

Consignor Information - Just Between Friends Fort Worth

Basics:

1. Consignors make 60% on items that sell. If they volunteer to help at the sale, they make 70%. Volunteering details are covered on the website under "Helping at the Sale" on the Consignor Details page.

2. Consignors pay a fee before the sale to participate. The fee schedule for the Spring 2019 sales event is:

Pay by January 20th – discounted to \$12.00

Pay between January 19th and February 3rd – discounted to \$14.00

Pay after February 3rd - \$18.00

If a consignor is unable to pay before the event, a fee of \$24.00 will be taken from their check. There is a small online handling charge with the fee. Consignor Fees are waived for 20 and 16 hour volunteers, and for those who opt to reduce (let items go ½ price at the end of the sale) and donate ALL items will also have their fee waived.

The link to pay the Consignor Fee is on the website under Consignor Basics.

3. Every consignor will print, fill out, and bring to Drop Off a Consignor Waiver.

The link to print the Consignor Waiver is on the website under Consignor Basics.

4. Every consignor will register online through the website. This is accomplished by going to the Login button on the top right of the webpage and selecting the Fort Worth sale and indicating you wish to participate as a consignor at the upcoming event. Failure to do this will mean you are unable to see what items sold during the course of the sale.

5. Consignors and 1 Guest get to shop early before we open to the public and also get to shop the 1/2 Price Presale. Check the dates/times below. Want to shop even earlier? Volunteer!

5. Consignor Checks will arrive about 2 weeks after the end of the sales event. The checks will be emailed and can be printed on a regular printer (no special paper or ink required).

Tagging:

1. The FREE and EASY tagging site is open year-round and you may tag your items at any time. No item limit except for maternity clothing that has a limit of 15 items, stuffed animals are limited to 5, and books are limited to 20. You must have at least 20 items or \$50 worth of items to participate.

2. Tagging is simple - You price it, choose if you want it to go to 1/2 price on the last day, and if you want to donate it if it doesn't sell. You tag it, bring it to the sale and put it on the sales floor and we do the rest!

3. Don't have time to prep and tag your items? Our DropNGo Tagging Service is for you! Details on website.

4. First time consignor needing a little encouragement on how this all works? Our Consignor Mentor program or our JBF101 "How To" Conference calls may be just what you need.

5. Packaging and Pricing guidelines are on the website.

Consignor Drop Off:

1. Information on Valet Drop Off and 400+ Drop Off is on the website.

2. Before you come to the sale, put your items in gender and size order. Tell your inspector they are in order so it will make putting your items out so much quicker!

3. If you are selling a crib, car seat, or car seat base (this includes infant carriers used as car seats), please bring your completed Car Seat Checklist or Crib Checklist and turn it in during Drop Off.

4. All Drop Off is through the back (north) doors of the Exhibit Hall next to the loading dock. Parking for Drop Off/Pick Up is the same. At Will Rogers, come to the parking gate at the corner of Gendy St. & Burnett-Tandy Dr., next to the Exhibit Hall and across from the Museum of Science and History. Tell the attendant you are dropping off items at JBF and DO NOT PAY to park - all parking fees for consignors dropping off items are waived. First left turn (look for the JBF signage) on Tower Drive around to the back doors (by the loading dock) where Drop Off is. DO NOT park in the parking garage under the Exhibit Hall.

5. Allow a minimum of 1 hour to Drop Off. If you have lots of items/bulky items that require several trips to your car, allow more time. We never know when big crowds will hit, so keep this in mind when you plan your trip. Bring

at least one item in with you on your first trip (you may bring as much as you wish) along with your paperwork. If multiple trips to your car are required, you will not have to wait in the Check In line each time.

6. Recall repairs must be installed on the item and proof of repair (paperwork for repair) attached to JBF tag.
7. Step Signs will walk you through the Drop Off process. Don't skip any steps along the way! You will check in, pick up your Presale Passes, go through Inspection and then put your items on the sales floor. We inspect clothing, shoes, car seats, and cribs. Stay with your items while they are inspected. Items that do not pass Inspection will be by the exit doors for you to pick up when you leave Drop Off – it is your responsibility to pick them up. Any items left at the exit door after Drop Off will be donated after Drop Off ends. If stains are missed during Inspection and found later, the item will be pulled and returned to you at Pick Up. Want to skip the clothing Inspection Station? See info about our Perfect Inspection program.
8. When you exit the Exhibit Hall, your boxes and bins will be inspected for security. On your final trip out, you will leave your Inventory Control Card with security. Perfect Inspection cannot be given if you don't turn it in.

Consignor Early Shopping Times:

The Consignor and Guest Presale is on Wednesday, 2/27/19 from 4:30 to 10 pm.

The 1/2 Price Presale for Consignors who were unable to volunteer (and their Guest) is on Saturday, 3/2/19 from 6 to 10 pm.

Please carefully check the dates and times printed on your Presale Passes. You do not have to enter the sale at the same time as your guest. If you choose to volunteer, your Consignor Presale Passes will be replaced with Volunteer Presale Passes which allow you to shop earlier, but your Guest Passes will not be upgraded to an earlier time. Strollers are not allowed at the Consignor/Guest Presale but they are at the ½ Price Presales. Children are not allowed at the Consignor Presale (but they are at the ½ Price Presale) with the exception of infants who are carried by you or on you in a sling/carrier. A child aged 12 or older may use your Consignor Guest Pass.

Consignor Pick Up:

1. Information on Valet Pickup is on the website.
2. Before coming to Pick Up, gather and bring bins, boxes, or bags to pack up your items. Most of our rolling racks will be broken down by this time and unavailable to borrow. We will not have extra volunteers available to help you load your items. Bring a photo ID.
3. All hanging items will be sorted by individual consignor numbers. Table items will be sorted into ranges based on the first letter of the Consignor #. Large and Recalled items will be grouped together, but not in any order.
4. All Pick Up is through the back (north) doors of the Exhibit Hall next to the loading dock. Parking for Drop Off and Pick Up is the same. See details above in the Drop Off section.
5. If you are picking up for someone else, they must have put your name on the electronic Consignor Waiver before the sale. If they failed to include your name on the form, we will ask you to verify some of their personal information to prove to us that you know them, so please be prepared with their information. You must know the consignor number for anyone you are picking up for.
6. Allow a minimum of 1 hour to Pick Up. If you have lots of items/bulky items that require several trips to your car, allow more time. Crowds/lines are bigger at the start of Pick Up. We take Pick Up security very seriously and thank you for your patience as we protect your items.
7. Step Signs will walk you through the Pick Up process. Don't skip any steps along the way or you may miss picking up some of your items. Be sure to check all around and under the tables for your items. Make sure that all of your items hanging together and what you pick up on the tables are yours. If you find an item that is not yours mixed in with your things, ***take the item to a volunteer so that we may get the item back to its owner.***
8. All items marked "donate" have been pulled. If you have items remaining that you wish to donate, please take them to the donate area. Email Joanie after the sale for contact info to get a donation receipt for taxes.
9. If multiple trips to your car are required, you will not have to wait in the Check In line each time.
10. If you have missing items, please wait until you receive your check to inquire about them. Many of your missing item questions are answered once you receive your check. Do not cash your consignor check until you have resolved all of your questions.