ALL ACCESS PRESALE 6pm		
				50% Off* PRESALE 6:30pm <small>*Wristbands will be given to PRESALE shoppers.* *REGISTERS CLOSE AT 8PM*</small>		



JBFPOCONOS

PRO TIP: Reach out anytime you are stuck for more than 30 seconds.
Either post in the **FB Seller Group** or send Sabrina a text at 570-630-0361

STEP 3: Continued...

Security & Loss Prevention



OUR SHARED RISK



Item Prep (YOU)

Prepping your items well, as instructed by this guide will assist in keeping your items/pieces together



Shoes (US)

Shoes tagged \$20+ will be separated during Inspection. One shoe will remain in the shoe area, while its partner will be secure behind the registers.



Strollers/Wagons & Diaper Bags (US)

During Inspection, Strollers/Wagons & Diaper Bags will have a security tag attached to them.



Electronics (US)

Electronics will be displayed near the registers/cashiers.



Items of "High Value" (YOU & US)

ANY item you deem as "High Value" - please drop it off at the Large Item Drop Zone. During inspection it will be tagged & displayed appropriately (in a secure environment near Electronics).



Surveillance (YOU & US)

While we have surveillance camera's, we ask that you stay aware of all surroundings (& staff will do the same!). See something, say something.



Drop Off: Drop Zones vs DIY

While you will receive a **Sale Week Guide** prior to sale week, the following are some helpful strategies as you get started tagging & prepping for Drop Off.

Drop Zones: Categories of items that you will put in the zone shopping cart, & then staff will merchandise onto the sales floor. **DIY Drop:** All other categories of items that you will put out onto the sales floor yourself.

Drop Off

2 OPTIONS

Standard
Express



STANDARD DROP OFF*

● DIY: Clothing

Refer to the following page on how to DIY Drop your clothing.

NB-24 Months:

- 1) Gender
- 2) Size
- 3) Seller #

2+ Years:

- 1) Gender
- 2) Size
- 3) Category

● Drop Zones: ALL Other Categories

Large Items will be dropped in the Howell Building, but all other zones will be dropped according to the mapping below. Please refer to the following Drop Off pages for category specifics.



The above drop zones will be a mix of shopping carts, tables, and roll racks. Please follow appropriate signage when dropping off.



EXPRESS DROP OFF

You tag & drop, we merchandise EVERYTHING

This drop off option is for sellers who wish to expedite their drop off process by dropping off your items and a staff member merchandising 100% of them onto the sales floor for you. An additional fee of \$25 applies, for up to 400 items. Items MUST be dropped off in a nonreturnable container, organized by zones/categories.

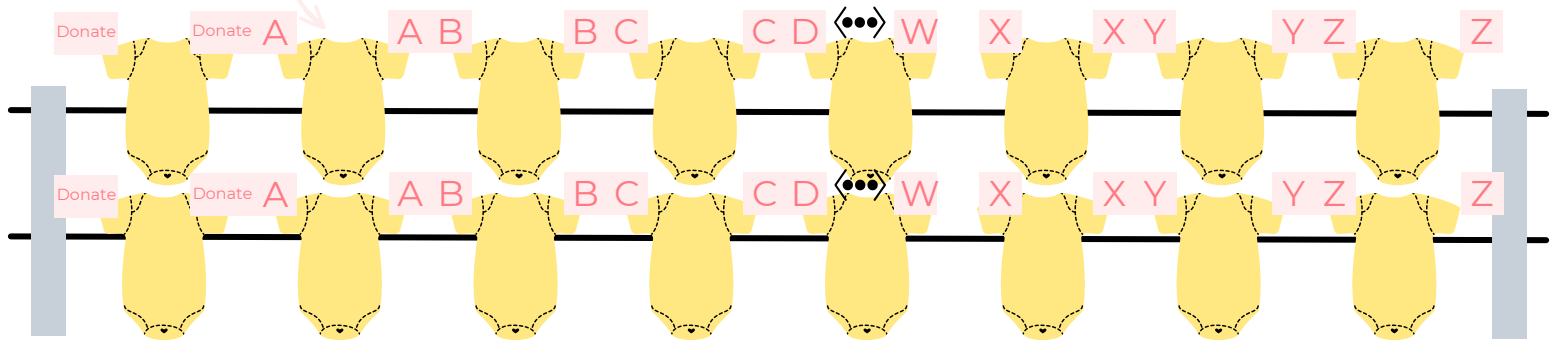
*Proposed details! Please watch the FB Seller Group for a LIVE walk thru, prior to drop off.

Infant Clothing "Alpha"

