

# YOUR GUIDE TO Selling

with JBF West Chester / Glen Mills



## Let's do this together!

If you're a First-Time 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.



**Gather**



**Sort**



**Inspect**



**Price**



**Prep**



**Drop Off**

## How to Sign Up:

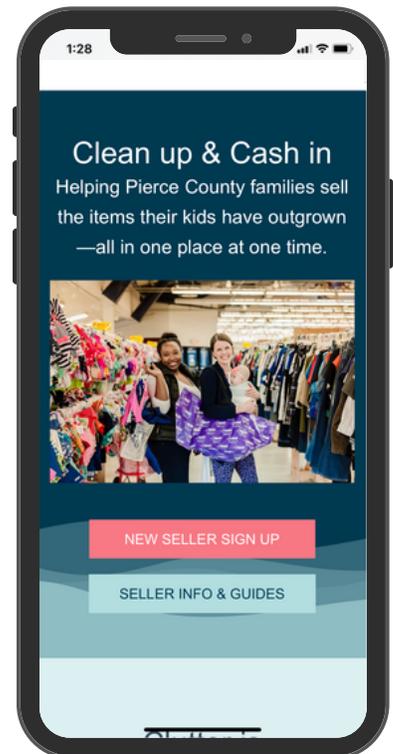
### First Things First: REGISTER

Save your spot by registering as a Consignor for our West Chester/Glen Mills Sale. This step allows us to add your items to our system.

**Register to Consign**

### NEXT STEP:

Schedule your drop-off appointment. You will pay your consignor fee and fill out your consignor agreement when you make your appointment.



Questions? Join our Facebook Group: JBF Delaware Valley Consignors or scan QR code



