



Seller Guide



JBF PRINCE WILLIAM

Table of Contents

click on topic and jump to page

[Seller Details](#)

[Seller Checklist](#)

[JBF Standards](#)

[Teens](#)

[Maternity](#)

[Items We do Not Accept](#)

[Recalls](#)

[Tutorials](#)

[Step by Step](#)

[Step 1 Gather](#)

[Step 2 Sort](#)

[Step 3 Prep](#)

[Toys & Gear](#)

[Clothing](#)

[Miscellaneous](#)

[Tips & Tricks](#)

[Step 4 Price](#)

[Create Tags](#)

[Drop Off/Pick Up](#)

[Support](#)

[Car Seat Waiver](#)

[Crib Checklist](#)



WHY JBF?

If you've tried selling all those outgrown items on social media or spending your whole weekend sitting outside to host a less-than-amazing yard sale, you know there's got to be a better way.

Families who sell with Just Between Friends earn more and sell more—all in one place, all at one time. Plus, you'll feel warm and fuzzy knowing you are helping so many local families who love finding great deals for their kids at the JBF sale!

SELLER DETAILS

- Earn 60% on sold items
- Get access to our tagging site 24/7, 365 days a year to create your own JBF tags!
- Enter tags using a computer or smart phone (talk to text available)
- Watch your sales live during the sale
- May choose to reduce items for discount days
- May choose to donate unsold items to our charity partners
- Shop earlier and earn up to 70% by helping at the sale!

[Register](#)

Click here to register
and start tagging today!



NEXT STEP

After you have registered, make sure you have access to everything you need in order to sell with JBF Prince William. Bookmark the how-to-sell web page below, because it is where you will get tagging help, find info about each sale drop off/pick up dates, and get access to each of the registration steps and forms you may need at your consignor drop off appointment.

Click

How-To-Sell

SELLER CHECKLIST

- Log in and register for the event - you are halfway there
- Click the How-To-Sell button (above) and complete registration by scheduling your drop off, submitting your waiver and paying your consignor fee
- Presale passes will be provided at drop off
- Join our consignor group (click button below)
- Head to jbfsale.com to begin entering tags
- Use the rest of this guide and our How-To-Sell for help

Click

Prince William Consignor Group



Please bring us your **BEST** items
High Quality items = Happy Shoppers!



CLEAN

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

CURRENT

Sell items that are seasonally appropriate. Check the complete list of acceptable items below. Shoppers love current styles that are in fashion (we recommend less than 5 years old).

COMPLETE

Be sure all parts & pieces are present before you tag items. This includes working batteries.

COMPLIANT

Important Safety Guidelines apply to car seats, cribs, infant equipment & toys. Go to cpsc.gov to check for recalls!



[Click to play video](#)

REQUIRED FORMS

- [Crib Checklist](#) (We accept cribs manufactured after June 2011)
- [Car Seat Waiver](#) (Must include printed OR digital owner's manual)



WHAT TO SELL TEENS

Just because your Teen wore it,
that doesn't mean it will be accepted!

Current, trendy teen styles | Teen athletic clothes

Teen sizing (1, 3, 5, etc or S,M,L, XL)

→ Teen Limit - 10 Tags

Examples of Accepted Brands



DO NOT BRING

Women's or men's brand clothing or shoes





WHAT TO SELL MATERNITY



Just because you wore it when you were pregnant,
doesn't mean it will be accepted!