**SIZES NB TO
24 MONTHS**

Place clothing by:
1. Gender
2. Size
3. Seller #

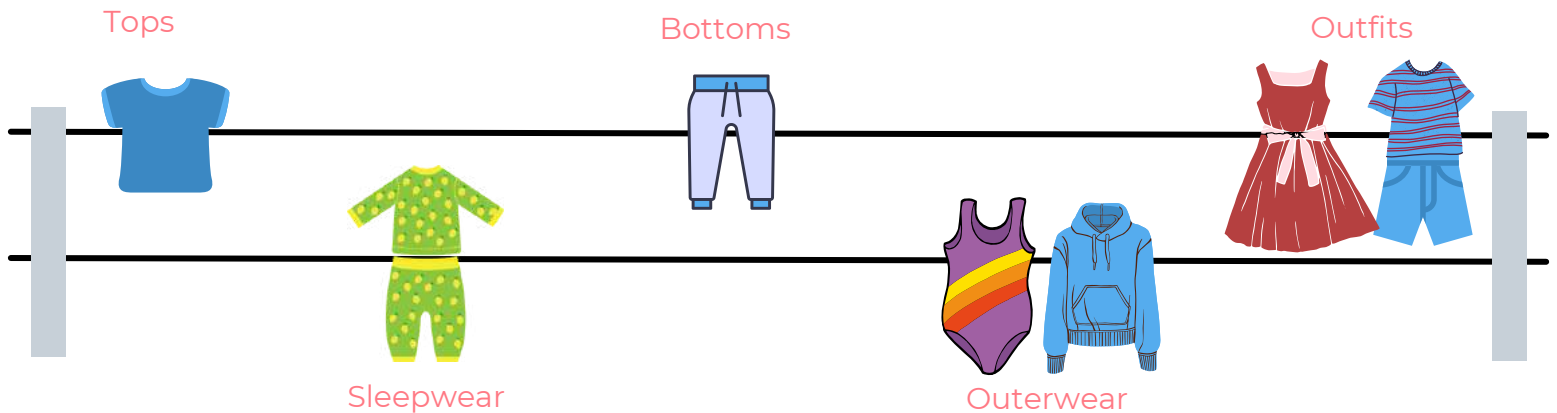
Example:
Consignor/Seller #A-123-BCD will be in between "A"



Boys/Girls Clothing Maternity Clothing "Hyper-Merchandise"

SIZES 2+

Place clothing by:
1. Gender
2. Size
3. Category



Look at & follow signs, as some categories may be switched to accommodate shoppers.

- **Books, Electronics**

All books except cookbooks and those intended for adults. DVD's rated G/PG, gaming systems & games, tablets, and headphones

- **Infant Toys**

Fisher Price, Baby Einstein, Little Tikes, Infantino, Bright Starts, VTech, Leap Frog, phones, keys, pull toys, light up toys, infant/toddler musical instruments,

- **Girl Toys**

Barbie, American Girl, Dolls & Accessories, Cooking/Baking, Characters (Hello Kitty, Doc McStuffins, Peppa Pig, etc.), Shopkins, Pop its/Fidgets

- **Boy Toys**

Animals, Dinosaurs, Characters (Thomas, Bob the Builder, Paw Patrol, etc.), Cars, Transportation, Tools, Characters (Pokemon, Power Rangers, TMNT, etc.), Marvel, Star Wars, NERF, Building blocks (DUPLO, LEGO, etc.)

- **[Larger] Infant Items**

Bumbo/Booster Seats, Changing Pads, Boppy Pillows, Bath Tubs, Diaper Pails, Training Potties, Tummy Time Mats

- **[Table] Infant Items**

Pacifiers, Teethers, Rattles, Bottles & Accessories (Nipples, Warmers, Sterilizers, etc.), Breast Pumps, Breast Feeding Supplies, Sippy Cups, Water Bottles, Feeding Containers, Dinnerware, Safety/First Aid, Bath Fun, Diapers, Milestone Items (Stickers, Frames, Blankets, etc.)

- **[Hanging] Infant Items**

Bibs, Burp Cloths, Cloth Diapers, Training Underwear, Infant Carriers, Diaper Bags, Towels, Throw Blankets, Sheets, Mattress Protectors, Changing Pad/Boppy Pillow Covers, Shopping Cart Covers, Lunchboxes, Backpacks, Luggage

- **Mommy Mart**

Jewelry, Bath & Body, Kitchen, Home Decor, Misc.

- **Educational, Sports, Party, Room Decor**

School Supplies, Flashcards, STEAM Kits, Learning Materials, Sports Equipment, Cleats, Party Supplies, Nursery & Kid Room Decor

- **Puzzles, Games, Arts & Crafts**

Puzzles, Games, Arts & Crafts Supplies, Kits, Play-doh, Slime

- **Shoes**

Girls Shoes Size Baby 0-Girls 5, Boys Shoes Size Baby 0-Boys 8

- **Accessories**

Socks, Underwear, Hats, Sunglasses, Jewelry, Hair, Ties/Bowties, Suspenders, Belts, Purses/Bags

- **Seasonal, Stuffies**

Licensed Character Stuffies, or Stuffies Larger Than 36inches, Holiday Items Halloween-Easter, Winter/Snow Fun



Important Dates

Fall/Winter 2024

SELLER SALE WEEK

September 2nd-9th

Drop Off: September 2nd (Express 9/1)

Pick Up: September 9th

PRESALE: SEPTEMBER 5TH

50% PRESALE: SEPTEMBER 7TH

SELLING RATES

Launch: July 1st-July 3rd \$10.00

Early Bird: July 4th-August 4th \$12.50

Regular: August 5th-September 2nd \$14.00

SELLER GROUP HAPPENINGS

“Countdown To Cash In”

Weekly Contest

“Two Things Tuesday”

“Tagging Thursday”

Watch Seller Coach Sabrina's weekly tagging tip, posted in the FB Seller Group!

SELLER 101

April 8th, 9pm

Google Meet information will be available in the Seller FB Group

LEARN SELLING TIPS & TRICKS - GIVEAWAYS TOO!

COMMUNITY CONNECTION

July 21st, 11am-12pm

August , 8pm-9pm

(Supply Meet Up)

DUNKIN DONUTS,

256 NORTH COURTLAND STREET, EAST BURG

SHOPPING TICKETS OPEN

August 1st

SHARE! SHARE! SHARE!



Questions? Refer to & ask in the FB Seller Group
(JBF Poconos Consignor Community)
Seller Coach Sabrina: 570-630-0361 (text)



That's It... You Are Ready!

STEP 1



Gather



Sort

STEP 2



Price



Prep

STEP 3



Drop Off

We can't wait to see you soon!
-Ashley & Kyle Elmer (& Owen, too!)-

STAY TUNED FOR THE "SALE WEEK GUIDE"