# STEP #1

# Gather



## Check all over your home!

### Bedrooms

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

### Closets

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

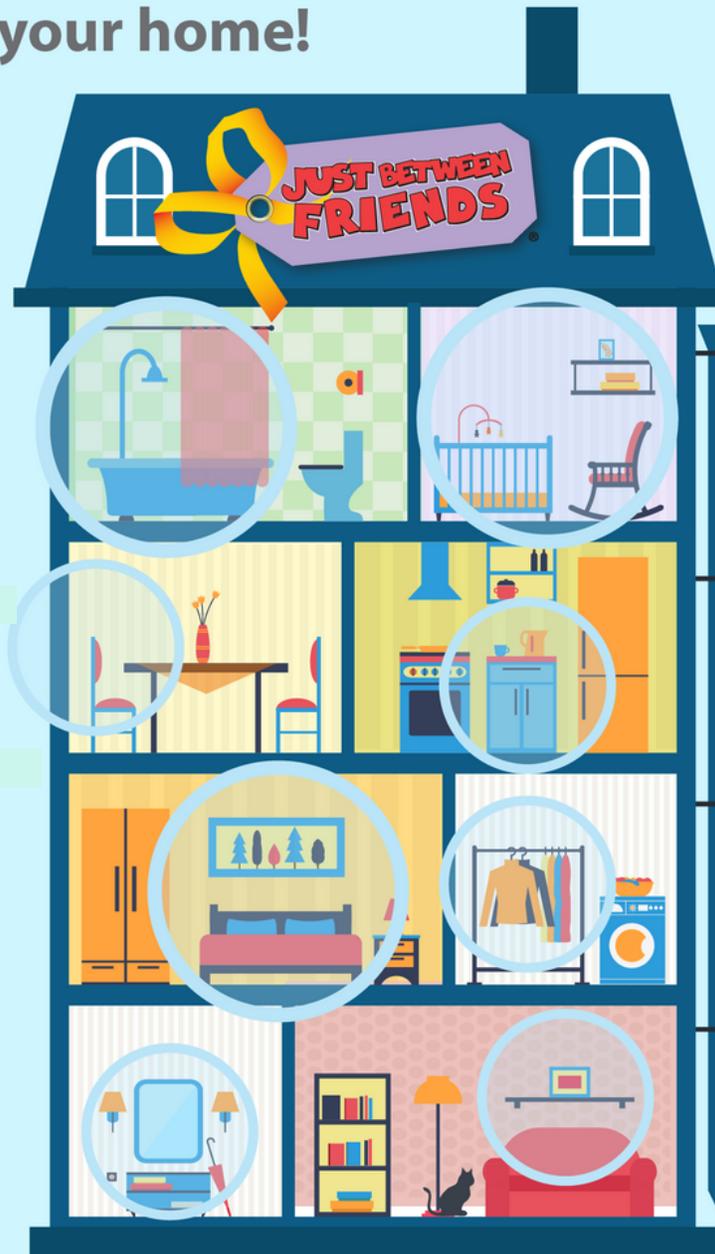
### Playrooms

- puzzles + games
  - toys & books
- 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



Questions? Join our Facebook Group: JBF Delaware Valley Consignors or scan QR code



# STEP #2 Sort



## Keep | Toss | Sell

### KEEP

It's okay to **KEEP** the items that you just aren't ready to part with yet! We have all been there and it's okay to hold onto those special items.

### TOSS

**TOSS** the items that are too well-loved (stains, missing pieces, or are not working). Shoppers are wanting to buy pre-loved items with life still in them for their families to love.

### SELL

Your "**SELL**" pile is your extra cash!!! You can start gathering for our sale anytime! **Pro Consignor Tip:** Keep an empty box or tote in your child's closet or play room to gather your "sell" items as they outgrow them.



STEP #3

# Inspect



Inspect

## The 4 C's: Our Quality & Safety Standard for Consigning

This is a crucial step as a Consignor. Even though we inspect your items, it's very important that each consignor carefully **inspects each item utilizing these four standards**. *INSPECTION PROCESS All consignors put their items directly onto the sales floor after being checked in. Inspection will take place after consignor drop-off. During inspection, unacceptable items will be pulled from the sales floor. Consignors will be charged .50 for any item pulled from the floor.*

### 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. Save your cold weather items for our Fall/Winter sale. If you bring out-of-season items, they will be pulled as a No Thank You. Check our Seasonal Guide below.

### 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

Crib Waiver

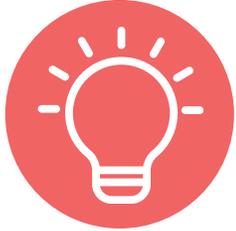
Car Seat

Questions? Join our Facebook Group: JBF Delaware Valley Consignors or scan QR code



# STEP #3

# Inspect: Clean



## Wash & Clean ALL Items

**The newer it looks, the better it sells.** A quick wash, or wipe down might be all it takes to get your items sale ready! Shoppers want to buy items in great condition for their family to use and enjoy!

**Wash all clothing, bedding, and cloth items on equipment. Wipe down all non clothing items and clean shoes thoroughly. Magic Erasers work really well on shoes!**



## ITEMS TO DOUBLE CHECK:

- ALL SHOES
- BOTTOMS & SOCKS
- OUTDOOR TOYS
- BABY/INFANT TOYS
- PACK & PLAYS
- HIGH CHAIRS & BOOSTERS
- STROLLERS
- CARSEATS & BOOSTERS
- POTTY CHAIRS
- SIT IN BOUNCERS
- BABY WALKERS



Questions? Join our Facebook Group: JBF Delaware Valley Consignors or scan QR code





# WHAT TO SELL CLOTHING

# SPRING

Please bring your best seasonally appropriate clothing items. We accept up to size 18 as well as up to 15 junior items (see teen item guidelines) per consignor. We have a \$3 minimum on clothing.

Short-sleeved items:  
onesies, shirts, dresses

Long-sleeved items: onesies  
(under 24 months), t-shirts



Shorts, skirts, capris  
summer dresses  
light weight pants (i.e. jeans)



Short sleeved lightweight  
summer pajamas and  
sleepwear, long sleeve  
under 24 months



### Up to size 8

Sandals, rain boots  
shoes, Crocs, flip flops  
water/swim shoes,  
athletic shoes



Lightweight jackets,  
sweatshirts that zip-up &  
can be worn as a jacket  
summer accessories



Swimsuits and  
accessories



Fan gear—any length  
dress-up/play outfits



## 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  
please check FALL  
page list of items  
when you CAN sell  
these.

