

YOUR GUIDE TO

Selling

JUST BETWEEN
FRIENDS

with JBF Hatfield & Allentown



Clean out & cash in!

Allentown:
Hatfield

[Website](#)



[Consignor Group](#)



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[Website](#)



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Welcome!



Let's do this together!

If you've got kids... you've got clutter! At JBF you can sell all of your outgrown children's items in one place, at one time... AND earn top dollar!

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



Table of Contents



Below you will find a **CLICKABLE** table of contents. Click the link to jump to the corresponding page number!

.....

<u>Earnings</u>	4
<u>Consignor Schedule</u>	5-6
<u>How To Register</u>	6
<u>Acceptable Items</u>	7-13
<u>Supplies</u>	14
<u>Quality Standards</u>	15
<u>Pricing</u>	16
<u>Creating Tags</u>	17
<u>Printing</u>	18
<u>Tagging Toys</u>	19
<u>Tagging Clothing</u>	20-21
<u>Tagging Shoes</u>	22
<u>Tagging Books, Puzzles, Games</u>	23
<u>Tagging Bedding</u>	24
<u>Large Item Tags</u>	25



\$\$\$



Earnings!

Average consignors sell over \$450!

Consignors earn **60%** less a \$12.50 consignor fee

4-Hour Team Members earn **70%**

8-Hour Team Members earn a **\$30 bonus** in their consignor check

...plus, consignors & team members get a FREE presale pass and a "guest" pass!



Consignors bringing over 300 items and NOT donating their unsold items are considered "**power consignors**". Power consignors bringing 300-600 items are charged an additional \$25 consignor fee, unless they work 2 hours during sorting (in which case the fee is waived). These sorting hours do not count as "team member hours".

A maximum of 600 items will be accepted per consignor number.

Thank you for helping to sort your items!

JBF Allentown Consignor Schedule

Lou Ramos Center - 1344 N Sherman St, Allentown

Sept 4 & 5 are adults-only shopping times (besides children over age 12 and infants worn in a baby carrier). Children & strollers welcome at all other shopping times.

Monday Sept 2	Wednesday Sept 4	Thursday Sept 5	Friday Sept 6	Saturday Sept 7	Sunday Sept 8	Sunday Sept 8
<p><i>Drop Off!</i></p> <p>3p-9p</p>	<p><i>Presale Day!</i></p> <p>3:30p - 8hr team memb 5p - 4hr team mem 6-10p - Public Presales **tickets required</p>	<p><i>Presale Shopping</i></p> <p>10a-9p - Paid Public Presales **tickets required</p> <p>1:30-3:30p - Consignor Presales **free admission with consignor pass 1:30-9p</p>	<p><i>Public Shopping</i></p> <p>9a-8p</p> <p>FREE ADMISSION WITH CONSIGNOR PASS</p>	<p><i>Public Shopping</i></p> <p>9a-1p</p> <p>FREE ADMISSION WITH CONSIGNOR PASS</p>	<p><i>Half Price Sale!</i></p> <p>9am-Noon</p> <p>FREE ADMISSION WITH CONSIGNOR PASS</p> <p>*Items without a star on the tag are an ADDITIONAL 50% off!</p>	<p><i>Consignor Pick Up</i></p> <p>5-7p</p> <p>*unless donating all unsold items, then pickup is not required</p>
<p>Tuesday Sept 3</p> <p><i>Drop Off!</i></p> <p>10a-9p</p> <p>APPT REQUIRED TO DROP OFF All drop offs must be completed by 9p</p>	<p>TICKETS REQUIRED</p>	<p>TICKETS REQUIRED</p>		<p><i>Half Price Sale!</i></p> <p>1:30p - Team memb 2:30p - Consignors 3:30p - Public Presales</p> <p>FREE Public General Admission - 5-9p</p>	<p><i>Sorting</i></p> <p>12:30-4:30p</p> <p>SORTERS MAY PICK UP UNSOLD ITEMS WHEN SORTING IS COMPLETE</p>	<p>6-10p - Breakdown/ Load Trailers</p>

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JBF Hatfield Consignor Schedule

XL Sports World - 2278 N Penn Rd, Hatfield

10/8 & 10/9 are adults-only shopping times (besides children over age 12 and infants worn in a baby carrier). Children & strollers welcome at all other shopping times.

