

YOUR GUIDE TO Selling

with JBF Lakeland



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



Inspect



Price



Prep



Drop Off

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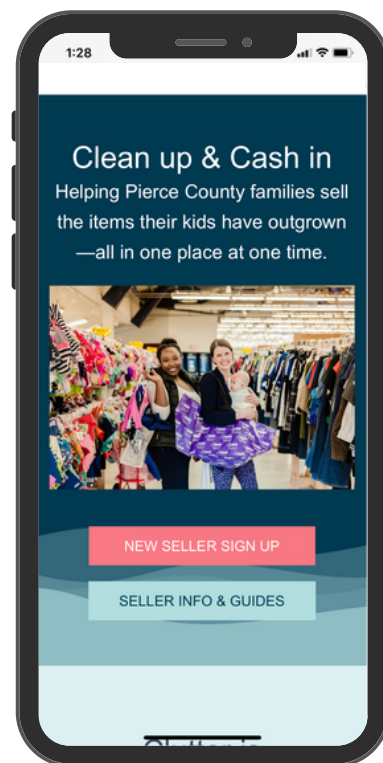
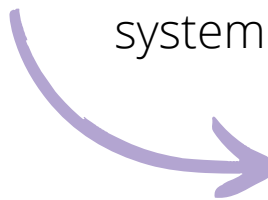
YOUR GUIDE TO *Selling* with JBF Lakeland



How to Sign Up:

First Things First: REGISTER

Save your spot by registering as a Consignor
for our Lakeland Sale Event
This step allows us to add your items to our
system



Questions? Join our Facebook Group JBF Lakeland Consignors or scan QR code



STEP #1 *Gather*



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

KEEP

It's okay to **KEEP** the items that you just aren't ready to part with yet! We have all been there and it's okay to hold onto those special items.

TOSS

TOSS the items that are too well-loved (stains, missing pieces, or are not working). Shoppers are wanting to buy pre-loved items with life still in them for their families to love.

SELL

Your "**SELL**" pile is your extra cash!!! You can start gathering for our sale anytime! **Pro Consignor Tip:** Keep an empty box or tote in your child's closet or play room to gather your "sell" items as they outgrow them.



STEP #3

Inspect



Inspect

The 4 C's: Our Quality & Safety Standard for Consigning

This is a crucial step as a Consignor. Even though we inspect your items at Drop Off, it's very important that each consignor carefully **inspects each item utilizing these four standards**. It's our mission to provide quality and safe items for our shoppers.

• • • • •

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. Save your cold weather items for our Fall/Winter sale. If you bring out-of-season items, they will be pulled as a No Thank You. Check our Seasonal Guide below.

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

Questions? Join our Facebook Group: JBF Lakeland Consignors or scan QR code



STEP #3

Inspect: Clean



Wash & Clean ALL Items

The newer it looks, the better it sells. A quick wash, or wipe down might be all it takes to get your items sale ready! Shoppers want to buy items in great condition for their family to use and enjoy!

Wash all clothing, bedding, and cloth items on equipment. Wipe down all non clothing items and clean shoes thoroughly. Magic Erasers work really well on shoes!



ITEMS TO DOUBLE CHECK:

- ALL SHOES
- BOTTOMS & SOCKS
- OUTDOOR TOYS
- BABY/INFANT TOYS
- PACK & PLAYS
- HIGH CHAIRS & BOOSTERS
- STROLLERS
- CARSEATS & BOOSTERS
- POTTY CHAIRS
- SIT IN BOUNCERS
- BABY WALKERS



Questions? Join our Facebook Group: JBF Lakeland Consignors or scan QR code



STEP #3

Inspect: Current Clothing

Short-sleeved items:
onesies, shirts, dresses



Shorts, skirts, capris
summer dresses
jeans



Lightweight summer
pajamas and sleepwear



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



Sweatshirts
lightweight jackets
summer accessories



Swimsuits and
accessories



Fan gear
dress-up/play outfits
Easter & 4th of July
attire



NO THANK YOU ITEMS

- X broken zippers or snaps
- X stained clothing
- X holes in clothing
- X **adult clothing**
(maternity accepted)
- X adult accessories
- X adult shoes

There are some items we cannot sell right now.