Maternity clothing must be maternity brands
The maternity category includes post partum
and nursing apparel and accessories



Maternity Limit - 10 Tags

**DO NOT BRING oversized women's or
men's clothing to sell as maternity**



ITEMS WE DO NOT ACCEPT

The following items are not accepted at JBF Prince William

- | | |
|--|---------------------------------------|
| X used nipples | X formula samples/medicine |
| X used pacifiers | X formula samples/medicine |
| X used teethingers | X open bottles of shampoo/lotions etc |
| X NEW or used jewelry teethingers | X Otterobars |
| X smart body monitors (Owlets
versions 1-3 cannot be sold WITH the box) | X Anti-rebound car seat attachments |

X used underwear, boxers

- | | |
|---|--|
| X twin+ size mattress | X booster seats without straps |
| X ALL crib rail protectors and crib
bumpers (including mesh bumpers) | X used mesh food feeders & teethingers |
| X infant sleep wedges/positioners | X baby food or formula |
| X baby bottles with old/used nipples | X Slumber pods or pack n play tents |
| | X pack n play after market mattresses |

Items that DO NOT follow the CPSC safe sleep guidelines such as:

- | | |
|----------------|------------------------------|
| X Baby Boxes | X in-bed sleepers |
| X Doc-a-tots | X baby nests & pods |
| X infant tents | X compact & travel bassinets |
| X sleep wedges | X inclined sleepers. |

- | | |
|---|---|
| X yearly/dated books and outdated books | X outdated parent/pregnancy books (> 5 yrs) |
| X Moonlite story projectors | X reference books (> 2 yrs) |
| X used play-doh | X books with ripped spines/pages |
| X water beads | X rated R, M or adult DVDs |
| X generic stuffed animals | X cassette/VHS tapes |
| X magnetic balls | X PC games |
| X books for adults | X TV gaming consoles (handheld ok) |
| X gardening & self help books | X video games rated MA or higher |
| X magazines for adults | X all home-made items |

[Click](#)



Consignors MUST check items for recall at the CPSC link before tagging.

Some examples:



TUTORIALS

Watch these Quick Video Tutorials

Click
to Play



Shoes

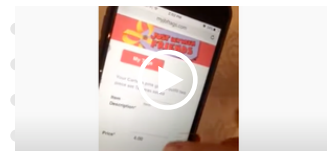
Books, DVD's & Electronics



Bedding

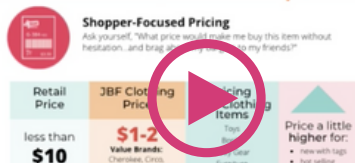
ALL BEDDING MUST BE HUNG

Talk to Text Tagging



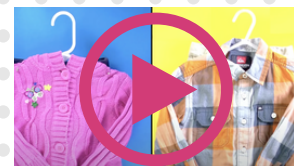
Tagging Supplies

Hangers



Pricing

Clothing



Toys



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
 - 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).



STEP 3 PREP

Maximize Profits

- Bundle Completed Sets
- Choose to Reduce!
- The better they look, the better they sell

zip tie hangers together



→ Iron wrinkles, button buttons, and snap snaps | sizes MUST be the same

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 3 PREP

CLOTHING



Hanging & Tagging Clothing

Put all clothing on a hanger. Attach JBF tag to clothing with safety pin or tagging gun. If using a tagging gun, only go through a seam. Bundle socks, infant mittens & hats, as well as other small accessories in clear self-sealing bags. Attach JBF tag to the bag with clear tape.

Hangers

Be sure the hanger hook opens to the left, like a "?" Attach JBF tag to front of item. Hangers may be plastic or wire, but clothing size 5 and under must be on child size hangers..



Hanging pants

Pin pants to the top rail of the hanger. If it is a set, hang shirt on the hanger, turn the hanger around, and pin the pants facing front-out on the hanger rail under the shirt. The closer the pins are to the center of the hanger, the less likely they are to slide off during the sale.




Creating Outfits

It's a great idea to create sets in sizes NB-5/6. Larger sized items sell best as individual pieces since older children tend to be more picky about what they wear. All items MUST be the same size.



Tagging Gun

If you use a tagging gun to attach JBF tags, only puncture the garment tag or an inside seam at the collar. (not the armpit) so that you do not damage the fabric. **If you puncture the fabric, items will be rejected.**

 **Safety Pins:** Avoid pinning one item to another (pin to the hanger) – it will not be accepted. Instead, hang one item and then pin second item to the top rail of the hanger or pants pinned to hanger rail underneath the shirt.