- X sweaters
- X long-sleeve onesies & pjs over 24 months
- X dresses, skirts & pants made of heavier material (i.e. fleece, corduroy)
- X sweatshirts that don't zip-up
- X snow boots, Uggs
- X winter jackets, snowpants
- X gloves
- X winter gear
- X Halloween costumes

Questions? Join our Facebook Group: JBF Delaware Valley Consignors or scan QR code





# WHAT TO SELL CLOTHING

# FALL

Please bring your best seasonally appropriate clothing items. We accept up to size 18 as well as up to 15 junior items (see teen item guidelines) per consignor. We have a \$3 minimum on clothing.

Long-sleeved items:  
onesies, shirts, dresses  
Short sleeved onesies &  
undershirts



Leggings  
long pants  
jeans



Fleece pajamas  
winter pajamas  
winter sleepers



### Up to size 8

Shoes, snow boots  
rain boots  
athletic shoes



Fall & winter jackets  
winter accessories



Fan gear—any length  
dress-up/play outfits



Holiday outfits  
Halloween, Thanksgiving  
Christmas, New Years  
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 please check SPRING page list of items when you CAN sell these.

- X short-sleeve shirts
- X light weight dresses & skirts
- X shorts
- X skirts
- X short sleeved & lightweight pjs & night dresses
- X flip flops
- X sandals
- X swim suits
- X summer accessories



# New for 2023

## ITEM LIMITS & NEW TO THE NO THANK YOU LIST

### ITEM LIMITS

#### CLOTHING

SIZES NB-18 MONTHS

**100**  
TAGS PER GENDER

SIZES 24 MONTHS - 14

**NO LIMIT**

TEEN\*

- GIRL SIZES 16-18, JR 0-11+ (XS - L), WOMEN'S XS - L
- BOY SIZES 16-18, MEN'S S - L

**15**  
TAGS PER GENDER

★ SEE TEEN GUIDELINES

#### ARTS & CRAFTS

**10**  
TAGS

#### CHILDREN'S BOOKS

**100\***  
TAGS

#### BEDDING

We do not accept sleeping bags, pillows, bumpers, quilts and handmade items

**5**  
TAGS

#### GIRLS & BOY ACCESSORIES

Underwear, boxers, &amp; bras must be new with tags

**25**  
TAGS

#### IDENTICAL ITEMS

Brand new identical items (i.e. the exact same puzzle, the exact same shirt in the same size)

**15**  
TAGS

### NEW TO THE NO THANK YOU LIST

#### MATERNITY CLOTHING

#### PURSES & WALLETS

#### DVDS & BLU RAY

#### CDS

#### BOOKS THAT ARE NOT FOR CHILDREN

Cookbooks, parenting books, self help books.



# STEP #3

## Inspect: Current Non-Clothing

Plates, cups, utensils



NEW nipples/pacifiers  
bottles with nipples  
removed



BOOKS: Soft, board  
picture, chapter  
educational, tween



Soft infant toys WITH  
sound/rattle



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



Kid's room decor



### NO THANK YOU ITEMS

**There are some items we know we cannot sell, no matter what the season**

- X Maternity clothing
- X formula & Food
- X medicine
- X breast pumps & pump tubing (unless new)
- X USED nipples
- X USED pacifiers
- X infant sleep products that are not compliant with safe sleep (pg 10)
- X boppy loungers
- X drop-side cribs
- X ALL crib bumpers, comforters, quilts, and sleeping bags
- X handmade items
- X baby wedges/sleep positioners
- X full+ size beds
- X full+ size bedding
- X adult books, cookbooks, self-help books, parenting
- X DVDs & BlueRay
- X Stuffed Animals
- X VHS tapes
- X CDs, DVDs & Blu Ray
- X purses & wallets



