

YOUR GUIDE TO

Selling

WITH JBF PRINCE WILLIAM COUNTY



Let's do this together!

If you're a first-time seller, or a returning consignor needing a refresh, you'll find everything you need to know—right here in this guide—to help you turn your kids' outgrown items into CASH.



Gather



Sort



Create Tags

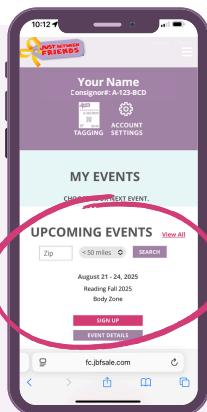


Price & Prep



Drop Off

[Watch This Quick Overview](#)



But, First Things First: REGISTER!

Save your spot by registering in your [Tagging Account](#) as a Consignor at the Just Between Friends Prince William County sale. First-time consignors can use the same link to create your [Tagging Account](#) first, and then sign up for the sale.



[Registration Walkthrough](#)

Second, Schedule Your Drop-off Time

Once you have signed up in your tagging account, you will receive an email with the link to complete step 2 of registration for the Prince William County sale and schedule your drop-off time, your pick-up time (if you choose not to donate all of your unsold items at the conclusion of the sale), sign your consignor waiver and pre-pay your consignor fee.

Questions? Email [Michelle Baxter](#) or Join our [Seller Group](#) for quick Q&A.

YOUR GUIDE TO

Selling



Prince William
County

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Create Tags



Drop Off



Sale Week



STEP #1

Gather



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MY CHECKLIST

Check off this list
as you gather
your items!

- Large Toys
- Outdoor Toys
- Bedrooms
- Closets
- Playroom
- Furniture
- Kitchen
- Bathrooms
- Garage
- Basement
- Attic

Kids Grow Fast!

Children typically cycle 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! Look around for other kid items you can sell, too.

Check all over your home!



Be sure to
check the
garage!





Gather



Bring your **BEST** hanging clothing items, shoes and accessories in the categories below

Onesies, shirts, dresses, rompers - can be short or long sleeve in warm-weather fabrics



Shorts, skirts, capris, summer dresses, jeans, khakis, leggins, dress slacks, athletic pants



Any style PJs, gowns and bathrobes (except holiday or themed in the wrong season)



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



Sweatshirts, lightweight jackets, rain coats, summer accessories



Swimsuits, cover-ups, floaties, life jackets



Fan gear dress-up/play outfits



NO THANK YOU ITEMS

Sorry, we can't sell these items at the Spring/Summer Sale

X Clothing in cold-weather fabrics

X snow boots
X winter jackets
X gloves
X winter gear

X Halloween costumes

X Christmas-themed clothing

X Used Underwear

X Adult brands

X Girls shoes larger than size 9.5

X Boy's shoes larger than size 11.5



Gather



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Bring your **BEST** Teen Items
in **TEEN BRANDS ***

Examples of
Teen Brands



BRANDS* we DO NOT accept

Examples of
Adult Brands

Alfred Dunner Ann Taylor APT 9 ARCHITECT
Brooks Brothers CHICO'S French Laundry Gloria Vanderbilt
Haggar Jones of Ne York Kirkland Loft Member's Mark Talbots

*Brands listed are not all inclusive



Gather

All items must meet safety standards. Check for recalls and be sure all safety straps are included.



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Plates, cups, utensils



NEW in package nipples & pacifiers, used bottles with nipples removed



Character, licensed, animated or giant (36"+) stuffed animals

5 item limit



Soft infant toys WITH sound/rattle



Cribs, toddler to twin sized beds, co-sleepers, bassinets. Crib through twin bedding only



BOOKS: Soft, board picture, chapter, educational, tween thru teen



DVDs: Rated G, PG, PG-13 only



NO THANK YOU ITEMS

We do not accept the following items:

X formula
X food
X medicine

X USED nipples
X USED pacifiers

X basic stuffed animals

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

X adult books
X cookbooks
X self-help books

X R-rated DVDs
X adult content DVDs
X VHS tapes
X CDs



Gather

All items must meet safety standards. [Check for recalls](#) and be sure all safety straps are included.



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Gather

Children's Room Decor & Mommy Mart



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Children's Room Decor: Lamps, nightlights, clocks, character or kid-themed wall art, curtains, rugs, decorative pillows, large letters. Items for adult rooms are not accepted.