Save these items for our Fall/Winter Sale:

- X long-sleeve shirts 6m & up
- X long-sleeve dresses
- X camp/school shirts
- X fleece leggings
- X fleece pants
- X fleece pajamas
- X winter pajamas
- X fleece Sleepers
- X snow boots
- X winter jackets
- X gloves
- X winter gear
- X Fall Holiday clothing
- X Christmas clothing
- X Halloween costumes

Questions? Join our Facebook Group: JBF Lakeland Consignors or scan QR code



STEP #3

Inspect: Current Clothing



SPECIALTY CLOTHING

Hanging & Tagging Clothing

These items will go on a separate rack. Tag all items separately and place together on designated rack.



Boutique Brands



Brands not sold in major retailer.
Full list in Quick Links

"Mommy & Me"



"Mommy & Me", Sibling or Family matching/coordinating shirts or outfits. Current Season Only

Sports



Sports Gear, Dance & Gymnastics

Dress Up



Community Helpers, Disney/Princess, Characters, Fall Themed Halloween Costumes during Fall Sale Only

Maternity



Current Season Only



STEP #3

Inspect: Current Non-Clothing

Plates, cups, utensils



NEW nipples/pacifiers
bottles with nipples
removed



Character or
animated stuffed
animals



Soft infant toys WITH
sound/rattle



Cribs, toddler-twin beds
bed rails, co-sleepers
bassinets



BOOKS: Soft, board
picture, chapter
educational, tween



DVDs: Rated
G, PG, PG-13 only



NO THANK YOU ITEMS

There are some items we know we cannot sell, no matter what the season, due to safety concerns.

- X opened formula, food, medicine
- X expired formula, food, medicine
- X sample formula, food, medicine
- X formula, food, medicine not meant specifically for children
- X breast pumps provided by insurance
- X USED pump tubing
- X USED nipples
- X USED pacifiers
- X infant sleep products that are not compliant with safe sleep (pg 10)
- X boppy loungers
- X drop-side cribs
- X ALL crib bumpers
- X baby wedges/sleep positioners
- X full+ size beds
- X full+ size bedding
- X adult books
- X cookbooks
- X self-help books
- X R-rated DVDs
- X adult content DVDs
- X VHS tapes
- X CDs