STEP 3 PREP



Cloth Items

Do not bundle cloth items in Bags – shoppers want to see the quality/condition of what they are buying. Instead, hang items.

Blankets/towels, etc. should be on a hanger – they will sell better.



Accessories

Use clear bags to bundle sets of socks, hair accessories, infant mittens and hats.

Display neatly so shopper can see well. Tape tags to the outside of the bag with clear tape.



Hats

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

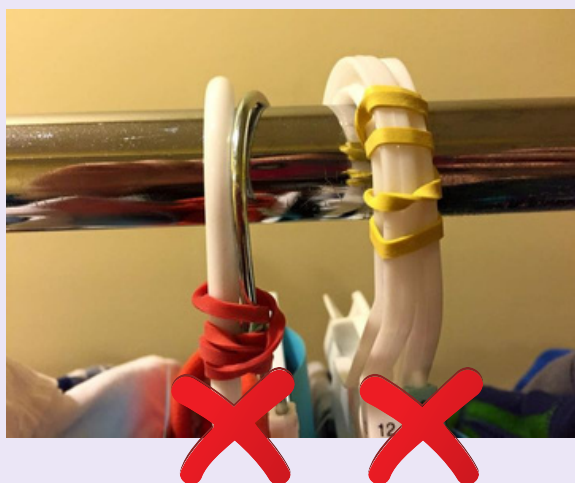


Hanging Multiple Items on a Hanger

Multiple items can be hung on a single hanger. Use a safety pin through the waistline to attach pants/skirts to hangers.

Items MUST BE the same size.
example: 12 mo and 12mo **not**
12mo and 12-18m

When creating a set, **ONLY** use safety pins to attach the pieces together on the hanger rail. If you are using two hangers, tape or zip tie the hangers together. Do not use twine or rubber bands.



Backpacks, lunch boxes, diaper bags, baby carriers should be placed on a hanger and zip-tied to the hanger.



You can bag "like" items together to save time. And use saran wrap to display puzzles.



For drop off- keep sizes separate by alternating sides for each size or put them in bags.





STEP 4 PRICE

Retail Price	JBF Clothing Price	Pricing Non-Clothing Items	
less than \$10	Value \$1-3 <small>*bundle in groups if <\$3</small>	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	Standard \$3-6	50-90% off retail	<p>Price a little lower for:</p> <ul style="list-style-type: none"> • infant clothing • play clothes • good condition • maternity 
more than \$20	Boutique \$7-15	Want to SELL Even MORE? Choose to REDUCE, which allows your items to sell at 50% off during discount sale days	

Examples of Brands

Value

- Cat & Jack
- Just One You
- Genuine Kids
- Child of Mine
- Circo
- Cherokee
- Gerber
- Oshkosh
- Faded Glory
- Garanimals

Standard

- Nike
- Under Armour
- Adidas
- Gap
- Polo
- Ralph Lauren
- Vineyard Vines
- Children's Place
- Crazy 8
- H&M
- Zara
- Toms
- Stride Rite
- Justice
- Carter's
- Old Navy

Boutique

- North Face
- Patagona
- Crew Cuts
- Mini Boden
- Tea Collection
- Mini Melissa
- Hanna Anderson
- Giggie Moon
- Persnickety
- Jelly the Pug
- Matilda Jane
- Livie & Luca
- Mud Pie



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



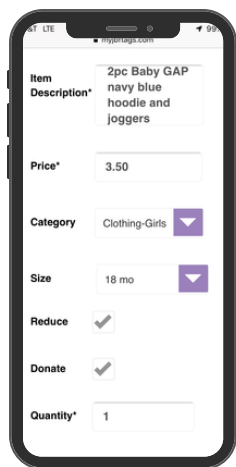
Price **LOWER** for:
baby sizes under 12 mo, maternity



CREATE TAGS

- You **MUST** select the appropriate CATEGORY. **All tags must have a category.**
- Enter the SIZE
- Be as **DESCRIPTIVE** as possible in case the tag falls off (so we can match it back up)!
- Add your price
- Check the **REDUCE** box if you would like your items reduced on discount days. (50% off)
- Check the **DONATE** box if you would like unsold items donated after the sale.

CAUTION: Unsold items marked for donate will be gathered for the charity when the sale ends on Sunday afternoon and cannot be retrieved by the consignor.

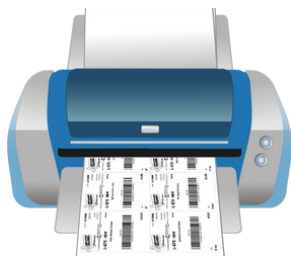


Tag from your computer
or
Tag from your phone!

If you make ANY change to your tags, you
MUST re-print
including adding or removing a star or repricing.
***Tag changes cannot be made during the sale**

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.

Be sure to replace ink as needed,
faded tags will not scan.





DROP OFF

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 Appointment is easy and fast.

- 1** Plan for 60-minutes to drop off your items. Longer if you have 300+ items to drop off. Be prompt for your drop off appointment, but **DO NOT** come early. You will receive your presale passes when you drop off.
- 2** Take your clothing items to be inspected. After they are inspected, you will hang them in the appropriate size. You may put your non-clothing items on the sales floor while you are waiting for your clothing/shoes to be inspected. Clothing will be hung by gender/size & type (pants on top rail | shirts on bottom rail) behind the rounder with your CONSIGNOR LETTER. For example, **L-123-ABC**, **"L" is your consignor letter.**
- 3** Before you leave, you will claim rejected items, Please read all sale week emails for more specific instructions on drop off/pick up.

PICK UP

Pick up is self sort of your own items on Sunday, Sep 8th, by appointment only.

Don't forget your appointment time!

Unclaimed items are donated at 8:30 pm!

If you are donating all items you DO NOT need to come to pick up.

The Charity Partner comes to the venue to pick up all donated items for families in need.



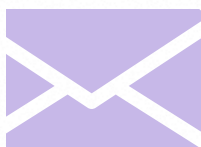
SUPPORT

QUESTIONS? PLEASE ASK

We are committed to making this process less confusing and helping every consignor sell successfully!

**To ask a question ANY time, email me at
michellebaxter@jbfsale.com**

To Join the Consignor Group click below.



**Email is always best.
Facebook messages can
get lost in the shuffle.**

JBF Consignor Car Seat Waiver (Please use One per Car Seat)

Car Seat Brand & Model: _____ Model# or Serial # _____

Date on Car Seat: _____ OR Expiration Date: _____

Thank you for your commitment to safety!