Mommy Mart

New or in like-new condition and not out of style

Celebration - party supplies and holiday items (only for holidays before the next sale)

Decor - candles/holders, throw pillows, wall art, clocks

Organization - storage items, baskets, bins w/lids

Archival - photo albums, picture frames, scrapbook supplies

Arts & Crafts supplies, sewing, yarn, etc.

Gifting - Regiftable items that are NEW in original packaging, wrapping supplies

Office - office supplies, desk items, stationary sets, greeting cards

Self Care - only current items, must be NEW in original packaging. Bubble bath, lotion, spa gift sets

Kitchen/Household - New in box small appliances, Tupperware, serveware, bakeware

JBF PWC is not responsible for broken or damaged items.

Breakable items MUST be packaged to keep any breakage contained, here's how:

Wrap the item in plastic wrap; bag it; box it (pad with peanuts or bubble wrap) with a picture on the outside; Repackage in the original package.

No Thank You

Adult clothing or shoes, adult bedding, antiques, anything vintage, used appliances, medium/large appliances, knick-knacks or large furniture items.



Gather



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No Thank you items - Items you CAN'T sell

Infant & Toddler Items

Formula | Food | Medicine
All consumables

Used Breast Pumps
(must be new in sealed package)
Used Mesh Feeders
Used Nipples
Used Pacifiers
Used Teethers

NEW or used jewelry teethers, water beads

Aftermarket Car Seat Strap Covers
Aftermarket Car Seat Inserts
Anti-Rebound Car Seat Attachments

Any item missing safety straps, for example:
Booster Seats, High chairs Bumbos, etc.

Baby Boxes/Nests/Pods
Compact/travel bassinet
Crib Bumpers/Rail Protectors
Cribs made before June 28, 2011
Dock-a-Tots
Drop-side Cribs
In-Bed Sleepers
Inclined sleepers
Infant Tents

Pack & Play After Market Mattress
Pack N' Play tents
Sleep Wedges/Positioners
Slumber Pods & Nests

Otteroos
Smart Body Monitors (Owlets versions 1-3
cannot be sold WITH the box)

Weighted Sleep Sacks & Magic Merlin suits

Miscellaneous Items

Home Made Items
Mattresses larger than infant/toddler
Open bottles of shampoo, sunscreen, lotions.
nail polish, perfume, cologne, etc.

Used underwear or boxers
(must be new in unopened package or
new with tags)

Books/Entertainment

Adult Books/Magazines
Adult Content DVDs
R-rated DVDs
VHS tapes
CDs

Gardening & self help books
Outdated parent/pregnancy books (>5 years)
Reference books
Outdated books
Yearly/dated books and outdated books

Mommy Mart

**Glass items unless they are wrapped
to contain breakage, here's how:**

- Wrap the item in plastic wrap
- Bag it
- Box it (pad with peanuts or bubble wrap)
with a picture on the outside
- Repackage in the original package.

***Additional items may not be accepted at the discretion of the Safety/Recall Specialist
or the sale owner***

SAFETY QUESTIONS: [CLICK HERE](#)

Questions? Email [Michelle Baxter](#) or Join our [Seller Group](#) for quick Q&A.



Gather



What categories are accepted all year?

- **Athletic Shorts (performance fabrics, moisture wicking fabrics, breathable mesh fabrics). Brands include but are not limited to: Nike, Under Armour, Adidas, Champion, etc.**
- **Bathing Suits**
- **Cardigans**
- **Pajamas (all styles)**
- **Short sleeve shirts**
- **Long Sleeve Dress Shirts**
- **Denim Clothing Items**
- **Long sleeve/long pants accepted all year for Baby Clothing (0-24 mos)**

Note: Holiday patterns, summer/winter graphics should be limited to the appropriate sale - for example, no Christmas themes at the spring sale; no 4th of July at the fall sale

What items have limits?

- **Maternity - 10 items**
- **Stuffed animals - 5 items (must be licensed, animated, character or giant (36" or larger)**
- **Teen items are not limited EXCEPT they must be a teen brand, no adult clothing, even if your teen wore it.**



STEP #2

Sort



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Sort your gathered items into three categories:



Keep the items that you just aren't ready to part with yet.



Toss the items that are too well-loved (stains, missing pieces, not working).



