



# Eden Prairie JBF Consignor Guide

**Spring & Summer Event: April 26-28**

Located at Champions Hall | 7000 Washington Ave. S., Eden Prairie  
Just blocks off Hwy 169 & Valley View Rd. Exit | [Click for a MAP!](#)



## **1- Log into your JBF Profile to Register** *Registration Open NOW!*

look for our sale and CHECK THE CONSIGNOR BOX to get on the list.

## **2- Buy your Consignor Ticket through Eventbrite** *Tickets Available NOW!*

Purchase your ticket to prepay the \$12 consignor fee which holds your spot, as well as choose your dropoff time. Yes, you CAN view the dropoff times before you actually pay the fee and you CAN log back into your account at eventbrite.com to [change your dropoff time](#) if needed up through dropoff. The consignor fee is non-refundable, print or show the ticket on phone at dropoff.

## **3- Prep & Tag your Items**

Print our [TAGGING GUIDE](#), visit jbfsale.com or ask questions in our [Savvy Sellers Facebook Group!](#)





## Full Event Schedule:

Monday, April 22:	Sale Setup; Registration closes at 10pm!
Tuesday, April 23:	Dropoff for Consignors with OVER 300 items 4pm-8pm *Perfect Consignors can schedule anytime
Wednesday, April 24:	Dropoff for Consignors with UNDER 300 items 10am-8pm *Perfect Consignors can schedule anytime
Thursday, April 25:	<b>Presales</b> 1pm-9:30pm (Details below)
Friday, April 26:	<b>Opening Day!</b> 10am-7pm; \$2 Admission Friday only <b>Second dropoff</b> for any Non-clothing items 7-8pm
Saturday, April 27:	Open 10am-7pm; FREE Admission; <b>Half Price Presale</b> 7 pm-9:30pm
Sunday, April 28:	<b>Half Price Day!</b> 50% off on all items WITHOUT a Star. 10am-7pm
Monday, April 29:	Sorting of unsold items
Tuesday, April 30:	<b>Consignor Pickup</b> 3pm-7pm (No appointment needed)



## DROP OFF:

**TUESDAY, April 23rd - Consignors with 300+ items | 4p-8p**  
**WEDNESDAY, April 24th – Consignors with under 300 items | 10a-8p**

- \*Perfect Consignors can schedule EITHER day.
- \*If you are **bringing MORE than 300 items** there will be a \$20 sorting fee. If you register for a sorting shift as a Team Member with us, we will waive this fee. (Yes, this counts for the extra 10% too).
- \*Schedule your dropoff time when you buy your consignor ticket (page 1)

**TIP!** Organize your clothing by size and toys by type of item (books, puzzles) to save time at dropoff!

**TIP!** We allow **1 wagon per consignor at dropoff**. Have more items? You can make multiple trips.

**TIP!** Allow up to 1 hour for drop off, actual time depends on how many items you bring. Children ARE allowed during dropoff, but know that it will be faster if you can find a way to come by yourself :)

**SECOND Dropoff: Friday, April 26th | 7-8pm** Everything EXCEPT hanging clothing items (shoes are permitted) will be accepted, no appointment needed. New tags can be entered up until second dropoff.

## We Reward PERFECT CONSIGNORS!

**What are the PERKS?** Veteran consignors who qualify can skip inspection and tell others you're Perfect!

### How does it work at dropoff?

We have a Perfect Consignor self check-in table - near the locked security cage – follow the directions listed to check-in & start your drop off!

### HOW do I get on the Perfect Consignor List?

If you have LESS THAN 3 items pulled during dropoff OR during the sale, you may be added to our list IF you also meet the criteria on NEXT page:





## Perfect Consignor Criteria:

- Consigned with us at the Eden Prairie sale 2 times prior (our list is unique to our sale) & had 3 or less items pulled during inspection each time
- Consistently consign with us (consignors that have not participated in our last 3 events will be removed)
- Must bring at least 100 items and a mixture of clothes/non-clothing items so we know you understand how to tag items
- Bring only "accepted" items for our sale (unaccepted items such as bringing party supplies would be pulled & count against you)
- Must arrive with everything tagged correctly (plastic hangers, all items tagged correctly) & barcoded tags that scan well
- Must sell at least 50% of the items you brought so we know you are pricing to sell!

\*This list is updated after each sale and is at the discretion of the owners.

\*You remain on the list unless we have a reason (above) to take you off & ask you to do inspection again.

\*\*\*[Check the Perfect Consignor List HERE](#) and send questions on this list to [reneapreiss@jbfale.com](mailto:reneapreiss@jbfale.com)

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## Presales!

### Opening Day Presales are THURSDAY, April 25th

- 1:00-9:30pm 12-hour Team Members
- 1:30-9:30pm 8-hour Team Members
- 2:00-9:30pm 4-hour Team Members
- 3:00-9:30pm Consignors and 1 Guest & Prime Time Shopping
- 4:00-9:30pm First Time Parents & Grandparents
- 5:00-9:30pm Service Workers & Educators Presale NEW!!!