Monday Oct 7	Tuesday Oct 8	Wednesday Oct 9	Thursday Oct 10	Saturday Oct 12	Sunday Oct 13	Sunday Oct 13
Drop Off!	Presale Day!	Presale Shopping	Public Shopping	Public Shopping	Half Price Sale!	Consignor Pick Up
Noon-9p 	3:30p - 8hr team memb 5p - 4hr team mem 6-10p - Public Presales **tickets required	10a-9p - Paid Public Presales **tickets required 1:30-3:30p - Consignor Presales **free admission with consignor pass 1:30-9p	5p-9p Friday Oct 11 Public Shopping 10a-8p	9a-1p FREE ADMISSION WITH CONSIGNOR PASS Half Price Sale! 1:30p - Team memb 3p - Consignors 4p - Public Presales FREE Public General Admission - 5-9p	9a-Noon FREE ADMISSION WITH CONSIGNOR PASS *Items without a star on the tag are an ADDITIONAL 50% off! Sorting 12:30-4:30p SORTERS MAY PICK UP UNSOLD ITEMS WHEN SORTING IS COMPLETE	5-6:30p *unless donating all unsold items, then pickup is not required 6-10p - Breakdown/ Load Trailers
APPT REQUIRED TO DROP OFF All drop offs must be completed by 9p	TICKETS REQUIRED	TICKETS REQUIRED				

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STEP #1 Register

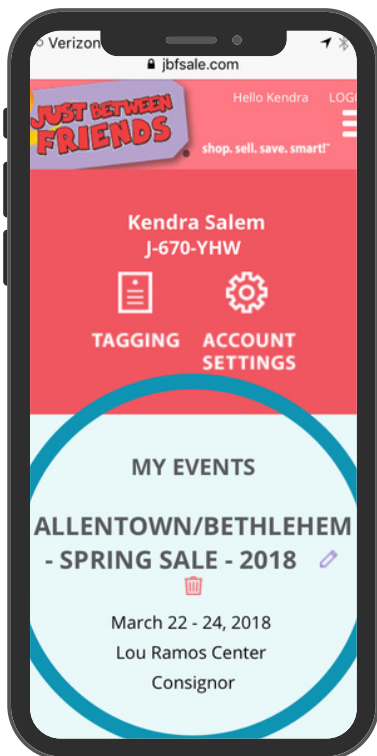
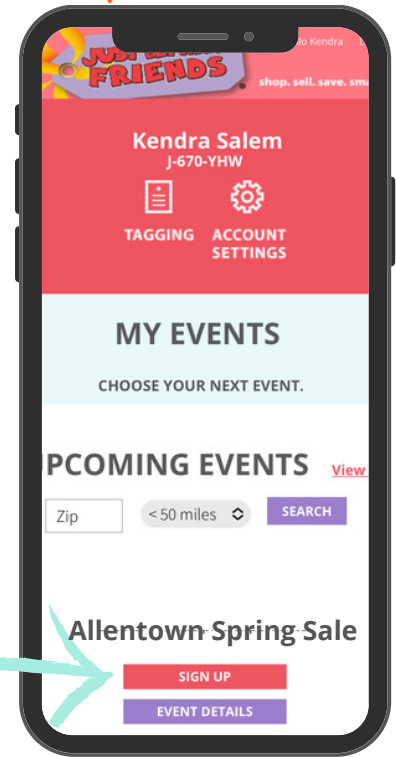


First Things First: REGISTER

Returning consignors, [CLICK HERE](#) to log in.

New consignors, [CLICK HERE](#) to create a JBF profile.