Sell and CASH IN on the rest that meets our JBF standards listed below!

The 4 C's

HOW TO KNOW WHAT TO SELL



Clean

The newer it looks, the better it sells. Check carefully for stains, holes, pet hair, and odor in clothing. Clean all items thoroughly.



Current

Shoppers love trendy styles that are in fashion. Make sure items are in the right season. Sell warm weather clothing and shoes at our Spring/Summer sale. Sell cold weather items at our Fall/Winter sale.



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. Toys, games and puzzles must be sold as complete sets without missing pieces. Clothing items must be functional (buttons and zippers work).



Compliant

Important Safety guidelines apply when selling a car seat, stroller, baby equipment and toys. Check safety.jbfsale.com for details.



Safety waivers are REQUIRED for all cribs & car seats.



STEP #3

Price & Prep



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JBF Safety Matters Website

Safety Matters

Throughout this guide, you'll see **safety alerts** to help you know when to check your items for recalls or JBF Safety Standards. JBF is dedicated to keeping families safe and we count on **YOU** to ensure the safety of all items you are selling.

Use our dedicated product safety website anytime to learn more!



Prepping & Pricing Tips

Now that you've gathered and sorted your items, it's time to prep and price. This section of the guide will provide tips on both. See [page 22](#) when you are ready to create your tags.



Shopper-Focused Pricing

When You Price, Ask Yourself:

"What price would make me buy this item without hesitation... and brag about my bargain to my friends?"

We'll share pro-tips for pricing along the way, but in general, 50-90% off retail prices will help your items sell well!



PRO TIP! A Proven Way to Sell Even MORE!

Choose **REDUCE** when creating tags to allow your items to sell at 50% off during half price sale day. These items have a **30% GREATER chance of selling!**



Price & Prep



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Grab Your Supplies:

- 💻 Laptop, tablet or mobile device
- 🖨 White card stock (60lb+)
- 📌 1.5 - 2.0 inch safety pins
- 椸 Plastic or wire hangers
(Use child for 4T & under; adult size for 5+)

- 📦 Quart, gallon & XL clear storage bags
- 胶带 Clear packing tape
- Painter's/masking tape
- ✂ Scissors
- 丝带 Ribbon, string or zip-ties

Optional Supplies:

- 🔫 Tagging gun & barbs
(Watch [training videos](#))
- ✂ Paper Cutter
- 🖨 Printer
- 🧼 Cleaning Supplies
Magic Eraser, stain remover, etc.

► More About the Supplies You Need

On the next pages, we'll show you how to **Price & Prep each Category** of item you can sell at the JBF sale in your local area!

♡ **Books, Games, Puzzles, Arts & Crafts**

♡ **Clothing** (Children's through Juniors, Maternity, Costume/Dress-Up)

♡ **Infant Items** (Bath, Diaper, Feeding, Other)

♡ **Large Items** (Baby Equipment, Large Toys, Furniture)

♡ **Shoes**

♡ **Toys**

♡ **Odds & Ends** (Accessories, Kids Bedding/Decor, Mommy Mart, Sporting Goods, Misc)

Prep Essentials

Key guidelines to help you prepare each item for the sale.

- 1 **All pieces are secured together** (pieces won't separate or fall out of bags)
- 2 **Tag is attached securely so it won't fall off**

Let's GO!



Price & Prep:

CLOTHING

(Children's through Juniors,
Maternity, Costume/Dress-Up)



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Adding a Tag Using Safety Pins



Use 1.5" - 2" safety pins to attach your tags to clothing. Your tag attaches to the front right of your item.

Adding a Tag Using Tagging Gun



Puncture tagging gun through the **manufacturer's tag**.

Puncture an **inside seam** at right armpit (when looking at the front of the item).



Do **NOT** puncture directly through the garment fabric.



Do **NOT** puncture tagging gun directly through the fabric of an item. While safety pin holes disappear when washed, tagging gun holes do not. Items with tagging gun holes in the fabric will **NOT** be accepted.

Price to Sell!

At least **50% off retail**

Remember to use Shopper-focused pricing (create a cannot-resist deal!)

Choose to **REDUCE** when creating tags to sell even more on half price day!