Car Seat Safety Checklist Questions	Circle each answer and follow instructions.	
1. Are you the original owner of the seat?	Yes – Continue to #2	No – Destroy Car Seat
2. Does the seat have a label with the date of manufacture and the model name/number?	Yes – Continue to #3	No – Destroy Car Seat
3. Is the car seat expiration date one year or more from now?	Yes – Continue	No – Destroy Car Seat
4. Has the seat been recalled for a safety defect?	Yes – Continue to #4b	No – Continue to #5
4b. Has the defect been remedied?	Yes – Continue to #5	No – Destroy Car Seat or Remedy then Continue
5. Has the seat been involved in any vehicle crash (even a minor one)?	Yes – Destroy Car Seat	No – Continue
6. Are there any cracks, bends, or breaks in the plastic shell?	Yes – Destroy Car Seat	No – Continue
7. Is the metal frame rusted, bent or broken?	Yes – Destroy Car Seat	No – Continue
8. Do you have a copy of the manufacturer's instructions?	Yes – Include printed instructions with item, then Continue	No – Include website URL or QR Code to access instructions, then Continue
9. Does the seat have all of its parts including harness straps, harness clip, seat cover, tether, padding, shield and bolts?	Yes – Continue	No – Destroy Car Seat or Obtain replacements, then Continue
10. Are the harness straps worn or frayed and/or have the straps ever been washed in a washing machine?	Yes – Destroy Car Seat or Obtain replacements, then Continue	No – Continue
11. Have the car seat and/or straps been cleaned only per the manufacturer's instructions?	Yes – Continue	No – Destroy Car Seat or Contact Manufacturer to verify integrity has not been compromised, then Continue
12. Does the buckle or any other metal part show signs of rust?	Yes – Destroy Car Seat or Obtain replacements, then Continue	No – Continue
13. Is the car seat clean with no visible stains, holes, or tears?	Yes – Continue	No – Clean and repair or Destroy Car Seat
14. When buckled, does the mechanism lock securely and remain locked when in use?	Yes – Complete bottom portion to consign car seat	No – Destroy Car Seat or Obtain replacements then complete bottom portion to consign carseat

In order to sell a car seat please read, verify and sign the following:

I am the original owner of the car seat that I am selling through Just Between Friends Children's Consignment Sales Event and verify that it has never been in an automobile accident, has not been broken in any way, has all of its parts, contains the identification label and is 1 year or more from expiration. I verify that the car seat has not been recalled to the best of my knowledge and if so, has been corrected to meet Motor Vehicle Safety standards. I verify that the car seat has all its harness straps, harness clip, seat cover, padding, shield and bolts and that the locking mechanism locks securely.

Signature	Print Name
Sign Date	Consignor Number

Consignor Crib Checklist

Use one for each crib consigned

1. Was the crib manufactured on or after June 28, 2011?	<input type="checkbox"/> Yes – continue to 4 Yes – continue to 2b	<input type="checkbox"/> No – continue
2. Was the crib manufactured between July 23, 2010 and June 28, 2011?	<input type="checkbox"/> Yes – attach a copy to	<input type="checkbox"/> No – continue to 3
2b Do you have a certificate of compliance from the crib manufacturer or original crib retailer?	<input type="checkbox"/> this form and continue to 4	<input type="checkbox"/> No – obtain a certificate of compliance or DESTROY
3. Was the crib manufactured before July 23, 2010?	<input type="checkbox"/> Yes – DESTROY Yes – continue	<input type="checkbox"/> No – answer questions 1-2b
4. Is the date of manufacture on the crib?	<input type="checkbox"/> Yes – continue to 5b	<input type="checkbox"/> No – DESTROY
5. Has the crib been recalled?	<input type="checkbox"/> Yes - continue	<input type="checkbox"/> No – continue to 6
5b Has the crib had the manufacturer approved recall fix?	<input type="checkbox"/> Yes – continue	<input type="checkbox"/> No – acquire the fix or DESTROY
6. Do you have a copy of the manufacturer's instructions?	<input type="checkbox"/> Yes – continue Yes – USE CRIB!!	<input type="checkbox"/> No – obtain instructions
7. Does the crib have all of its original parts?	<input type="checkbox"/>	<input type="checkbox"/> No – obtain all parts or DESTROY
8. Do you know the history of the crib?	<input type="checkbox"/>	<input type="checkbox"/> No – DESTROY

In order to sell a crib, please read and sign the following: I am the owner of the crib that I am selling through Just Between Friends Children's Consignment Sales Event and verify that the crib was not manufactured prior to July 23, 2010. I have attached an original copy of the manufacturer or retailer's certificate of compliance if the crib was manufactured between July 23, 2010 and June 28, 2011. I verify that the original manufacture date is on the crib.

Signature	Sign Date
Consignor Name	Crib Date
Consignor Number	Model #/Serial #