

YOUR GUIDE TO *Consigning*

with JBF Spring Hill/Franklin



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Let's do this together!

If you're a First-Time Seller, you'll find everything you need to know —right here in this Guide—to help you turn your outgrown kid items into CA\$H.



Gather



Sort



Price



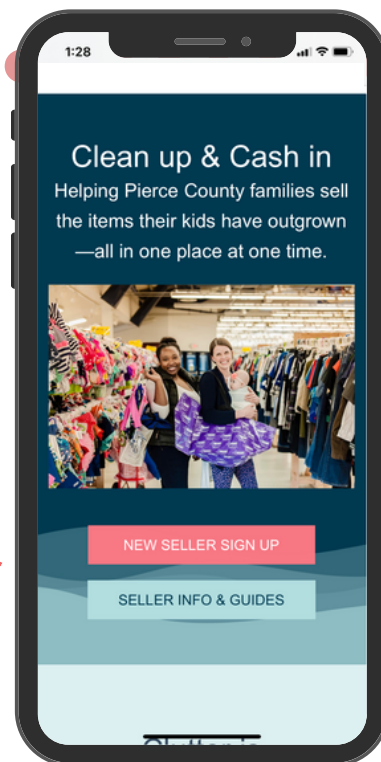
Prep



Drop Off

First Things First: REGISTER

Save your spot by registering as a Consignor at the event(s) you prefer.



Questions? Join our Facebook Group for quick Q&A.
facebook.com/groups/969618637753176

STEP #1

Gather



Kids Grow Fast!

Each child cycles through a wardrobe every 6 months. So, if you're feeling like you have lots of outgrown clothes in your home, you're not alone!

Plus, you can also sell items you likely have around your home. Here are some places to look for more to sell.

Check all over your home!

Bedrooms

- clothing + shoes
- lamps + rugs
- gliders + rockers
- boppies + monitors

Closets

- sheets + towels
- diapers + new supplies
- step stools
- pillows + blankets
- maternity wear

Playrooms

- puzzles + games
- family DVDs
- dress up + costumes
- crafts + supplies
- instruments
- gaming systems

Bathrooms

- diaper disposal systems
- bath toys + supplies
- newborn tubs

...and check the garage!



Have any of these hot-selling items?

Large toys

- exersaucers
- rockers
- play kitchen sets
- tool bench play sets

Furniture

- toddler beds
- dressers + bassinets
- changing tables

Feeding supplies

- new pacifiers
- dishes + lunch boxes
- sippy cups + boosters
- safety items

Outdoor toys

- bikes + trikes
- scooters + skates
- ride-on toys
- playhouses



STEP #2 Sort



Keep | Toss | Sell

It's okay to **KEEP** the items that you just aren't ready to part with yet. **TOSS** the items that are too well-loved (stains, missing pieces, or are not working).

SELL the items that meet these 4 C's:

CLEAN

The newer it looks, the better it sells. Check carefully for stains and holes in clothing. Clean all clothing and non-clothing items thoroughly.

CURRENT

Sell warm weather clothing and shoes at our Spring/Summer sale. Sell cold weather items at our Fall/Winter sale. Shoppers love current styles that are in fashion.

COMPLETE

Be sure all parts & pieces are present before you tag items. Shoppers want to open their items when they get home and find everything in working order.

COMPLIANT

Important Safety Guidelines apply to car seats, cribs, infant equipment & toys. All of the Recalls & Safety Standards are listed at **jbfsale.com** for you to check each of your items before you sell.



Safety Waivers Required for all Cribs & Car Seats
(waivers on page 11 and 12)

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STEP #3 Price



Shopper-Focused Pricing

Ask yourself, "What price would make me buy this item without hesitation...and brag about my bargain to my friends?"

Retail Price	JBF Clothing Price	Pricing Non-Clothing Items	
less than \$10	\$1-2 Value Brands: Cherokee, Circo, Faded Glory, Garanimals	Toys Books Baby Gear Furniture Electronics Strollers + Joggers Sporting Goods	Price a little higher for: <ul style="list-style-type: none"> • new with tags • hot selling • like-new • large toys
less than \$20	\$3-6 Standard Brands: Carter's, Old Navy, Children's Place, Nike	60-80% off retail	Price a little lower for: <ul style="list-style-type: none"> • infant clothing • play clothes • good condition • maternity
more than \$20	65-75% off retail Boutique Brands: Crewcuts, