

YOUR GUIDE TO *Selling*

with JBF Southern New Hampshire

**JUST BETWEEN
FRIENDS**

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



Price



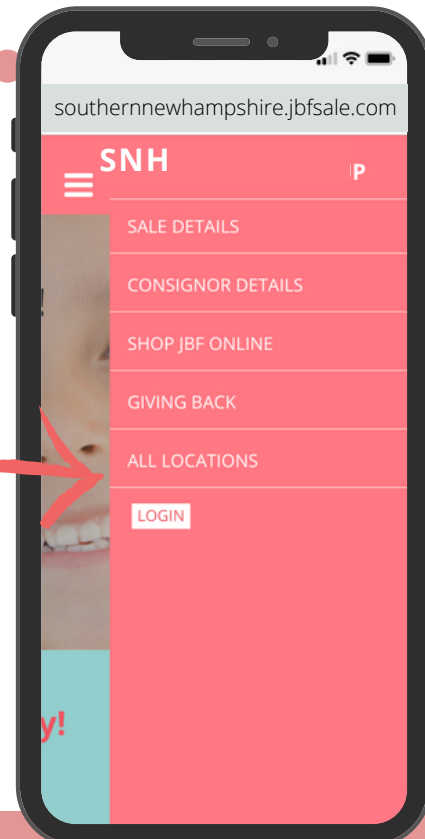
Prep



Drop Off

First Things First: REGISTER

Save your spot by registering as a Consignor at the event(s) you prefer.



Questions? Join our Facebook Group for quick Q&A. facebook.com/groups/jbfsnhconsignors

The Basics



You will earn up to 70% on your sold items! The base percentage is 60% and you can increase that to 70% by helping for at least 4 hours during the sale. Note: if you are a power seller with over 300 items or a Mega Consignor with over 800 items, please see the FAQ section at the end of this guide.

Once you have registered on our site as a consignor for the Fall 2021 sale, sign up for your drop off appointment. You must have a drop off appt to consign with us. The \$15 consignor fee will be paid up front when you sign up for your appointment. This is due to a very large number of people consistently registering, then not dropping off, which makes it very difficult for us to accurately plan the event. There will be a discounted Early Bird registration fee available for anyone who registers within the early bird time frame. Any late registrations after September 1 will incur a \$5 late registration fee.

You can start tagging for the next sale NOW! Our tagging system doesn't shut down so you can pace yourself and tag all year long! Tags stay current in our system for 2 years!

You can either pick up your unsold item after the sale or you can choose to donate them to our charity partner, Friends of Forgotten Children. It's as easy as the click of a button when you create your tags on our site! When you mark ALL of your items to reduce and donate you will save \$5 on your consignor fee! This will be reimbursed to you into your consignor check.

Payday is super easy and fast! We pay you via an e-check that is delivered to your email account no later than 2 weeks after the sale is over!

You prep, price, tag and drop off your items at the sale! You don't have to sit at a vendor table the entire time or worry about sketchy meetups with strangers. See more details on how to be a stellar consignor in the following pages!

STEP #1

Gather



Kids Grow Fast!

Each child 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 + 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

Feeding supplies

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

Outdoor toys

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



STEP #2 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).

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. Smell your clothing when you are tagging as well as we will also pull items that smell badly.

CURRENT

We are currently hosting All Seasons Sales. You may bring in both Summer and Winter items. Just don't bring in any of your vintage baby clothes, 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

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	JBF Clothing Price	Pricing Non-Clothing Items	
less than \$10	\$1-2 Value Brands: Cherokee, Circo, Cat & Jack, Faded Glory, Garanimals	Toys Books Baby Gear Furniture Electronics Strollers + Joggers Sporting Goods	 <p>Price a little higher for:</p> <ul style="list-style-type: none"> • new with tags • hot selling • like-new • large toys
less than \$20	\$3-6 Standard Brands: Carter's, Old Navy, Children's Place, Nike	60-80% off retail	<p>Price a little lower for:</p> <ul style="list-style-type: none"> • infant clothing • maternity • juniors
more than \$20	65-75% off retail Boutique Brands: Crewcuts, Mud Pie, Matilda Jane	<p>Want to SELL Even MORE?</p> <p>Choose to REDUCE, which allows your items to sell at 50% off during discount sale days</p>	