# STEP #3

# Inspect: Current Large Items

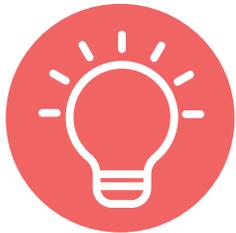
**These items are a "YES!" at any of our sales (and they usually sell well)!**

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



# STEP #3

# Inspect: Complete



## Check all Items are Complete

Go through items to make sure all pieces are together. Check all toys and games and **replace any batteries** to prevent battery supply fees (\$1/battery required) IF you have an item that is missing a piece and can still be used without that piece, please make sure you note it very clearly on the item and tag for shoppers to see. **Items that are missing crucial pieces will be pulled off the sales floor.**

## TOYS & GEAR TO DOUBLE CHECK:

PUZZLES  
GAMES  
CRAFTS

FEEDING SUPPLIES  
LG EQUIPMENT  
BABY EQUIPMENT

TOYS  
FLASH CARDS  
EDUCATIONAL ITEMS



Questions? Join our Facebook Group: JBF Delaware Valley Consignors or scan QR code



# STEP #3

# Inspect: Compliant



## 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. 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.

For the most up to date recall information, visit <https://www.cpsc.gov/Recalls>



## TOP 10 SAFETY ALERTS



Bumbo Seats



Chico Polly High Chairs



4moms MomaRoo & RochaRoo



Summer Infant Baby Bather



Boppy Lounger



Infantino Infant Carriers



All Crib Bumpers



All Incline Sleepers



Macleran Strollers



B.O.B. Strollers

Visit our website for full safety guide: [westchester.jbfsale.com/how-to-sell](https://westchester.jbfsale.com/how-to-sell)

For the most up to date recall information, visit <https://www.cpsc.gov/Recalls>

# STEP #3

# Inspect: Compliant



**Car Seat & Crib Waivers are required**



## CAR SEATS: WAIVER REQUIRED

All Car Seats must be checked for recalls before selling at JBF. [www.cpsc.gov/Recalls](http://www.cpsc.gov/Recalls)

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

## 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.**



## INFANT SLEEP PRODUCTS



**JBF accepts cribs, bassinets, cradles, bedside sleepers, and play yards** that meet current Safety Standards set by the Consumer Product Safety Commission and JBF quality/condition standards.

For all other 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.**

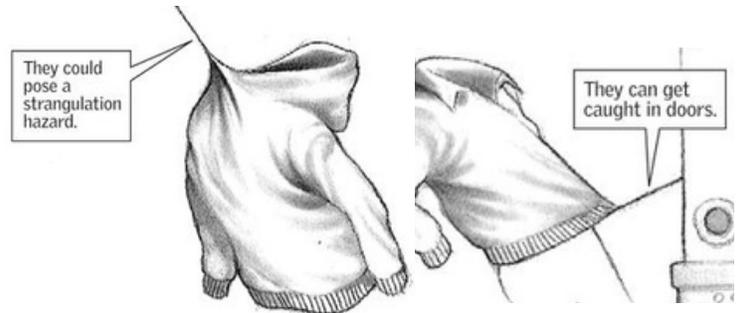
## HELP STOP TIP OVERS



**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.

# STEP #4

# Pricing Guide



## Shopper-Focused Pricing

Ask yourself, "What price would make me buy this item without hesitation...and brag about my bargain to my friends?" We want you to have the **highest sell thru rate!** If you have questions about pricing, reach out to our consignors on our Community FB Group!