STEP #3

Inspect: Current Non-Clothing

KID'S ARTS & CRAFTS



Supplies: New/Like New Items

KID'S ROOM DECOR



Storage: Baskets & Organizers



Furniture: Clean & Cute



Decor: Like New, Current & Trendy



School Supplies: New & Unused Supplies, Classroom Essentials



Gifts: New/Like New Baby Shower Gifts

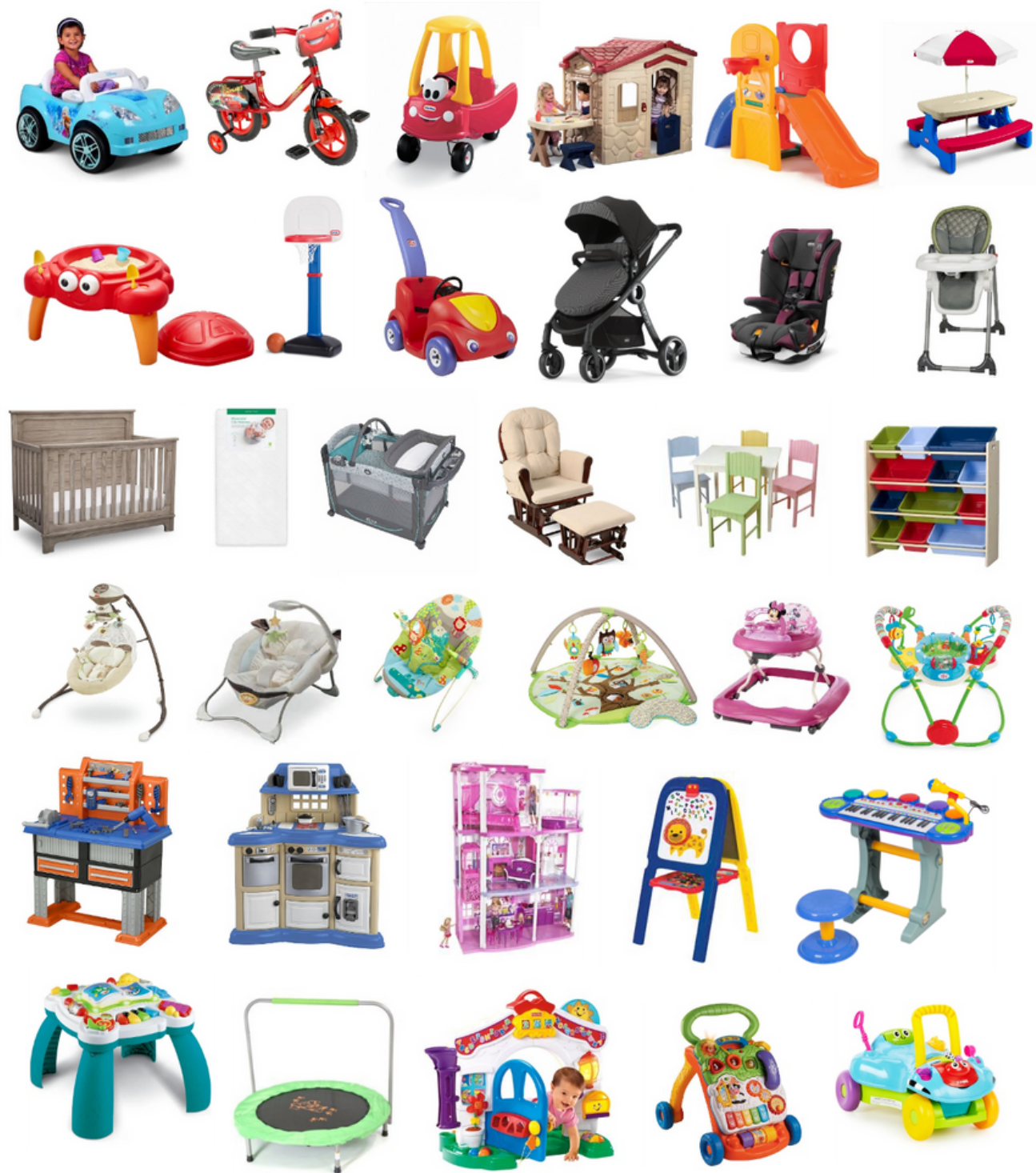


STEP #3

Inspect: Current Large Items

These items are a "YES!" at any of our sales (and they usually sell well)!

Safety First: All items must meet safety standards. Please check for recalls and be sure all safety straps are included.



Questions? Join our Facebook Group: JBF Lakeland Consignors or scan QR code



STEP #3

Inspect: Complete



Check all Items are Complete

Go through items to make sure all pieces are together. Check all toys and games and **replace any batteries** to prevent battery supply fees (\$1/battery required) IF you have an item that is missing a piece and can still be used without that piece, please make sure you note it very clearly on the item and tag for shoppers to see. **Items that are missing crucial pieces will be pulled off the sales floor.**



TOYS & GEAR TO DOUBLE CHECK:

**PUZZLES
GAMES
CRAFTS**

**FEEDING SUPPLIES
LG EQUIPMENT
BABY EQUIPMENT**

**TOYS
FLASH CARDS
EDUCATIONAL ITEMS**



Questions? Join our Facebook Group: JBF Lakeland Consignors or scan QR code



STEP #3

Inspect: Compliant



Safety Matters

Just Between Friends is dedicated to keeping families safe. That's why we want you to have up-to-date information on safety and recalls for items you're still using and for items you want to sell at JBF.

As a Seller, it is your responsibility to check all of your items for recalls. If an item is recalled, it cannot be sold at JBF. If you've installed the recall repair, it is safe to use and sell at JBF.

For the most up to date recall information, visit <https://www.cpsc.gov/Recalls>

TOP 10 SAFETY ALERTS



Bumbo Seats



Chico Polly High Chairs



4moms MomaRoo & RochaRoo



Summer Infant Baby Bather



Boppy Lounger



Infantino Infant Carriers



All Crib Bumpers



All Incline Sleepers



Macleran Strollers



B.O.B. Strollers

Visit our website for full safety guide: lakeland.jbfsale.com

For the most up to date recall information, visit <https://www.cpsc.gov/Recalls>

STEP #3

Inspect: Compliant



Car Seat & Crib Waivers are required



CAR SEATS: WAIVER REQUIRED

All Car Seats must be checked for recalls before selling at JBF. www.cpsc.gov/Recalls

A completed **Car Seat Waiver is required** for all car seats, booster seats, and bases.

CRIBS: WAIVER REQUIRED

All Cribs made before June 28, 2011 are no longer considered safe for infants.

For cribs manufactured on or after this date: a completed **Crib Waiver is Required.**



INFANT SLEEP PRODUCTS



JBF accepts cribs, bassinets, cradles, bedside sleepers, and play yards that meet current Safety Standards set by the Consumer Product Safety Commission and JBF quality/condition standards.

For all other items marketed or intended to provide a sleeping accommodation for an infant up to 5 months of age, the product must have a stand, meet stability requirements, and have a side height of at least 7.5 inches.

All other infant sleep products are not accepted for resale at JBF.

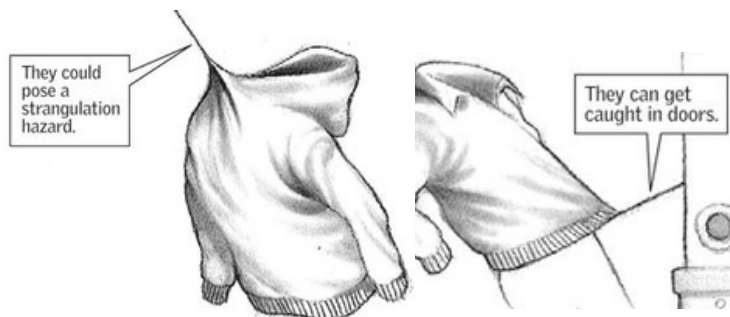
HELP STOP TIP OVERS



All furniture over 27-inches will be sold with safety straps to anchor furniture to the wall safely.

We will provide safety straps for your items when you drop it off at the JBF sale.

DRAWSTRING SAFETY



Upper Outerwear WAIST Drawstrings should be 3-inches or shorter and sewn to garment at mid-point so string cannot be pulled to one side.

Upper Outerwear NECK Drawstrings should be removed completely.

STEP #4

Pricing Guide



Shopper-Focused Pricing

Ask yourself, "What price would make me buy this item without hesitation...and brag about my bargain to my friends?" We want you to have the **highest sell thru rate!** If you have questions about pricing, reach out to our consignors on our Community FB Group!

Retail Price	JBF Clothing Price	Pricing Non-Clothing Items	
less than \$10	\$1-2 Value Brands: Cherokee, Circo, Cat & Jack, 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 • bedding • maternity
more than \$20	65-75% off retail Boutique Brands: Janie & Jack, 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 #5

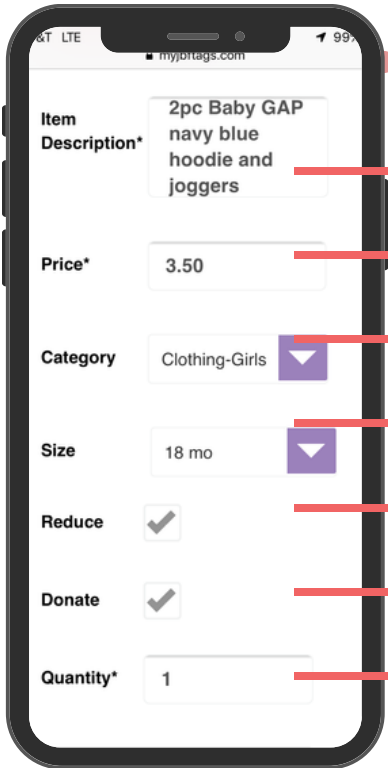
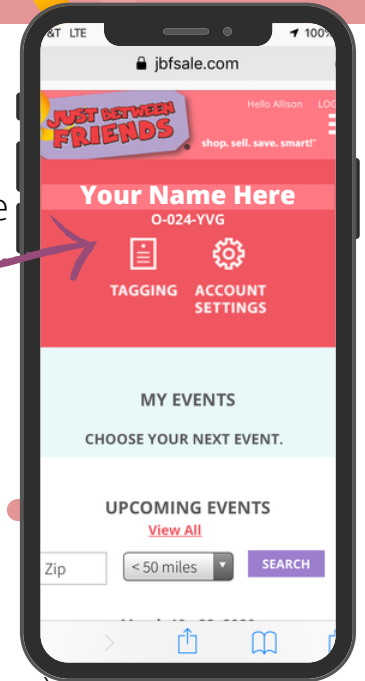
Prep: Tags



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.lakeland.jbfsale.com
- 2.consignor login
- 3.click on TAGGING



Creating Tags

Include brand, colors, number of pieces included

You choose the price (refer to our pricing guide above)

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

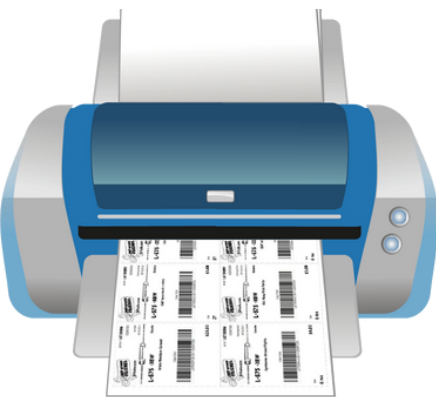
TIP! Talk-to-Text

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



Print Your Tags

Print tags on 8.5"x11" **white cardstock**. Tags print 9 per page. Use the PDF format on Portrait mode.



Questions? Join our Facebook Group: JBF Lakeland Consignors or scan QR code



STEP #5

Prep: Supplies



Tagging Supplies

Preparing Your Items & Attaching Tags

Now that your JBF tags are printed, cut them apart and sort them by categories to make your next step 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



STEP #5 *Prep*



CLOTHING

Hanging & Tagging Clothing

Put all clothing on hangers. We will hang all clothes organized by gender and then by size.



Set hanger direction for all clothing like a question mark



Creating Outfits and pin to hanger or zip tie hangers together



Attach Tags on clothing tag or inseam with pin or tagging gun



All hangers need to face the right direction



Items will be damaged if you attach outfits with tagging gun



Fabric will be damaged if tagging gun is used incorrectly



STEP #5 Prep



HANG OR BAG

These items can be hung or in a large bag as we will have baskets for them to be sorted into: Bedding, Blankets, Crib Sheets, Changing Pad Cover, Towels, Nursing/Car Seat Covers, Baby Carriers/Wraps, Diaper Bags, Backpacks, Swaddles, Burp Cloths, Nursing Pillow Covers, Shopping Cart Covers, etc.



ACCESSORIES & SHOES

- **Shoes**-Clean and attached securely together with zip tie or safety pin with tag visible.
- **Accessories**-We will display all accessories on grid walls using clips and in baskets. You can bag them as sets or groups of items.



Pro Tip- Use cardstock for smaller items for easy display. For the bows, we cut 2 pieces and clipped the bows to cardstock so shopper can easily see each bow.