Find our upcoming Allentown or Hatfield sale and click "sign up".



Ensure that you registered properly!

The upcoming sale should now appear under "my events".

After registering on the tagging website, you will receive an email with a LINK to make your drop off appointment & prepay your consignor fee!

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STEP #2 Gather



Kids Grow Fast!

Sell your outgrown clothing, shoes, toys, books, games and so much more! Don't forget to check ALL OVER your home!



You will find graphics on the following pages about what we ACCEPT and what we DO NOT ACCEPT at the sale.

Remember that JBF sales are seasonal. We are only accepting fall & winter items at the August & September sales!

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
- family DVDs
- dress up
- 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





JBF Allentown & Hatfield

Acceptable Items List



Kids clothing premie through size 18



Adult mens & womens clothing, maternity, juniors sizes

ALL long sleeves & 3/4 sleeves; will accept the following short sleeves ONLY: onesies, heavy winter dresses, athletic tshirts size 6+, winter holidays & sports (Christmas, 76ers, etc)



ALL other short sleeves & tanks (save for spring)

ALL long pants and capris; athletic shorts size 6+; will accept skirts ONLY in heavy fabrics like curdoroy or winter patterns like snowflakes



ALL other shorts & skirts (save for spring)

All seasons of pajamas accepted



All shoes for kids size infant 1 through big kids 8+; sneakers, dress shoes, boots, crocs, sports shoes



Sandals, water shoes, flip flops (save for spring)

Outerwear & sports, & costumes: Winter jackets & accessories (hats, gloves), All season accessories (bows, caps), dancewear & sportswear, swimsuits



Lightweight spring jackets, used underwear, swim shoes & summer accessories

Accepted

Not Accepted



Item Limits



LIMIT 600 total items (tags)



NO LONGER ACCEPTING juniors/teen clothing above kids size 16/18, maternity clothing, DVDs



LIMIT 20 Chapter Books

LIMIT 25 Accessories

LIMIT 5 Bedding Items (blankets, sheets, etc)



NO LONGER ACCEPTING Single Onesies

Onesies must be part of an **outfit or bundle**

i.e. - 2-3 onesies together in a bundle or bundled as an outfit with pants similar to how they are purchased in the stores



WHEN RESELLING “BRAND NEW WITH TAG” ITEMS:

LIMIT of 5 identical items; LIMIT of 20 of the same item despite color/size.

For example, if you are reselling brand new crocs you may bring up to 5 pink size 2 crocs and up to 20 brand new crocs across all sizes/colors.

Bringing more than the item limits, the category limits above, or 600 total items will result in a 10% processing fee applied



What Else Do We Accept?



FEEDING: Kids' plates, cups, utensils, sippy cups, water bottles, bibs, placemats, NEW pacifiers, NEW bottles or used bottles with nipples removed, manual breast pumps, electric breast pump accessories except tubing, bottle accessories like warmers & drying racks



Stuffed Animals: Licensed characters (like Disney) or electronic (talk, sing, etc). Pillow Pets & Squishmallows.



Beds/Sleepers: Cribs, toddler beds & kid-themed twin beds (like car beds). Crib mattresses. Bassinets & co-sleepers with a stand & sides over 7.5 inches high.



Books: Soft books, board books, picture books, up to 20 chapter books (for kids and tweens). Educational & homeschooling.



ALL items brought to the sale must be in full working order.



FEEDING: Used pacifiers, used bottle nipples, electric breast pumps, formula, food, medicine, used breast pump tubing, worn utensils or cups (with scratches or bite marks)

Stuffed Animals: Basic stuffed animals. Beanie Babies/Boos. Stained stuffed animals.

Beds/Sleepers: Bed frames over twin size. Mattresses other than crib size. Drop-side cribs. Crib bumpers. Crib wedges. Inclined sleepers. In-bed co-sleepers like dock-a-tot or snuggle nests.

Books: More than 20 chapter books. Adult books. Parenting books.

Items without batteries. Items that do not work. Items that do not have all pieces necessary for operation. Dirty items.

Accepted

Not Accepted



What Else Do We Accept?



INFANT ITEMS: Carriers & diaper bags (hung on hangers), boppy pillows, bumbos, safety items like baby monitors, swaddlers, diapers & diapering accessories



Toys, Electronics, Puzzles, Games, Crafts: Toys for ALL ages, recent electronics, Puzzles, Games & Crafts for kids; sporting equipment



Room Decor: Children's room and bathroom decor, Mobiles, sound machines, changing pads, blankets for babies and kids, sheets crib size - full size (must be kid-themed), seasonal kids decor. Up to 5 children's bedding items



Potty/Bath: Clean potty seats & bath toys, kid's towels, kids' bath accessories, baby tubs



INFANT ITEMS: Inclined sleepers, Boppy pillows without the hole (loungers), Bumbos without a safety strap. Stained or ripped items

Toys, Electronics, Puzzles, Games, Crafts: Dirty items, Items without batteries or non-working, Items missing essential pieces, vintage items, porcelain dolls, handmade toys, happy meal toys

Room Decor: Adult decor, stained items, sheets that are not kid-themed, out-of-season decor (i.e. bring Easter baskets in spring & Halloween baskets in fall)

Potty/Bath: Dirty/stained items, items with mold

Accepted

Not Accepted



Large Toys & Baby Equipment



These items are a "YES!" at any of our sales (and we sell 90% of these items)!



Items not accepted: items with dirt, large scratches (peeling stickers, fading and superficial scrapes OK), recalled items (check at CPSC.gov), items without safety straps (if provided by manufacturer). These items require a "Large Item Claim Ticket". See website for details.



Items with Safety Concerns



Due to safety concerns, the following items are not accepted or restricted. These are the **MOST COMMON** safety concerns we see at the sale.



Incline Sleepers no longer accepted.



Cribs greater than 10 years old. Drop side cribs. JBF Crib waiver required for all cribs.



Crib bumpers & rail covers no longer accepted (including mesh).



Car Seats must have 1 full year of use before expiration. Each piece must have a manual. Each piece must have a JBF waiver.



Boppy Loungers (boppy pillows without the hole) have been recalled



Bumbos without the strap cannot be sold



Check **strollers** for recalls by searching "brand, model recall" on Google



Check **pack n' plays** for holes in the netting



Items marketed for sleep for infants up to 5 months of age (bassinets, in-bed sleepers, etc), item must have a stand & sides over 7.5 inches high.

Supplies



You will need a few basic supplies to get started!



All of these supplies can be found at office supply stores, craft stores, the Dollar Store, or use the clickable Amazon links below!



WHITE CARDSTOCK Get on Amazon [HERE](#). Also found at Office Supply & Craft stores!

TAGGING GUN OR SAFETY PINS Tagging gun on Amazon [HERE](#). Please read the Tagging Gun Guidelines [HERE](#) to ensure you do not damage your items!
Safety pins on Amazon [HERE](#). Also found at craft stores, Walmart & the Dollar Store.

HANGERS We accept any type of hangers!
Many stores will give them away for free - Old Navy, Carters, etc
Dry cleaners recycle them
Ask friends/family
Purchase 10/\$1 at Walmart

PRINTER Use your own printer or print at Staples, shipping stores, or the local library!

DOLLAR STORE SUPPLIES



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STEP #3 *Sort*



Remember the



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.

SELL the items that meet these 4 C's:

- CLEAN**, (no stains, rips, pilling, excessive wear, smoke/pet odors)
- COMPLETE**, (no missing pieces)
- CURRENT**, (no outdated styles, appropriate season)
- COMPLIANT!** (no recalls, all safety straps present)

Examples of items we are NOT able to accept:



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STEP #4 Price



We recommend pricing at 1/3 of retail!