Retail Price	JBF Clothing Price	Pricing Non-Clothing Items	
less than <b>\$10</b>	<b>\$1-2</b> <b>Value Brands:</b> Cherokee, Circo (There is a \$3 minimum on clothing. Pair items together to reach the minimum.)	Toys Books Baby Gear Furniture Electronics Strollers + Joggers Sporting Goods	 Price a little higher for: <ul style="list-style-type: none"> <li>• new with tags</li> <li>• hot selling</li> <li>• like-new</li> <li>• large toys</li> </ul>
less than <b>\$20</b>	<b>\$3-6</b> <b>Standard Brands:</b> Carter's, Old Navy, Children's Place, Nike	<b>60-80% off retail</b>	Price a little lower for: <ul style="list-style-type: none"> <li>• infant clothing</li> <li>• play clothes</li> <li>• good condition</li> </ul>
more than <b>\$20</b>	<b>65-75% off retail</b> <b>Boutique Brands:</b> Janie & Jack, Mud Pie, Matilda Jane	<b>Want to SELL Even MORE?</b> Choose to REDUCE, which allows your items to sell at 50% off during discount sale days	



## 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 #5

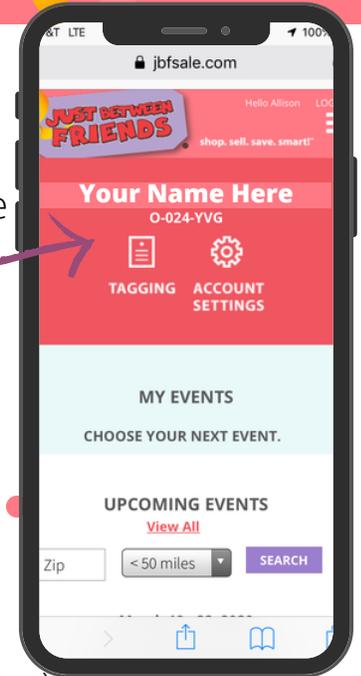
# Prep: Tags



## 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. [westchester.jbfsale.com](http://westchester.jbfsale.com)
2. click on TAGGING



## Creating Tags

Include brand, colors, number of pieces included

You choose the price (refer to our pricing guide above)

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. Use the PDF format on Portrait mode.



# STEP #5

# Prep: Supplies



## Tagging Supplies

### Preparing Your Items & Attaching Tags

Now that your JBF tags are printed, cut them apart and sort them by categories to make your next step 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
- clear (saran) wrap
- scissors
- safety pins or tagging gun
- hole-punch



## CLOTHING

### Hanging & Tagging Clothing

Put all clothing on hangers. Clothes are organized by gender, then size, and finally into categories (tops, bottoms, pajamas, outfits, etc.) for easy shopping.

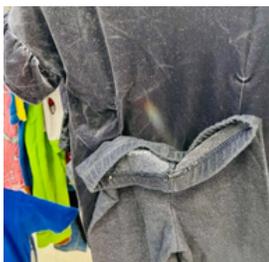
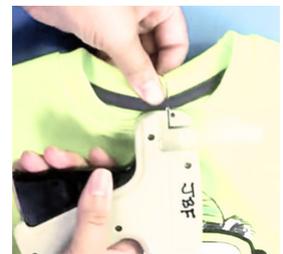
**Set hanger direction for all clothing like a question mark**



**Creating Outfits and pin to hanger or zip tie hangers together**



**Attach Tags on clothing tag or inseam with pin or tagging gun**



# STEP #5 Prep



## HANGING ITEMS

Items sell best when they are hanging and secured with safety pins.

**Items to have on hangers: clothing, backpacks, lunch boxes, diaper bags, sleep sacks/swaddles, baby carriers/wraps**



## ACCESSORIES & SHOES

- **Shoes**-Clean and attached securely together with zip tie or safety pin with tag visible.
- **Accessories**-There is a **25 tag limit per consignor**. Accessories can be placed in a large zip lock back with the tag taped to the outside (do not tape over the barcode)



**Pro Tip**- Use cardstock for smaller items for easy display. For the bows, we cut 2 pieces and clipped the bows to cardstock so shopper can easily see each bow.



# STEP #5 Prep



## TOYS, BABY SUPPLIES & GEAR

### Tagging Essentials:

- Tag is easily visible and attached securely (won't fall off)
- All pieces secured together (won't separate; tape bags closed)
- **Pro Tip**-Use cardstock for small pieces for easy display in bags.

