



JBF Harrisburg/Hershey Consignor Quick Reference Guide

Complete Details online at harrisburg.jbfsale.com/SellView.jsp

Watch "How To" videos at JBF Harrisburg/Hershey Consignor Facebook Group

Questions?

Email:

juliebatenburg@jbfsale.com

Facebook: JBF

Harrisburg/Hershey Consignor Group

Call: 717.489.2828 (cell)

Supply List

- White cardstock (6 tags print per page)
- Tagging gun & fasteners (or safety pins)
- Child size hangers
- Gallon & quart size clear self-seal (Ziploc) bags
- Clear packaging tape
- Scissors & ribbon or string or zip-ties
- Cleaning supplies (for toys)
- Stain remover & wrinkle releaser

6 Steps to JBF Prep

1. Clean out closets, drawers, garage
2. Wash clothing, check for stains/damage & clean non-clothing items, check for missing pieces
3. Check for recalls at www.cspc.gov or use JBF-Harrisburg website (Consignor Details Section) for Safety & Recall info
4. Hang clothing items in outfits/sets & bag or tie non-hanging items
5. Price items online, print & sort tags
6. Attach tags to items & sort for Drop Off

Barcoded Tags at www.myjbftags.com

- **Consignor Number** – be sure to enter your Consignor Number correctly when setting up your account (in your Profile)
- **Sale Location** – choose the location at which you plan to consign; if consigning in more than one JBF sale, be sure the correct location is chosen DURING that sale (in your Profile)
- **Category** – choose a category that make sense to you; choose miscellaneous or leave blank if needed
- **Item Description** – include brand name, color(s), etc.; the better the description the more likely we can match a lost tag to your item and get it back onto the sales floor
- **Reduce** – check this box if you want the item sold at 50% off on the last day of the sale; we recommend choosing "reduce"
- **Donate** – check this box to donate an item that does not sell to our JBF Charity Partner
- **Quantity** – this option allows you to quickly produce tags if you have more than one of the exact same item (same color, size, brand).
- **Print** – when you are ready, choose "Print Alternate" to format 6 tags per page. Set printer on high quality for a clear tag and functional barcode.
- **Sold/Sold Date/Sold Price** – each night during the sale, watch your items sell!
- **Reports** – you can print multiple reports from the www.myjbftags.com system

Drop Off

- ☐ Bring completed Consignor Agreement
- ☐ Bring Car Seat Checklist (if app.)
- ☐ Sort hanging items by gender & size
- ☐ Sort non-hanging items by type (think retail store)
- ☐ Bring a hand truck, wagon or cart for quick drop off

Pick Up

- ☐ No early Pick Up is allowed (it disrupts our sorting process)
- ☐ Bring a tote/bin/box

Prepping & Pricing & Tagging

| Item Category | Examples | Prepping | Pricing | Tagging |
|------------------------------------|--|--|---|---|
| Hanging Clothing Items | Outfits, pajamas, dresses, coats, bathrobes, dress-up clothes, etc. | Hang on child size (or appropriate size if teen/maternity) hanger with hook facing left (like a question mark); Attach multiple items together with tagging gun or safety pins so that pieces cannot be separated | Put outfits/set together to price for at least \$3.00; Start at \$3 for basic, generic brand 0-24mo outfit; Add \$1 each for larger size, namebrand, formal, heavy/winter | Attach JBF tag to item's tag or an inside seam (so that you don't put an extra hole in the item) and be sure the tag is easily seen on the front of the item (pull on tag to be sure it is secured) |
| Non-Hanging Clothing Items | Socks, tights, infant pants, infant mittens/booties, hats, etc. | Attach sets of items (for example, 6 pairs socks) together with tagging gun or safety pins (be sure multiple pieces cannot be separated) and place in clear self-seal bag | Put sets together to price for at least \$3.00, but okay to price for less (i.e., 6 pair socks for \$1.50) | Attach JBF tag to outside of bag with clear packaging tape or attached JBF tag to items inside bag (be sure tag is easily seen) |
| Shoes | Shoes, boots, slippers | Attach pair together using spring, twine, ribbon or zip-tie; Put infant shoes in clear self-seal bag | Shoes must be in good condition and should start at \$3.00 for infant/toddler; Add \$1 each for larger size, name brand, heavy/winter | Hole-punch JBF tag and tie it to one/both |
| Bedding, Blankets, Textiles | Bedding sets, crib/bedroom sets, quilts, blankets, receiving blankets, burp cloths, wash cloths, bath towels | Put bedding/crib/bedroom sets together in giant clear bag (limited supply available at JBF Drop Off); Bundle blankets/cloths/towels with ribbon/string (be sure multiple pieces cannot be separated) | Price to sell! Shoppers are less likely to purchase these items used, so prices have to be low. Try to price approx. 75%-90% off retail. | Attach JBF tag to set/bundle with tagging gun, safety pin, or string (hole-punched); Or use clear packaging tape to put JBF tag onto clear plastic bag |
| Bags & Carriers | Diaper bags, infant carriers, backpacks, purses, etc. | Items should be zip-tied to adult size hanger | Price approx. 50%-75% off retail. Items in great condition tend to sell very well. | Hole-punch JBF tag and attach it to item with ribbon or string; If item contains multiple pieces, be sure all pieces are included and list number of items on JBF tag description |
| Infant Items | Nursing covers/pillows, feeding items, monitors, safety items, diapering/toileting items, rattles | If item has multiple pieces use packaging tape, tagging gun, safety pins or clear self-seal bags to keep items attached together; Batteries must be included | Price approx. 50%-75% off retail. Items in great condition tend to sell very well. | Attach JBF tag directly to item or clear self-seal bag with clear packaging tape or hole-punch JBF tag and tie it to item |
| Equipment, Furniture | Exersaucer, swing, high chair, changing table, crib, stroller, car seat & car seat accessories | If item has multiple pieces use packaging tape, zip-ties, or string to keep items attached together; Batteries must be included | Price approx. 50%-75% off retail. Items in great condition tend to sell very well. | Attach JBF tag directly to item with clear packaging tape or hole-punch JBF tag and tie it to item |
| Toys | Ride-on toys, block sets, dolls, remote control cars, etc. | Use clear self-seal bags to keep loose/small items together; Use packaging tape, zip-ties, or string to keep items attached together; Batteries must be included | Price approx. 50%-90% off retail. | Attach JBF tag directly to item with clear packaging tape or hole-punch JBF tag and tie it to item |
| Books, Games, DVDs | Books, book sets, board games, puzzles, video games, video game systems | Use clear self-seal bags or clear cling wrap (saran wrap) to hold multiple items together; Tie sets of books together with ribbon/string | Prices can range from \$.50 to \$50 in this category, depending on the item. Price to sell especially for books & DVDs as there are always lots to choose from at the sale! | Attach JBF tag with clear packaging tape (do not tape directly on item surface if removing tape will cause damage) or use painters tape to apply directly to book; Hole-punch JBF tag and tie to sets |
| Other | Please email juliebatenburg@jbfsale.com if you have questions about a specific item | The goal is to keep pieces together and be sure shoppers can see item clearly (items with missing pieces will not be sold) | The goal is to price so that shoppers know they are getting a great deal. Allowing your item to be sold 50% off on Sunday is highly encouraged! Shoppers are looking for half-price items on Sunday; give your item a chance to sell! | The goal is to keep tag attached (items without tags will not be sold) without damaging the item |