Bundle Items to Save Time

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

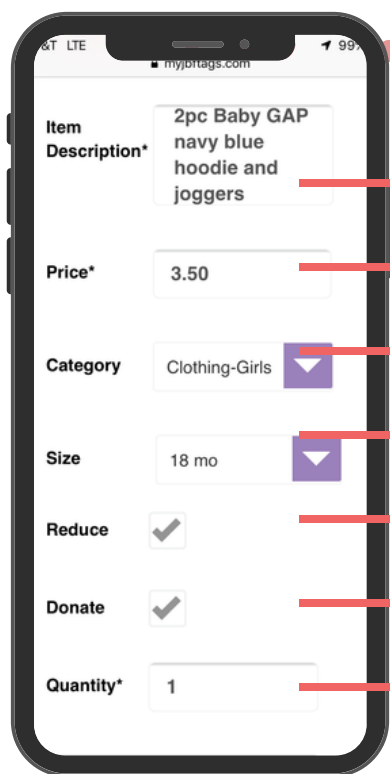
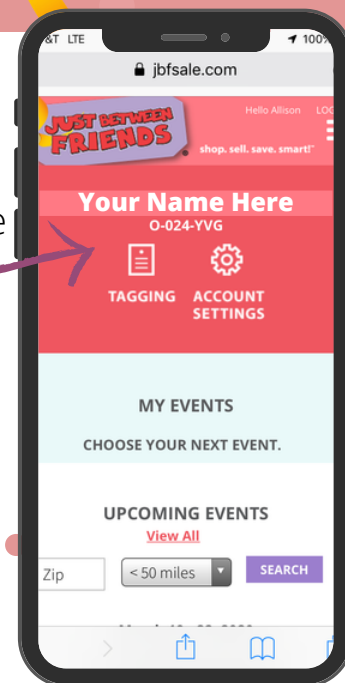
STEP #3 *Price*



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. www.southernnewhampshire.jbfsale.com
2. login
3. click on TAGGING



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

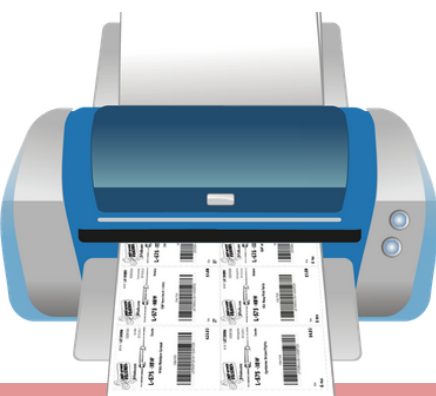
TIP! Talk-to-Text

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



Print Your Tags

Print tags with **BLACK** ink on 8.5"x11" **WHITE** cardstock. Tags print 9 per page. Any items tagged on colored cardstock will be declined.



STEP #4 *Prep*



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
- clear (saran) wrap
- scissors
- safety pins or tagging gun
- 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 Prep



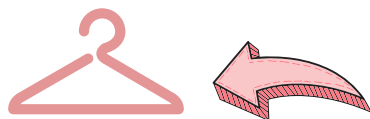
CLOTHING

Hanging & Tagging Clothing

Clothing must be on a hanger. You can bundle socks, infant mittens & hats, as well as accessories in clear self-sealing bags or attach items together with a safety pin. Attach JBF tag with safety pin or tagging gun.

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. Secure pieces to hanger using safety pins and then zip-tie hangers tightly together so outfit remains together as a set.

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. If you tag through the fabric you will damage the item as tagging gun needles leave holes that do not close up after being washed. **We will pull items tagged through the fabric with a tagging gun.**



STEP #4 *Prep*



Accessories

Use clear bags to bundle sets of socks, hair accessories, infant mittens and hats. Display neatly so shopper can see well. Place JBF tag inside and tape bag closed. Individual accessory items can just be tagged and then you can hang them with our clips at drop off.



Hats

Simply attach JBF tag to hats using a safety pin or tagging gun. No need to use a bag.



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 to attach pants/skirts to hangers.

STEP #5

Drop Off

JUST BETWEEN
FRIENDS



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.

Seller Drop Off for Fall 2021 JBF SNH Milford BY APPOINTMENT ONLY WED | SEPT 15TH | 3PM-8PM THURS | SEPT 16TH | 8:00-9:30AM HAMPSHIRE DOME, 34 EMERSON DR MILFORD, NH 03055

1

Plan for at least 60-minutes to drop off your items. Longer if you have 250+ items to drop off. Drive to the Hampshire Dome. Park...and **Check In at your appointment time.**

2

You will then place all of your non-clothing items where they belong on the sales floor, making sure to assemble anything that isn't already assembled. You'll hang all clothing in gender/size areas on the racks behind the alphabet letter in each size that corresponds with the first letter of your Consignor number.

3

Be sure to have your large item claim tickets already printed with the JBF price tag attached to it, attached to your large items (anything too big for a blue IKEA bag)

4

Books will be placed into bins by book type and shoes sorted into gender/size bins for inspection.

That's It! You're Done!

During the Sale

JUST BETWEEN FRIENDS



Make time to
SHOP

MAKE SURE YOU GET THE BEST
DEALS FOR YOUR FAMILY!



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, Friends of Forgotten Children. You'll receive a donation receipt for tax purposes.