Item	Bargain Brands	Everyday Brands	Boutique Brands
Pajamas	\$2 - \$3	\$3 - \$4	\$5+
T-shirts	\$1 - \$2	\$2 - \$3	\$4+
Jeans / Pants	\$2 - \$3.50	\$3 - \$5.50	\$6+
Dresses / Dress Shirts	\$2.50 - \$4.50	\$3.50 - \$6	\$6 - \$8+
Sneakers	\$3 - \$6	\$5 - \$8	\$8+
Jackets / Coats	\$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

Pro Tips:

↑ Price **HIGHER**:

- New with Tags & Like-New
- Big Kids Clothing Sizes
- Boutique Brands

↓ Price **LOWER**:

- Infant (under 12 months)
- Maternity
- T-shirts
- Everyday Clothes

Bundle lower-priced items:

For example, bundle three \$2 pajamas on a single hanger with a \$6 JBF price tag; or three \$1 t-shirts for a \$3 JBF price tag.



Price & Prep:

CLOTHING

(Children's through Juniors,
Maternity, Costume/Dress-Up)



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When it comes to selling your kids' outgrown clothing,
JBF is the **BEST** option to maximize your earnings!

Prep

Essential #1 - All pieces secured together

Essential #2 - Tag stays attached



Be sure the hanger hook opens to the left,
like a question mark.



Watch for Tips on Tagging Clothing



Place all clothing on hanger. Hanger hook opens to the left. Hanger fits the clothes so they won't fall off during the sale (shake test and pin to hanger if needed).



Bundle more than one piece of clothing on a single hanger or bundle multiple hangers together. **Bundled items MUST be the same size.**



Attach bottoms with safety pins or zip ties to the top of a regular hanger or use a pants hanger.

You CAN sell sizes infant to teen:

- ✓ At our **SPRING/SUMMER** event, sell clothing kids will wear regularly between our Spring and Fall JBF sale
- ✓ At our **FALL/WINTER** event, sell clothing kids will wear regularly between our Fall and Spring JBF sale

Sorry, we CAN'T sell clothing that is:

- ✗ Adult sizes or brands
- ✗ Out of season
- ✗ Out of popular style or manufactured more than 5 years ago
- ✗ Stained, damaged, strong odor or pet hair



Safety Matters: *Drawstrings*

Learn about Drawstrings Safety:

- Upper Outerwear **WAIST** Drawstrings
- Upper Outerwear **NECK** Drawstrings



Drawstring Safety Guidelines



Price & Prep: SHOES



Shoes sell **extremely well** at JBF, so we recommend that you tag them first. Let's get started!

Prep

Essential #1 - All pieces secured together

Essential #2 - Tag stays attached

Punch a hole through your JBF price tag and connect both shoes to the tag and to each other using a zip-tie.



Tip: Reinforce the hole punched tag with tape before zip-tying. If your shoes can't be zip-tied together, watch our video for more strategies.

[Watch for Tips on Tagging Shoes](#)

Price to Sell!

Best at 50% off retail

Shoes in great condition fly off the shelves at JBF. The cleaner, the better!

Local families are going to be thrilled to find your shoes at 50-75% off retail prices as they hunt for essentials at the JBF sales event!

You CAN sell shoes that are:

- ✓ Sizes & styles for infant through teen (9.5 girls / 11.5 boys)
- ✓ In great condition
- ✓ Very clean
- ✓ Suitable for the upcoming season

Sorry, we CAN'T sell shoes that are:

- ✗ Adult styles
- ✗ Too worn or missing laces
- ✗ Dirty
- ✗ Out of season

Pro Tips:

Condition matters at JBF.
The better your shoes look, the better they will sell. Toss them in the wash or use a brush or Magic Eraser to clean them well, including the soles.



Price HIGHER:

- Desirable brands such as Air Jordan, Nike, See Kai Run, Keen, etc.



Price & Prep:

BOOKS, GAMES, PUZZLES, ARTS & CRAFTS



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JBF Shoppers love a good deal on books, games, puzzles & more!

Prep

Essential #1 - All pieces secured together

Essential #2 - Tag stays attached

Be sure that games and puzzles have all their pieces included and are in their original packaging when possible.



Bundle books by tying them together with curling ribbon.



Use painter's tape that can be removed without damaging the item to keep boxes closed. Adhere the tag to the outside.



For wooden puzzles, use clear cling wrap or a plastic clear bag secured with packing tape.