\*\*\***Please Remember: NO CHILDREN 0-10 allowed for ANY presales, infants worn in front carriers are permitted (no strollers/car seats).**

### HALF-PRICE 50% off Presale is SATURDAY, April 27th

- 7:00- 9:30pm All Team Members
- 7:30-9:30pm Consignors & 1 guest
- 8:00-9:30pm First Time Parents & Grandparents

\*\*\***Please Remember: NO CHILDREN 0-10 allowed for ANY presales, infants worn in front carriers are permitted (no strollers/car seats).**

***\*NO STROLLERS OR WAGONS are allowed for shopping at the presales and NO FOOD OR DRINKS are allowed per the management. We provide a diaper bag hold area.***

### **Presale Passes for Entry:**

**Consignors:** You will get your presale passes at drop off (1 for you and 1 for a friend!).

**Team Members:** We will have all names on the list at the door and cross you off as you enter (NO presale pass required). Only Team Members are allowed at early shopping times, no guests for this presale.

**Prime Time Shopping:** You have paid to be a consignor so don't register for this.

**First Time Parents/Grandparents Presale:** You shop EARLIER as a Consignor so don't register for this.

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## Consignor Pick Up: TUESDAY, April 30th | 3pm-7pm

If you can't make it, you can send someone in your place to get your things (keep in mind they may miss picking up items missing tags). Your clothes and unsold items will be sorted and ready for pickup, you will walk past tables to collect any stained/unaccepted/recalled items that were pulled during the sale. Pickup takes about 10-15 minutes.

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\*\*\* Don't be late as all items not claimed get DONATED to charity at 7:01pm!

## Details...Details...Details:



### What will I earn as a Consignor?

All consignors earn 60% on their sales. Become a Team Member who helps out at least 4 hours and earn an extra 10%, making your total 70%! Your \$12 consignor fee is prepaid via Eventbrite and checks are e-mailed out within 2 weeks after pickup.

### Your GENEROSITY is REWARDED!

Items donated to charity are a huge blessing to families in need. We will return your consignor fee (minus Eventbrite taxes/fees) for those consignors who mark to reduce AND donate ALL THE ITEMS they bring! To qualify, ALL tags in the system need to be marked both "reduce" & "donate" and you need at least 75 items.

Answer the question on the Dropoff Form & we add the fee back onto your check. You can preset your tagging account to mark your items this way using the 'Tools' feature!

**Tagging:** Access our tagging site through your JBF Profile, simply click the tagging icon and you're in! There are tutorials on the tagging site too. Check our [TAGGING GUIDE](#) to see how to tag and price things like a pro.

**What did I sell?** It's easy to see your running sales total, our site uploads sales in **REAL TIME!** (Warning! This can become an obsession!) Select "Reports", then "sold items" to check your sales. \*Note: If any tags are manually entered, you won't see those tags in your own sold list, but WE see them and you WILL get paid for them. (Auto uploaded sales are subject to change/shut off, due to slow internet connection.)

**Sales/Donation Report:** At the end of the sale you can easily print a sales report or sort your list by donated items and print off this list for tax purposes. Our charity partner is **Grace Church Eden Prairie Clothing Closet**. They hold free community dinners twice a month and then open the clothing closet to give away items for free to families in need. We'll send an email after the event with a link to the tax receipt to all Consignors.

**Pulled Items>Returns:** We expect you to bring items with ALL their pieces, stain free and working properly. We reserve the right to pull stained, unaccepted or overpriced items from the sales floor. Any pulled items would be out for you to collect at pickup. In the event a defective item or something missing crucial pieces is unknowingly sold to a customer, we as owners reserve the right to issue a return if we deem it appropriate and good business practice. If an item is sold and then returned, it will show up as "\$0.00" for the sold price in your list and this item will be out on the "items pulled" table at pickup.





## We LOVE our Team Members!

### To Register:

1. Check the Team Member box in your JBF Profile.
2. After you check the box, the scheduler will open to choose shift(s).
3. Earn 10% MORE on your sales!



**As a TEAM MEMBER, When do I SHOP the Presales?** See presale dates/times on page 2!

### **Can someone else volunteer FOR me?**

YES, someone else can do the volunteer hours FOR you. Register yourself and send them in your place.

### **How do I CHANGE a Shift:**

All shifts will show up in the “My Shifts” box in the lower left of your profile page. Click “Modify” then “edit”, or select “Delete” to cancel a shift. **Online sign-ups will CLOSE the Monday of sale week at 10pm.** If you miss the cutoff to choose a shift online, you can select a shift in person when you come to dropoff.

### **What if I can't make my shift?**

It takes all of us to pull off a JBF event and we're counting on you! Online registration will be open until Monday, October 8th at 10pm to make any changes. **If you have an emergency and you won't be able to make your shift, call our JBF #: 952-999-2514 and let us know!**

## CONTACT ME! I'm glad to help!

Email: [reneapreiss@jbfsale.com](mailto:reneapreiss@jbfsale.com)

JBF cell # during sale week: 952-999-2514

Eden Prairie website: [edenprairie.jbfsale.com](http://edenprairie.jbfsale.com)

Facebook page: [facebook.com/JBFedenprairienn](https://facebook.com/JBFedenprairienn)

### **Join our Consignors-only Facebook group!**

[JBF Eden Prairie Savvy Sellers](#)