STEP #5 *Prep*



TOYS, BABY SUPPLIES & GEAR

Tagging Essentials:

- Tag is easily visible and attached securely (won't fall off)
- All pieces secured together (won't separate; tape bags closed)
- **Pro Tip**-Use cardstock for small pieces for easy display in bags.

Clearly Visible



Pieces Attached



Tag is Secured



Items are blocked by tag on one side & bag label on other



Right bagged items are not clearly visible inside worn bag

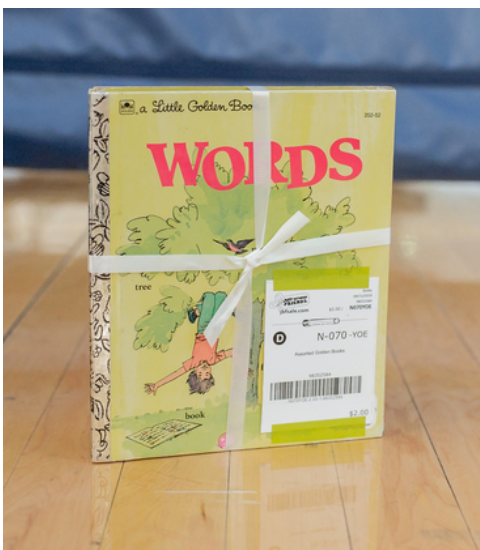


STEP #5 Prep



BOOKS, PUZZLES & GAMES

Painter's Tape is strongly encouraged when attaching your tag to books and games/puzzles in boxes. Clear tape causes damage and can leave residue. Bundle books with string, use bags for games without boxes and saran wrap for loose puzzles.



Questions? Join our Facebook Group: JBF Lakeland Consignors or scan QR code



STEP #5 Prep



LARGE ITEMS

Secure & attach multiple parts and print extra tags with counts added to description (1 of 3, 2 of 3, 3 of 3) so shoppers know what belongs with your item.



Pro Tip- Accessories need to be SECURELY attached with bags taped shut! Never use packing tape to attach a tag over stickers or paint that will peel.



STEP #6

Packing

JUST BETWEEN FRIENDS

Let's Get Your Items Packed Up

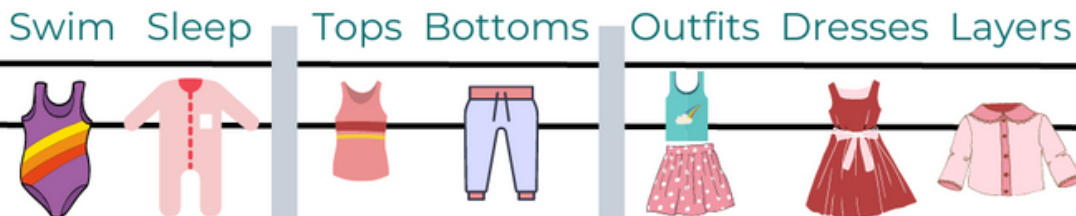


You did it!

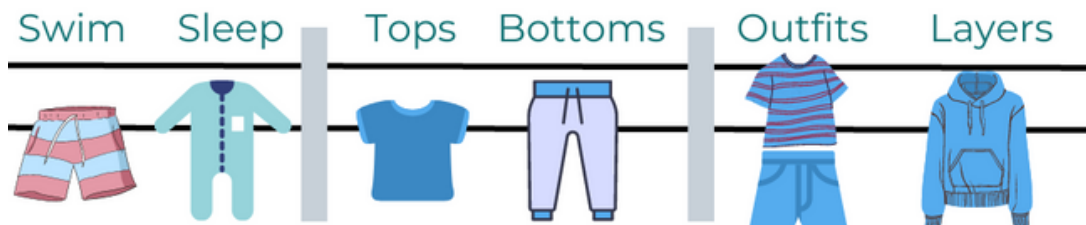
Now that your items are tagged, you'll want to pack items **organized by type and clothes by gender, size and categories below** so that your Drop Off process is easy and fast.