Bundle similar arts & crafts items together in clear self-sealing bags and secure with clear packing tape.



Attach JBF tags using blue painter's tape that can be removed without damaging the item. (Do not use packing tape, as it will often destroy book covers and original boxes.)

[Watch for More Tips](#)

You **CAN** sell these items in great condition:

- ✓ Soft infant books, board books & picture books
- ✓ Chapter books & homeschool materials
- ✓ Pregnancy & child-rearing books
- ✓ Kid games & puzzles
- ✓ Kid-friendly video games & gaming systems
- ✓ Arts & craft supplies

Sorry, we **CAN'T** sell:

- ✗ Books for grown-ups, cookbooks or self-help books
- ✗ R-rated DVDs or Blu-Ray
- ✗ VHS tapes or CDs
- ✗ Video Games rated M

Price to Sell!

At least 50%-90% off retail

Shoppers - just like you - are looking for **REALLY** great deals on these items and we recommend at least 75% off retail pricing and 90% off retail is even better!

Don't forget to mark these items to **REDUCE** on half price day!

No thank you: Free books received with a kid's meal; books older than 5 years; yearly/dated books and reference books > 2 years. Books with ripped spines and/or ripped pages, pop up books with missing flaps, coloring books with ripped out pages, etc. Bagged books should only be books in the same series.

Questions? Email [Michelle Baxter](#) or Join our [Seller Group](#) for quick Q&A.



Price & Prep:

INFANT ITEMS

(Bathing, Changing, Feeding, Travel/On the Go, Safety, etc.)

JBF Shoppers love to score great deals on everything their new baby needs.

Prep

Essential #1 - All pieces secured together

Essential #2 - Tag stays attached

Package items with multiple pieces using clear packing tape and clear self-sealing bags.

Attach your JBF tag securely using clear packaging tape.



Watch for More Infant Items Tips



Safety Matters: Infant Items

Use our [Safety Website](#) to be sure your items are safe to sell.

Please pay close attention to JBF Safety information for Otteroos & Owlets.



Otteroos & Owlets

Price to Sell!

Best at 50%-90% off retail

Infant items sell well when priced 50-90% off retail. Expecting parents **LOVE** saving money as they welcome a new child into their home! Be sure to consider **REDUCING** too!



You **CAN** sell these items in great working order and very clean:

- ✓ Bathing & Grooming (tub, washcloth, bath toys, nail clippers, brush, comb)
- ✓ Diapers (unused cloth & disposable), wipe warmer, diaper disposal, travel changing pad)
- ✓ Potty Training Supplies
- ✓ Bottles & Nursing (breast feeding items, bottles, bottle drying & sanitizing, nursing cover, burp cloth)
- ✓ Feeding (bib, spoon, plate, cup, snackware, water bottle)
- ✓ Baby Carriers
- ✓ Swaddles & Receiving Blankets
- ✓ Home Safety (baby gate, child-proofing, baby monitor, shopping cart cover)
- ✓ Medical (thermometer, scale)

Sorry, we **CAN'T sell:**

- ✗ Medication, food, or formula
- ✗ Used pacifiers
- ✗ Used bottle nipples
- ✗ Open-system breast pumps



Price & Prep: TOYS



Toys are a **top-seller** at JBF, so it will be worth your time to tag as many as you can!

Prep

Essential #1 - All pieces secured together

Essential #2 - Tag stays attached

Remember that we have lots of young shoppers, so keeping all parts of your item secure is a must.



Watch for Tips on Tagging Toys



Package all parts together using clear packing tape, clear self-sealing bags, and/or zip-ties.

Attach your JBF tag securely using clear packaging tape, OR use blue painter's tape if clear packing tape will damage the item when removed.



Pro Tips:

↑ Price **HIGHER**:

- Hot selling toys such as Legos, American Girl, Lovevery, etc.
- Large toys such as kitchens, doll houses, bikes & trikes.
- New with tags and in original packaging.

↓ Price **LOWER**:

- Infant Toys

Select **REDUCE** to make Shoppers even more giddy on Half Price Day if your item is still on the sales floor!

You CAN sell:

- ✓ Toys for infants all the way up through tween ages

Sorry, we CAN'T sell toys that are:

- ✗ Recalled or pose a safety risk
- ✗ Missing batteries or have battery corrosion
- ✗ Not in working order
- ✗ Missing essential parts or pieces
- ✗ Miscellaneous bags of toys



Safety Matters: Toys

Please check our safety site for toy recalls.