Presale Shopping

Thurs | Sept 16

12 hr Helpers | 1pm

8 hr Helpers | 1:30pm

4 hr Helpers | 2pm

Early Bird Presale | 3pm

Consignors +1 | 5pm

*Doors close at 8p, Registers close at 9p

****No kids under 12 except infants worn in front carrier**

Presale Shopping

Fri | Sept 17

Primetime | 11am

New/Expecting Parents/

Grandparents/Foster Parents | 1pm

1st Responder/Military/Teacher

Healthcare Heroes | 2pm

****No kids under 12 except infants worn in front carrier until 3pm**

NEW General Admission Public Shopping | 3pm-8pm

*All kids allowed

*Doors close at 8pm, registers close at 9p

General Admission/Public Shopping

Sat | Sept 18 | 9am-3pm

*All kids allowed

Half Price Presale

Sat | Sept 18

Team Member +2 | 3:30pm

Paid Presale | 3:30pm

Consignor +2 | 4:30pm

Public | 5:30pm

*Doors close at 8p, registers close at 9p

Half Price Shopping

Sun | Sept 19

8am-12pm

75% Off Donates for Team Members

11:30am-12:30pm

*Doors close at 12p, registers close at 1p

Seller Pick Up

Sun | Sept 19

6pm-7pm by appointment only

FAQ



How much do I earn for my sold items?

You earn 60% on your sold items as a baseline. If you sign up to help for at least 4 credit hours during the sale you will earn 70%! Help for 8 actual hours and you will also have your consignor fee cut in half (that will be reimbursed into your check). You can sign up for Team Member Shifts using the link we will plaster everywhere once they are available.

As a consignor, do I get to shop early?

YES! Consignors each get to shop at 5pm on Thursday, Sept 16. Event better is you get a ticket to bring your bestie to shop too! Team Members who help at the sale get to shop even earlier! You do not need to pay for presale tickets, we will give them to you at drop off! You also get to shop early with TWO friends at the Half Off Presale on Saturday Sept 18th too! Additionally, if you are a Team Member helping at the sale, you can shop on Sunday from 11:30am-12:30pm at the 75% off Donates sale where any items marked reduce AND donate will ring up at 75% off! Note: No children under 12 years old may shop prior to 3pm on Friday except infants worn in a carrier.

Do I have to use cardstock for my tags?

Yes, you must use white cardstock, of at least 67lbs. We had an excessive amount of items tags printed on colored cardstock at the May 2021 sale & they don't scan correctly, so **we will heavily enforce pulling & declining items tagged with anything other than white cardstock**, that includes white printer paper as it is too thin and tags rip off easily.

How do I get paid?

Within two weeks of the sale ending we will send your check via email. This e-check will come from Deluxe Checks as a secured link. All the instructions you need will be included for you to easily see how to print and deposit it like any other check.

Are the inspectors really strict?

Yes, we have very high standards at JBF & train our consignor's who help during inspection to ensure items are up to our standards. When you are inspecting your items at home we recommend using lots of natural light or bright lamps as the lights we have in the venue to inspect with are bright and unforgiving. Ensure there are zero stains (even the little tiny one that you don't think anyone will care about), no rips, all the buttons are attached, there isn't excessive pilling of the fabric, everything smells good and that you didn't tag through the fabric with a tagging gun. Shoes must be in excellent to new condition, (magic erasers work wonders on dirty rubber), no scuffed toes, no dirty soles, make them shine!

FAQ cont.



Can I sell baby gear?

Baby gear is one of the hottest sellers you can bring in! Make sure everything is **clean**, wipe down the plastic and clean the fabric and straps. Check strollers for mildew under the cover and rust on the wheels, ensure the seats are clean and free of stains. Pack and plays must be clean and not have any holes in the mesh. Ensure any baby gear has not been recalled by searching for the item on the CPSC.gov website. We pull any recalled items from the sales floor. Car seats must be clean and have a printed manual and completed car seat waiver signed by you left with it at drop off. Any infant seat bases and booster seats must also have a waiver completed for each one. Waivers can be found on our website and will be linked in your consignor emails.

How does marking my items to reduce and donate make my check bigger?

Studies conducted at several JBF Sales across the country proved that Consignor sell through rates were greatly increased when consignors tagged their items to reduce and donate. The reasoning behind it is if you tag it to reduce and donate, you price it to sell and do not use emotion when pricing. Many shoppers won't even look at items that are full price on half price day and they are more likely to actually purchase them while still full price. Additionally, if you tag ALL of your items to reduce AND donate we will reimburse half of your consignor fee back to you in your check!

What is a Power Seller and a Mega Consignor?

1. If you are a Power Seller (dropping off more than 300 items), and you wish to pick up your unsold items, we ask you to sign up for the 1pm-6pm Power Seller sorting and breakdown shift. *If you are donating all your unsold items this is not a requirement.
2. If you are a MEGA Consignor with over 800 items. A consignor registration fee for every 800 items or any part of 800 items in your inventory is required. Any additional consignor fees will be deducted from your check as only one will be paid when you sign up for a drop off time. (1-800 items = 1 consignor fee, 801-1600 items= 2 consignor fees, etc..) Please contact us directly by emailing carinaesamsel@jbfsale.com to notify us of your mega consignor status. You must also have MINIMUM of 1 person per 800 items or any part of 800 items at the required Power Seller Sorting/Breakdown Shift. (1-800 items = 1 person, 801-1600 items= 2 people etc)