### Clearly Visible



### Pieces Attached



### Tag is Secured & Not Taped Over



Items are blocked by tag on one side & bag label on other



Right bagged items are not clearly visible inside worn bag

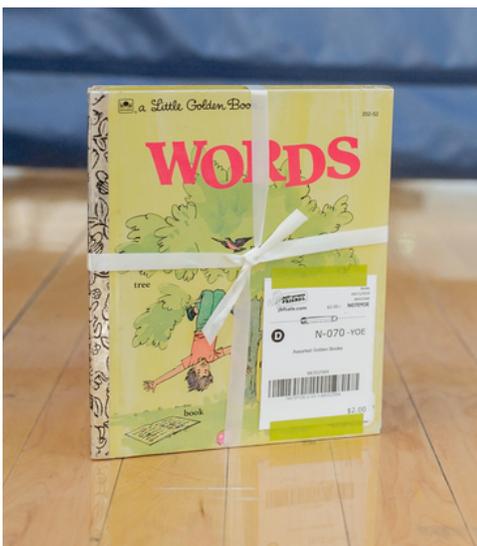


# STEP #5 Prep



## BOOKS, PUZZLES & GAMES

**Painter's Tape** is strongly encouraged when attaching your tag to books and games/puzzles in boxes. Clear tape causes damage and can leave residue. Bundle books with string, use bags for games without boxes and saran wrap for loose puzzles. **There is a 100-tag limit per consignor for books.**



# STEP #5 Prep



## D-I-Y LARGE ITEM CLAIM TICKETS

Items too large for shoppers to carry require a claim ticket. Claim tickets should be printed and attached to your items at home. Examples of items requiring claim tickets: strollers, pack-n-plays, bikes, ride-ons, swings, easels, train tables, play houses, activity tables, vanities, car seats.

**DO NOT REMOVE TOP PORTION**      No. \_\_\_\_\_

**TAKE BOTTOM PORTION TO BUY**

      1/1/2025  
shop. sell. save. smart™      8868955  
jbsale.com      \$25.00 / v949xvg

Buyer \_\_\_\_\_  
Phone \_\_\_\_\_  
Date/Time \_\_\_\_\_

**ITEM IS SOLD IF TAG BELOW IS MISSING ↓**

---

**TAKE THIS TO CLAIM ITEM**      No. \_\_\_\_\_



V-949-XVG  
Fisher Price High Chair

6972733  
  
10-25.00-0-6972733

\$25.00  
★  
Full Price

### Claim Ticket Instructions



### Claim Ticket Template



For large items with multiple pieces, Secure & attach multiple parts and print extra tags with counts added to the description (1 of 3, 2 of 3, 3 of 3) so shoppers know what belongs with your item. Put a price on all tags.



# Clothing by Category



## How to sort your clothing before drop off

1

Sort your items by gender

2

Sort your items by size. Size your items by the smallest number size listed on the tag. For example:

**Size on Tag:**  
12mo., 12-18 mo., & 12-24 mo.

Hang in size

12  
months

**Size on Tag:**  
5, 5T, 5/6

Hang in size

5

3

**Sizes 12 months to teen: sort by category**

**Sizes 0-9 months do not need to be sorted by category**

(clothing must be seasonally appropriate)

- Costumes
- Outerwear - coats, jackets, snow pants & bibs, fleece zip ups/pullovers
- Pajamas - nightdresses, robes, pajamas, sleep sacks, swaddles
- Dresses - dresses, skirts, rompers
- Tops - long sleeve t-shirts, sweaters, polos, sweater vests
- Bottoms - jeans, sweatpants, leggings, overalls
- Sets - clothing sold as a set (e.g. shirt and pants sold together)
- Onesies (24 months and under) - onesies, one-piece outfits