Safety Recalls

Price to Sell!

(\$) Best at **50-90% off** retail

Shopper-focused pricing is the way to go. Think about a price that would make you excited to brag about a great deal!



Price & Prep:

ODDS & ENDS

(Accessories, Kids Bedding/Decor, Mommy Mart, Sporting Goods, Misc)



Prince William County

Almost anything related to kids is able to be sold at JBF. We even have an area for household and great-for-gifts items!

Prep

Essential #1 - All pieces secured together

Essential #2 - Tag stays attached



You CAN sell:

- ✓ Kid accessories
- ✓ Kid bedding & room decor
- ✓ Kid sporting goods
- ✓ Limited household items
- ✓ Limited regiftable items

Sorry, we CAN'T sell:

- ✗ Items not made for kids
- ✗ Vintage items
- ✗ Estate sale items



Safety Matters: Odds & Ends

Please check our safety site for product recalls.



Safety Recalls

Price to Sell!

(\$) Best at **50-90% off** retail

Select **REDUCE** to these items to increase your chances of selling more of your items!



Price & Prep:

LARGE ITEMS

(Baby Equipment, Large Toys, Furniture)



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Large items sell **FAST** at Just Between Friends and you'll love getting them out of your house and garage while filling a need for another local family!

Prep

Essential #1 - All pieces secured together

Essential #2 - Tag stays attached

If your item has multiple pieces or loose parts, keep everything together using clear packing tape, clear self-sealing bags, and/or zip-ties. We'll ask that you set up items such as pack-n-plays to ensure that all parts are included. Be prepared to zip-tie the carrying case to the item once you place it onto the sales floor.



Attach your JBF tag securely using clear packaging tape or hole-punch your JBF tag and attach with zip-tie.



Watch for More Large Items Tips



Tagging Tip

If your item has a high JBF price, be sure to include the item's retail price in the tag description so that the shopper understands the great value!



**Safety
Matters:**

Large Items

Use our **Safety Website** to check for recalls. Car seats and cribs must include a JBF waiver.

Please pay close attention to JBF Safety information for **Doonas** and **Infant Safe Sleep**



Car Seat Waiver*



Cribs Waiver*

*Required

You CAN sell these items in great working order and very clean:

- ✓ Strollers & Wagons
- ✓ Cribs & Bassinets
- ✓ Pack-n-Plays
- ✓ High Chairs
- ✓ Swings & Bouncy Seats
- ✓ Baby Gates
- ✓ Bikes & Bike Trailers
- ✓ Car Seats
- ✓ Kids Furniture
- ✓ Large Indoor/Outdoor Toys
- ✓ and More!

Sorry, we CAN'T sell:

- ✗ Recalled Items or Items that Pose a Safety Risk
- ✗ Items Missing Batteries or have Battery Corrosion
- ✗ Not in Working Order
- ✗ Items with Stains, Holes, Excessive Wear, etc.
- ✗ Missing Essential Parts or Pieces (e.g. safety straps)

Price to Sell!



Best at 50-90% off retail

And, of course, choose to **REDUCE** to increase your chance to sell it on Half Price Day!



STEP #4

Create Tags



Prince William County

Creating Tags

Now that you've inspected your items, it's time to log in to your JBF Profile and enter your tag data.

STEP 1: Go to jbfsale.com & click on "Login" or create a JBF profile

STEP 2: Click on the Tagging icon

STEP 3: Enter & Print Tags



Category	Size/Type	Description	Price	Reduce	Donate	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>

3

Choose the **category** that best fits or leave it blank if there doesn't seem to be a good match.

Enter a **Description** that includes brand name, number of pieces, color or pattern, etc.

You choose the **Price**.

A check mark here will allow your item to **Reduce** to 50% off on Half Price Day.

A check mark here will allow your item to **Donate** to our local charity if unsold.

Use **Quantity** if you have more than one of the EXACT SAME item. This will print one tag with a unique QR code for EACH item.

Printing Your Tags



Print your tags on 8.5"x11" white cardstock in portrait mode.

No Printer? No Problem!

When you finish creating your tags use the "Print PDF" option and upload the PDF file to an office supply store. It will save you ink and time. You can even ask them to cut your tags!