Shopper-focused pricing - Ask yourself, "What price would make me buy this item without hesitation...and brag about my bargain to my friends?"

<u>Examples:</u>	Bargain Brands	Mall Brands	Boutique Brands
PJs	\$2-3	\$3-4	\$5+
T-shirts	\$1-2	\$2-3	\$4+
Jeans	\$2-3.50	\$3-5.50	\$6+
Dresses	\$2.50-4.50	\$3.50-6	\$6-8+
Sneakers	\$3-6	\$4-7	\$8+

Bargain brands = Cat & Jack, Garanimals, Cherokee, etc (retail \$4-10)

Mall 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/juniors sizes



Price **LOWER** for:
baby sizes under 12 mo, maternity

Pricing TIPS:

- ✓ Create sets or bundles. Put outfits together if they were purchased 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!
- ✓ Price nonclothing items (toys, books, games) at 1/3 of retail price!

Pricing VIDEO!

Still unsure about pricing?? Watch our pricing how-to video [HERE](#).

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STEP #4

Creating Tags

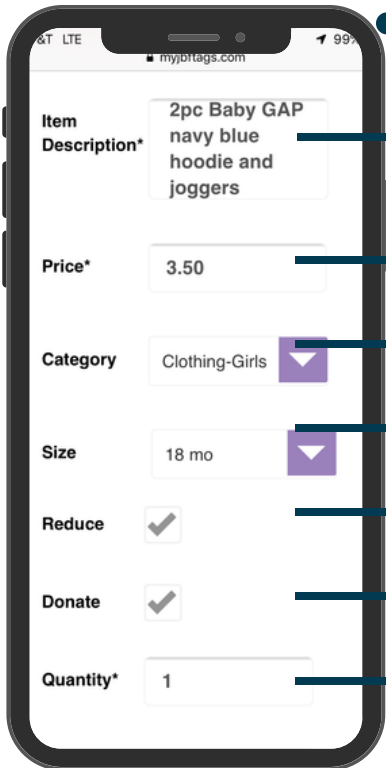
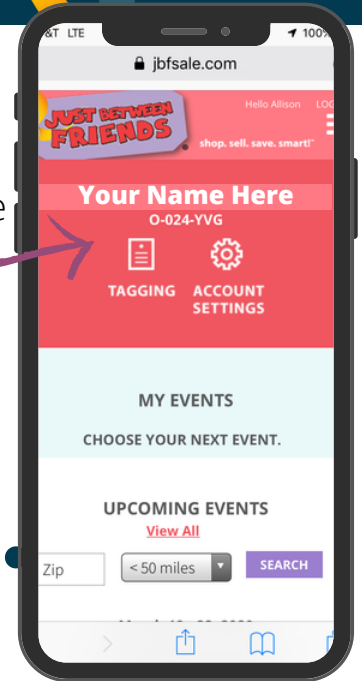
JUST BETWEEN FRIENDS



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.myjbftags.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 reduce on 25% off and 50% off 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



How Reducing & Donating Helps Your Items Sell!



TIP! Talk-to-Text

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



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Printing Tips!



Printing your tags:

Print tags on 8.5"x11" **white cardstock (not regular paper)**

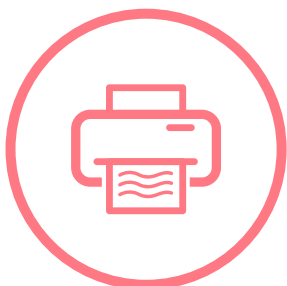
Tags automatically print 9-per-page.

1. Select checkboxes next to the tags that you want to print.
2. Hover over "print tags" and select "PDF".
3. ***once printed tags cannot be altered without REPRINTING them!

NOTE: if you are printing from a mobile device you will have to print in HTML format. We DO NOT recommend printing in HTML format as it creates scanning issues at the register (tags are a little smaller)

You can also download the PDF of tags and take to Staples, a shipping store, or your local library for printing. Bring your own cardstock to save \$\$!

Printing trouble?



