

YOUR GUIDE TO *Selling* with JBF Richmond



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



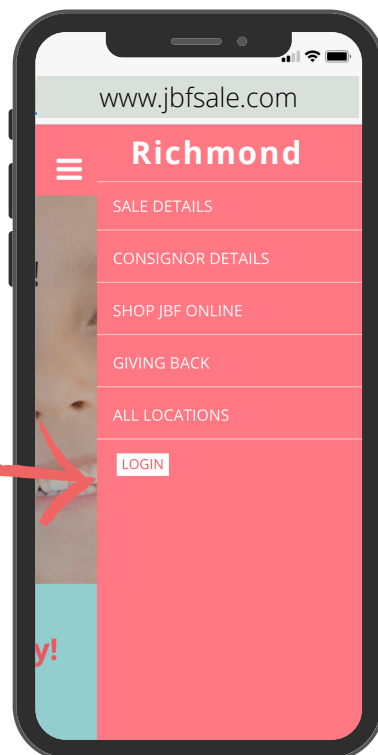
Drop Off



First Things

First: REGISTER

Save your spot by registering as a Seller at the sale(s) you prefer.



Seller Pay

Rates: JBF Sellers earn 60% on sold items. Sellers who choose to help during the beginning and end of the sale earn 70% on sold items.

Fees: Each sale, there is a \$15 fee per Seller.

Method: Sellers receive an eCheck via email within 15 days after each sale. eChecks are printed at home and deposited like a regular check.

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.

CURRENT

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

COMPLETE

Be sure all parts & pieces are present before you tag items. Shoppers want to open their items when they get home and find everything in working order.

COMPLIANT

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



Safety Waivers Required for all Cribs & Car Seats

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, Faded Glory, Garanimals	Toys Books Baby Gear Furniture Electronics Strollers + Joggers Sporting Goods	Price a little higher for: <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	Price a little lower for: <ul style="list-style-type: none"> • infant clothing • play clothes • good condition • maternity
more than \$20	65-75% off retail Boutique Brands: Crewcuts, Mud Pie, Matilda Jane	Want to SELL Even MORE? 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!

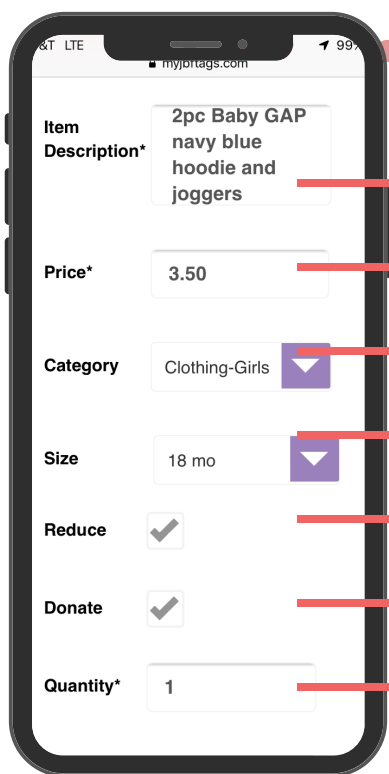
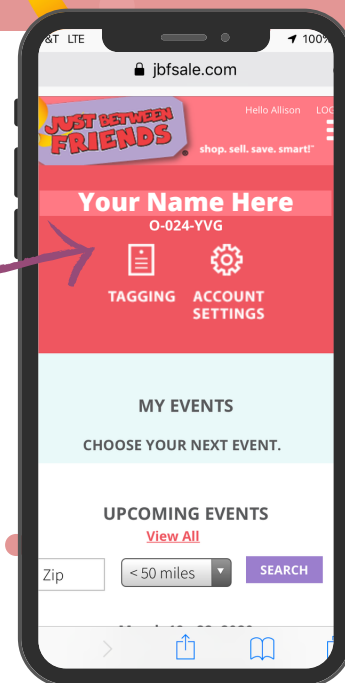
STEP #3 *Price*



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.richmond.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 during the discounted sale hours

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

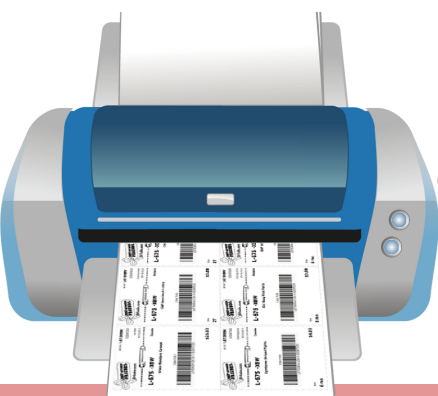
TIP! Talk-to-Text

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. Click [here](#) for a discount card to print at Office Depot if you'd like!



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*



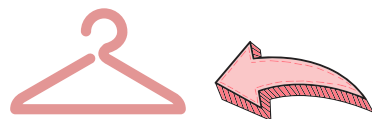
CLOTHING

Hanging & Tagging Clothing

Put most clothing on a hanger. Bundle onesies, socks, infant mittens & hats, as well as accessories in clear self-sealing bags. 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. *Make sure both pieces in the set are the SAME size.

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.



STEP #4 *Prep*



Bundling in Bags

Multiple onesies—that are all the same size—can be folded neatly and placed in a bag. Attach tag directly to the bag. Tape the bag closed, so the items don't get separated.



Accessories

Use clear bags to bundle sets of socks, hair accessories, infant mittens and hats. Display neatly so shopper can see well. Tape JBF tag to bag and tape bag closed.



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 (through a sturdy waistline) to attach pants/skirts to hangers on the top part of the hanger so they don't slide.

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 JBF Richmond

THURSDAY | MAY 12 | 9AM -9 PM

WAYNE CTY FAIRGROUNDS | RAPER CENTER

1

Plan for 60-minutes to drop off your items. **Drive** to the east side of the building, **Park** any where in the grass, **Enter** through the overhead door and **Check In** at the Seller Table to confirm your email address so you can receive your Presale Tickets and check!

2

After you check in, you will be placing your own items out on the floor in a designated zone. All you do is walk to the appropriate "zones" (girls toys, shoes, boys clothes, etc.) and follow the signs. The Drop Zone Map will be posted on the seller facebook page the week of drop off.

3

Our shoppers are looking for the best quality items for their families. Items pulled as "no thank you's"; stains, holes, too much wear, broken zippers, missing buttons, recalled, etc., will be charged \$.25/pulled item fee. Sellers are allowed up to 5 pulled items for free.

4

For your Large Items, you will attach a yellow claim ticket to these items. Claim tickets will be at the self serve claim ticket station and helps make it easier for shoppers to purchase your items during the sale.

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!**

**CHILDREN ARE WELCOME DURING
ALL SHOPPING TIMES!**



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 throughout Wayne
County. You'll receive a
donation receipt for tax
purposes.

Presale Shopping

Friday | May 13

1pm | 12 hr Team Members/Valet
Taggers

2pm | 8 hr Team Members

3pm | 4 hr Team Members

4pm | Consignors

5pm | Priemer Shoppers

6pm | Primary Shoppers

7pm | First time parent/foster/adopt
grandparents, military, teachers

*Sale closes at 9pm

Public Shopping

Saturday | May 14 | 9am-5pm

\$2 Admission without shopping
ticket.

Half Price Presale

Saturday | May 14 | 6pm

Team Members & Consignors +
3 Friends or Family Members

*Half Price Sale closes at 10pm.
Passes Required.

Public Discount Days

Saturday | May 14 | 8-10pm

Sunday | May 15 | 9-1pm

Free admission!

Seller Pick Up

If items are not donated

Sunday | May 15 | 7-10pm