



JBF Kalamazoo

Consignor Quick Reference Guide

Complete Details online at www.kalamazoo.jbfsale.com

Questions?

Email:

melissacook@jbfsale.com

msalamone@jbfsale.com

Facebook:

<https://www.facebook.com/jbgrandrapids>

Call or Text:

616.528.8284

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.cpsc.gov or use JBF-Grand Rapids website (Safety Section) for current Recall, Car seat, and Lead Content Lists
4. Hang clothing items in outfits/sets & bag or tie non-hanging items. Any hangers work! Use safety pins and zip ties to secure to hanger.
5. Price items online, print & sort tags
6. Attach tags to items & sort by gender and size for Drop Off

Supply List

- White cardstock (9 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 & zip-ties
- Cleaning supplies (for toys)
- Stain remover & wrinkle releaser

Barcoded Tags

- **Category** – choose a category that makes sense to you; choose miscellaneous/leave blank if needed
- **Item Description** – think **B, C, D.** Brand, Color, 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; no tag means we cannot sell the item
- **Reduce** – check this box if you want the item sold at 50% off at Thursday night Volunteer/Consignor Half Price Shopping and on Friday and Saturday; we **highly recommend** choosing “reduce” if you want to give your items the best chance to sell
- **Donate** – check this box to donate an item that does not sell to our JBF Charity Partner; donations help In The Image, Alpha Women’s Center and Title 1/Grand Rapids Public School kids and families in need
- **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 Tags – PDF” to format 9 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 in your JBF tags account!
- **Reports** – you can print multiple reports to track sold items, donated items, etc.

Drop Off

- ☐ Bring completed Consignor Agreement
- ☐ Bring Car Seat Checklist (if applicable.)
- ☐ 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
- ☐ Drive into The Expo Center and follow signs to check in/drop off
- ☐ Make sure you take all boxes and bins with you after unloading – no boxes are to be left at drop off

Pick Up

(If you are not donating)

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

Please visit
kalamazoo.jbfsale.com
for Drop Off and Pick Up dates/times.

Prepping & Pricing & Tagging

Item	Examples	Prepping	Pricing	Tagging
Hanging Clothing Items	Outfits, pajamas, dresses, coats, bathrobes, dress-up clothes, etc. (Limit 10 Maternity and 10 Girls Juniors clothing items.)	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 individual items together to price as a set; There is no minimum, price generic brands cheaper than high end items. See the recommended pricing guide for pricing suggestions.	Attach JBF tag to item's tag or 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	Onesies, socks, tights, infant mittens/booties, hats, accessories, etc.	Attach sets of items (for example, 3 onesies or 6 pairs socks) together with tagging gun or safety pins (be sure multiple pieces cannot be separated) and place in clear self-seal bag; Please do not tape the bag closed – our volunteers will assist shoppers in inspecting items in bags for stains and damage	Put sets together. It is recommended to price items around \$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 attach JBF tag to items inside bag (be sure tag is easily seen)
Shoes	Shoes, boots, slippers	Attach pair together using a zip-tie; Put infant shoes in clear self-seal bag (if unable to zip-tie)	Shoes sell well and must be in great condition!	Hole-punch JBF tag over a piece of tape to strengthen hole and use zip-tie to attach
Bedding, Blankets, Textiles	Bassinet/crib/twin bedding sets, quilts, blankets, receiving blankets, burp cloths, bath towels	Put bedding/crib sets together in giant clear bag (zippered bags from new bedding work well); 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 inside clear plastic bag
Bags & Baby Carriers	Diaper bags, infant carriers, backpacks, purses, etc.	High priced items may be placed in our high security cabinet near checkout; All other items should be zip-tied to adult size hanger	Price approximately 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; Car seat must have at least 1 year before exp. date & have manual; No cribs made before 06/28/11	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 and tie boxes closed with ribbon/string. Tape small items in baggies to medium sized cardboard for more security.	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); Hole-punch JBF tag and tie to sets
Mommy Mart	Limit 10 items per Consignor: furniture, decor, kitchen items, storage solutions.	If item has multiple pieces attach securely with tape or ribbon. No upholstered items please.	Prices can range depending on the item. You cannot donate unsold Mommy Mart items, so price to sell!	Attach JBF tag securely without damaging the item.
Other	Please email melissacook@jbfale.com with questions about specific items	The goal is to keep tag on item and keep pieces together and be sure shoppers can see item clearly. Items without price tag or with missing pieces cannot be sold.	The goal is to price so that shoppers know they are getting a great deal. Allowing items to be sold at 25% off on Sat. and 50% off on Sun. is highly encouraged! Shoppers are looking for reduced prices on Sat/Sun - give your item a chance to sell!	The goal is to keep tags attached - items without tags cannot be sold.