Is your Adobe PDF up to date? You can download the latest version for FREE!

Printing works best in FIREFOX. Try a different web browser!

When using a Mac, you may have to download tags first, then print from the download. Try Google Chrome if you are using a Mac

STEP #5 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.

TOYS & ITEMS WITH LOOSE PIECES



- Tag is attached securely with lots of tape or a zip tie + tape
- All pieces secured together in a ziploc bag. Bag taped shut
- Must have all pieces and must have working batteries!



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STEP #5 Prep



CLOTHING



Hanging & Tagging Clothing

All clothing should be hung (besides onesies & sleepers up to 24 months, which can be bagged in a ziploc. We recommended hanging though!)

Hanger should look like a "?"

Tag should be attached in the upper left corner, or the manufacturer's tag if using a tagging gun



Tagging Gun

If you use a tagging gun to attach JBF tags, only puncture the manufacturer's tag or an inside seam (at the neckline or left armpit) so that you do not damage the fabric.



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STEP #5 Prep



CLOTHING & ACCESSORIES



Creating Outfits & Bundles

It's okay to bundle items into sets.

All items on a hanger must be the same size

Hang one item on the hanger, then secure pieces to hanger using safety pins.



Bundling in Bags

Multiple onesies—that are all the same size & **stain-free!**—can be folded neatly and placed in a bag. Tape bag closed and securely tape the tag to the outside.

Same with **socks & accessories** like hairbows & infant mittens. Lay items flat & squeeze the air out of the bag. Tape closed. Attach tag securely. Bigger accessories like a baseball cap do not need to be bagged. Just attach the tag with a safety pin or tagging gun!

STEP #5 Prep



SHOES



Shoes

Shoes should be in like-new condition with no scrapes, worn toes, dirt or scuff.

Attach shoes together securely with a zip tie or curling ribbon.



STEP #5 *Prep*



BOOKS, GAMES, PUZZLES & CRAFTS

Tape

Only use painter's or masking tape on books, games, puzzles so that the cover is not ripped when the tape is removed.

Bundling Books

We recommend selling books singly BUT if you have books of the same author or theme, you can bundle them together using a ziploc bag or curling ribbon

Games, Puzzles, Crafts

Ensure all pieces are present. Crafts must be sold in boxes; no bagged crafts please.

Peg puzzles can be wrapped with plastic wrap and taped closed (see photo)



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STEP #5 *Prep*



BEDDING & BLANKETS

Sheets & Receiving Blankets

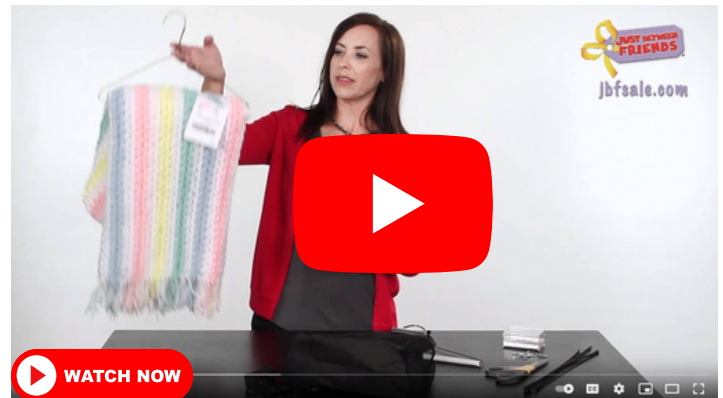
Can be bagged in a ziploc or rolled up and tied with a ribbon. Please check for stains!

Blankets

Baby blankets or throw blankets can be draped over a hanger and pinned underneath so it doesn't fall off (see video)

Bedding

Larger bedding sets can be placed in an XL ziploc or bedding bag (you can find bedding bags at the Dollar Tree!)



