



# Portland JBF Sale Drop Off Instructions

**Please allow at least an hour for drop-off in order to complete paperwork, have your clothing items inspected, and place all of your items on the sales floor.**

When you arrive at the Expo Center, please enter through the front doors of Hall A into the lobby. **Please only bring as much as you can easily carry when you first enter.** There will be some paperwork to complete & we want it to be as easy as possible for you. You will have a chance to unload the rest of your items once you get checked in.

## **Step One: Check In**

We will have a check-in table set up just inside the door for you to complete your paperwork. The paperwork is extremely important as it is how we verify your current information and know where to mail your consignor check! Please keep your copy of the paperwork as you will need it to pick up your unsold items at the end of the sale. When your paperwork is done, the volunteer at the check-in table will give you a number to use as your place in line for the inspection tables and your pass for the large loading door.

## **Step Two: Unload items into hall**

If you have a large number of items or any large items, you may pull your car around to the loading area on the side of the hall and unload your items in through the roll up door. You must show your number in order to bring items into the hall so that we can verify that you have checked in. For safety reason, you will need to move your car from the loading area as soon as all of your items are inside the hall. *Please remember that we do not have carts for you to use. If you have a lot of items, please remember to bring a wagon, stroller, or some other method so you can easily carry your items.*

Next, wait for your number to be called so that your clothing items can be inspected.

**Non-clothing items (toys, books, large items, etc.) do not need to be inspected.**

**Please feel free to put these out on the floor while waiting for your number to be called.** If you don't hear your number when it is called and miss your spot, don't worry! Just alert the volunteer who is calling numbers and you will be the next person served. We will have a waiting area set up with chairs for your comfort while you wait for your number to be called.

## **Step Three: Clothing Inspection**

We inspect all clothing items to ensure they meet the gently-used, almost-new criteria our shoppers have come to expect at JBF Sales. Once your number is called, bring your clothing items an inspection table where a volunteer will check each item to make sure it is in season and does not have stains or rips. Please do not be offended if some of your items are rejected. The lighting in the hall shows many spots that do not appear under normal household lighting.



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### **Step Four: Place your items on the sales floor**

Once your clothing items have been inspected, place them on the racks by gender and size. All non-clothing items should be placed on tables or in the large item area according to the signs. If you have any questions about where to put something, just ask one of the volunteers & they will be happy to help!

### **Step Five: Relax and Smile**

You are done! Just think of the extra spending money and the extra room in your closets!