# Drop Off JUST BETWEEN FRIENDS

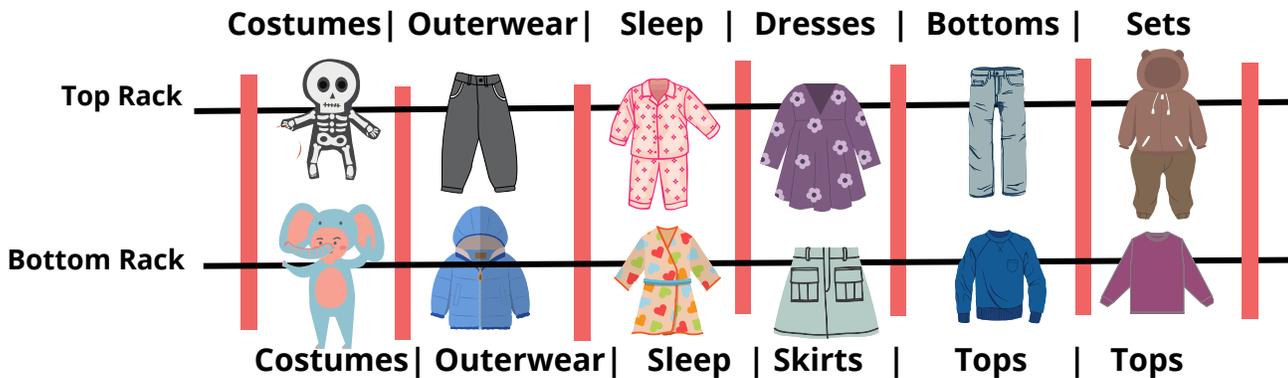
## How to put your items on the floor by category

Sizes 0-9 months should be put on the sales floor by gender and size.  
 All other sizes should be put on the sales floor by gender, size & category.  
 Do not put clothing on the racks that have flagging tape.

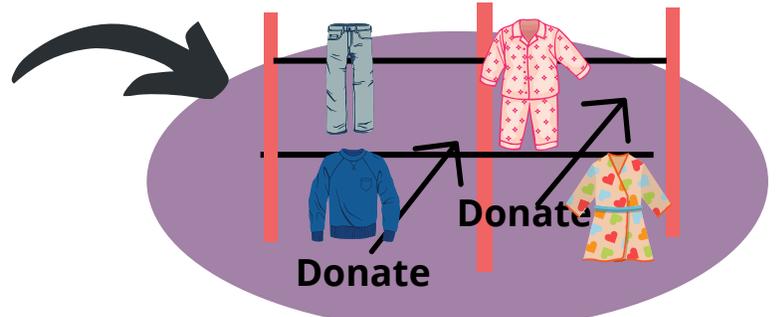
### 12 to 24 Months



### Sizes 2T to Teen



If ALL of your items are marked to donate, they should be placed to the far right in each category



# During the Sale

JUST BETWEEN  
FRIENDS



Make time to  
**SHOP**

MAKE SURE YOU GET THE  
BEST DEALS FOR YOUR  
FAMILY! YOU WILL GET  
YOUR PRESALE PASSES AT  
CONSIGNOR DROP OFF



## Watch Your Consignor Check Grow

You can view your sold items! Log in to your **JBF 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 consignor check will grow. Be sure all the families in your life know about the resource of JBF this week!



## Unsold Items Donated to Charity

Are distributed to help local families through our Charity Partner, Conroe Service League. Donation receipts for tax purposes are available.



STEP #8

# Pick Up



## Follow the steps below at pick-up

-  Your first stop will be collecting your items sorted by consignor number on the racks. Non Clothing will be on the floor under your clothing.
-  Check our **Lost Tag** items
-  Check the damaged/rejected items area
-  Check the large items area
-  Once you have collected all your items in these areas, **check out with Team Members** at the exit to have all items inspected.



If you have chosen to donate your items, you will not have to come to pickup and our charity partner will pick up your items.



Checks will be sent out via email within 2 weeks of the last sale day!

*Congratulations on a Successful Sale!*