STEP #5 Prep



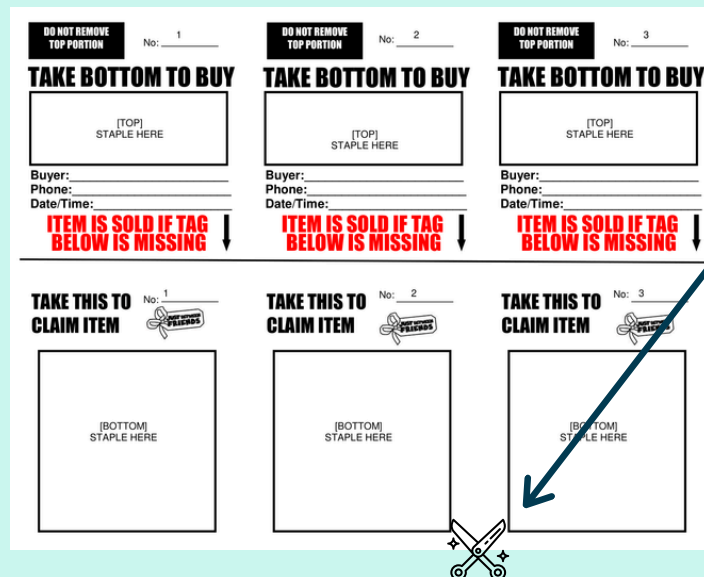
D-I-Y Large Item Claim Tickets

Items that are too large to carry around require a "claim ticket". [Click here](#) to download the file, then follow the directions below.

Items that require a claim ticket include: baby equipment, strollers, pack n plays, furniture, outdoor toys like bikes and sandboxes, activity tables, walkers, jumpers, kitchens, vanities, cozy coupes, toy organizers, easels, train tables, shopping carts, ride on toys, car seats, bassinets, or any items of similar size!

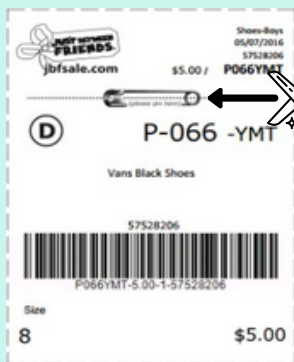
1

Print claim tickets on white cardstock
[\(LINK\)](#)



2

Cut off one claim ticket (they print 3-per-page)



3

Cut price tag along dotted line

4

Staple top part of price tag to top of claim ticket, and bottom of price tag to bottom of claim ticket



STEP #6

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 Allentown

9/2 3pm-9pm & 9/3 10am-9pm

LOU RAMOS CENTER | 1344 N SHERMAN ST ALLENTOWN
RESERVE YOUR DROP OFF APPOINTMENT ON THE WEBSITE

Seller Drop Off for JBF Hatfield

10/7 Noon-9pm

XL Sports World Hatfield - 2278 N Penn Rd, Hatfield
RESERVE YOUR DROP OFF APPOINTMENT ON THE WEBSITE.

- 1 Plan for 45-60-minutes to drop off your items. Longer if you have 250+ items to drop off. Drive to...Park...Enter...and **Check In!**
- 2 You will place your clothing on the racks by size and gender. The more organized you are, the easier drop off will be!
- 3 You will place non-clothing items on appropriate tables and shelves.
- 4 For your Large Items, ensure your large item claim ticket is already attached! This will save you time so you can drop and go!

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! CHECK THE SCHEDULE [HERE](#)



Watch Your Consignor Check Grow

You can view your sold items! Log in to your JBF Profile, click on TAGGING, then choose REPORTS.

Consignor checks are sent via EMAIL 2 weeks after the sale ends.



Power Sellers

Consignors bringing over 300 items and NOT donating their unsold items are considered "power consignors". Power Consignors bringing 300-600 items are charged an additional \$25 consignor fee unless completing a 2-hour sorting shift, in which case this fee is waived (reimbursed back to you).



If you choose to donate your unsold items, they are distributed to help local families through our Charity Partner. You'll receive a donation receipt for tax purposes.

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