Clothing Categories:

Girls Clothing Sizes: Premie-24m & 2T - 20



Boys Clothing Sizes: Premie-24m & 2T - 20



Separate Rack: Boutique & "Mommy & Me"

Please note: We are not able to store any personal totes or containers at the venue. Make sure to bring your totes/containers home after all items are put out on the sales floor. Boxes, bags, and totes are subject to checking upon exiting the building. We want to keep your items safe & secure!

Questions? Join our Facebook Group: JBF Lakeland Consignors or scan QR code



STEP #7

Drop Off

JUST BETWEEN
FRIENDS

Consignor Drop Off:
WEDNESDAY - 1PM - 8PM
THURSDAY - 9AM - NOON
SIKES HALL LOADING DOCK

1

Make sure you have registered. Make sure you have registered as a consignor at each Lakeland event BEFORE drop off so you are in our computer system. Plan for 60-minutes to drop off your items. Longer if you have 250+ items to drop off.

2

Drive to Gate 6, proceed all the way back and to the right and park behind the building at the Sikes Hall Loading Dock. Bring one small tagged item inside and **check - in**. There are a limited number of flatbed carts available. We recommend bringing a wagon or your own cart. Rolling racks for clothes are available for your use INSIDE ONLY.

3

Any items that a child sits in, is carried in, or sleeps in will be inspected for recalls. Be sure to fill out your waivers before drop off.

4

You will place your items for display where they belong. Any items left in bins/boxes or otherwise "dumped" will be placed in storage for pickup and not put out.

5

Shop early and make even more by working at the sale. We can always use more help. Check with us before you leave about grabbing an available shift!

That's it! You're Done!

Questions? Join our Facebook Group: JBF Lakeland Consignors or scan QR code



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, TLC Association. Donation receipts for tax purposes are available.



Wednesday 1PM - 8PM

Drop Off



Thursday 9AM - NOON

Drop Off



Thursday, 4PM - 7PM

Consignor Presale



Friday, 10AM - 6PM

Public Sale



Saturday, 10AM - 4PM

Public Sale

4PM - 7PM

Consignor Half Price Presale



Sunday, 9AM - 2PM

Public Half Price Sale

2PM - 3PM

Stuff a Bag Sale - sort helpers only

3PM - 7PM

Sort

Questions? Join our Facebook Group: JBF Lakeland Consignor or scan QR code



STEP #8

Pick Up



Consignor Pick Up:

SUNDAY

7PM - 8:30PM

SIKES HALL LOADING DOCK



1

Plan for 10-30 minutes to pick up your items. Longer if you have 100+ of unsold items. Don't forget your bins or boxes. Park at the loading dock where you dropped off. **Check In...**you will receive your Consignor Pick Up Checklist.

2

Your first stop will be collecting your **Hanging Items** sorted by Consignor Number. Next you will collect your **Non-Hanging Items** sorted in baskets by Consignor Number.

3

Check our **Lost Tag** items for any items that may have lost their tags.

4

Once you have collected all your items in these areas, **check out with Team Members** at the exit and turn in your Consignor Pick Up Checklist.



If you have chosen to donate your items, you will not have to come to pickup and our charity partner, Conroe Service League, will pick up your items.



Checks will be sent out via email within 2 weeks of the last sale day!

Congratulations on a Successful Spring Sale!

Questions? Join our Facebook Group: JBF Lakeland Consignors or scan QR code



Quick Links



Just Between Friends Lakeland



COMPLETE CONSIGNOR GUIDE

[Boutique Brands](#)

[Car Seat Waiver Form](#)

[Charity Partner Information](#)

[Community Facebook Group](#)

[Consignor Registration](#)

[Consignor Waiver](#)

[Crib Waiver Form](#)

[Facebook Page](#)

[Instagram Page](#)

[Location & Directions](#)

[Safety & Recall Guide](#)

[Sale Schedule-Consignor](#)

[Sale Schedule-Shopper](#)

[Shopping Tickets](#)

[Tagging Videos](#)

[Valet Consignor Guide](#)

[Vendors](#)

[Website](#)