STEP #5

Drop Off



Prince William County

CLOTHING

(Children's through Juniors, Maternity, Costume/Dress-Up)

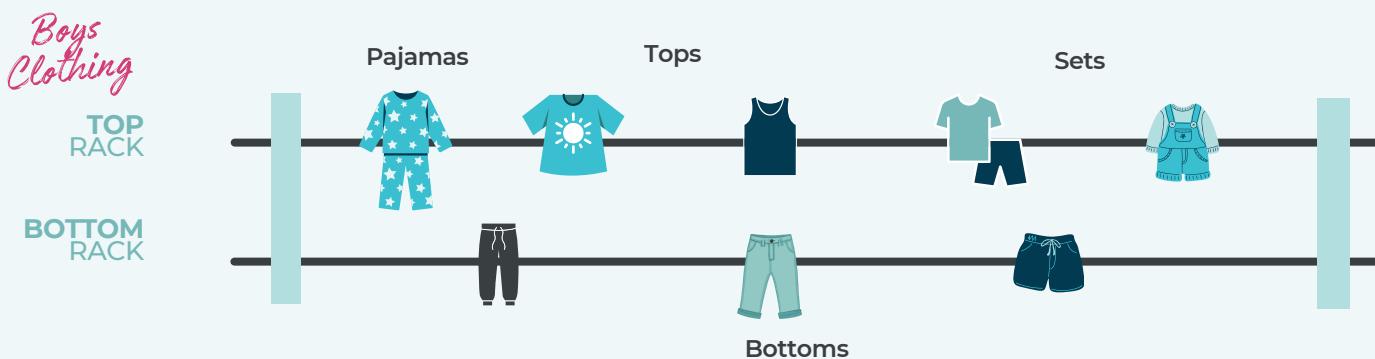
Organizing Clothing for Drop-Off

Sort your tagged clothing by gender, then size, then type to streamline your drop-off experience.



Dropping off Clothing at the Sale

Once your clothing is inspected and you're ready to place your items onto the sales floor, use this guide.





Drop Off



You did it! All your hard work will soon turn into a seller check!

Drop Off Dates

Wednesday, March 11 (9am - 8pm)

By appointment only

Editing Your Drop-off Appointment

Initial Setup:

- Look for the account claim link on your registration confirmation page or confirmation email
- Click the link and use the same email address you registered with
- You'll receive an activation email - click that link to complete setup
- Create a password to finish the process

For Future Access:

Once set up, you can log in anytime with your email and password to view and manage your registrations.

What to Expect at Drop-Off

Plan for about 60 minutes to drop off your items. If you have more than 250 items, give yourself extra time.

- 1 **Check In:** Check in at our welcome desk. Then grab a rolling rack and load your clothing.
- 2 **Clothing Inspection:** Drop off all clothing & shoes at the inspection area. While that's happening, place your non-clothing items on the sales floor.
- 3 **Place Items on the Sales Floor:** Place your non-clothing items on the sales floor where they belong. Then, return to Clothing Inspection, pick up your approved clothing, and hang items in appropriate places on the clothing racks.
- 4 **Safety Check:** Items a child sits in, is carried in, or sleeps in will be checked at the Safety & Recall Station.



Sale Week



Now that all of your items are dropped off, you get to **shop early** and **watch your check grow!**



Shop Early

The best perk of selling with JBF is shopping before we open to the public! Grab your presale ticket, friends for your guest passes (2), and enjoy all the best deals first!



Tell Your Friends to Shop

The more you share, the bigger your seller check will grow. Be sure all the families in your life know about how JBF can help their family **SAVE** this week!



Watch Your Check Grow

You can view your sold items! Log in to your JBF Profile, click on **TAGGING**, then choose **SOLD ITEM REPORT**.

Prince William County Sale Schedules

Consignor Schedule

Shopper Schedule

Reminder: Team members, consignors & their guests can shop any public times as well

Getting Paid

Once the sale is complete, you can expect to receive your payment via e-check within **14 days**. Your check will be delivered via email. If you don't see it after you receive the notification email, check your spam/junk folders. If you still don't see it, send us an email.



Unsold Items Donated to Charity

Your unsold items marked for **DONATE** are distributed to help local families through our Charity Partner, [insert name here]. You'll receive a donation receipt for tax purposes.