

JBF Fort Worth Fall 2018 Information Sheet for Consignors and Volunteers

Consignor Information

Consignor Drop Off

BEFORE Drop Off:

- Three things to do online through the website: Register as a consignor, Pay your Consignor Fee, Fill out your online Consignor Waiver.
- Gather your prepped/tagged items, with clothing sorted by size and gender. You must have at least 20 items or \$50 worth to consign. Bring your Car Seat and Crib Checklists, if applicable. If someone else is dropping off for you, make sure they know all of your information and have your signed documents.

ARRIVING at Drop Off:

- 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.
- **PROCESSING through Drop Off:**
- 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.
- Recall repairs must be installed on the item and proof of repair (paperwork for repair) attached to JBF tag.
- 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.
- 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 Presale

- Each Consignor will receive one Consignor Presale Pass, one Consignor ½ Price Presale Pass, one Consignor Guest Presale Pass, and one Consignor Guest ½ Price Presale Pass. Please carefully check the dates and times when these passes are good. 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

BEFORE 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. We will not have extra volunteers available to help you load your items. Bring a photo ID.
- 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.

ARRIVING at Pick Up:

- 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.

PROCESSING through Pick Up:

- 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.

- 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.
- 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.**
- 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.
- If multiple trips to your car are required, you will not have to wait in the Check In line each time.
- 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.

Volunteer Information

Volunteer Questions? Contact the Volunteer Manager - FtWorthVol@jbfsale.com and 817-739-8122. This phone number/email address are only monitored and answered 5 days prior to and during the sale. Questions before or after those dates should be directed to Joanie.

- All volunteer jobs are shift work except for a limited number of Barter Volunteer Jobs. **PLEASE NOTE that barter volunteer jobs DO earn you a Volunteer Presale Pass but DO NOT earn you the extra 10% on your items that sell.** If you wish to shop the 12 or 16 Hour Volunteer Presale, do not select a Barter shift.
- When you arrive at the sale, go to the red-draped Workroom to check in. The Volunteer Manager will assign you to a certain area or task. As needed, we will move you to other areas that need help. If you have any physical limitations, please let the Volunteer Manager know when you check in. At the end of your shift, be sure to sign out on your Volunteer Time Card.
- If you are consigning, you will pick up your Presale Passes at Drop Off. If you are not consigning, please arrive in the Concourse of the Exhibit Hall about 20 minutes before your Volunteer Presale Shopping time to pick up your pass and to fill out your Volunteer Time Card. There are no Guest Passes for the Volunteer Presales but every volunteer that is NOT consigning will receive one Guest Presale Pass and one Guest ½ Price Presale Pass.
- We do allow you to volunteer 8 hours for two 4 hour passes or make other equal substitutions. Contact Joanie with your special request.
- Parking Reimbursement forms are available at the sale in the Workroom. All forms must be mailed in with receipts with a postmark of 10/9/18 or earlier. Anything received after that date will not be processed. Your gift certificate will be available for pick up at Will Call at the Spring 2019 event.
- For the safety of all, children are not allowed at the Volunteer Presales or during your Volunteer shift times. Infants carried in snugglies or slings are the only exception and **only** during the Presales. If you are a nursing mother and unable to be away from your baby for 4 hours at a time, contact Joanie to work out a plan.
- Please do not bring valuables into the sale as there is no secure place to keep them while you volunteer. Wear comfortable shoes and bring whatever food or drink you may want during your shift.
- Someone may volunteer on your behalf. They will sign up under their name, email Joanie who they are donating their hours to, and then also note that on their Volunteer Time Card.
- For all Volunteers, when you arrive for your Presale, you will draw a number and get in line to enter the sale in number order. We do this to make it fair to everyone, so you don't have to make arrangements hours ahead of your Presale for child care or to leave work early. You volunteer so much of your time for us, we want to honor you by not making you stand in line for a long time. Please arrive about 20 minutes before your shopping time.
- No strollers are allowed at the Presales (except for ½ Price Presales).
- If you sign up for overlapping shifts (9 am to 1 pm and Noon to 4 pm), please contact Joanie before the sale to work out a plan for how you will accomplish all of your hours.
- If you are unable to make your shifts, please find a replacement. Find someone to come in on your behalf or contact the Volunteer Manager to reschedule your shifts. If you are unable to make up the hours, participation privileges at future JBF events are suspended until this is resolved.
- While volunteering and shopping, please report any suspicious behavior to Joanie or the officers on duty.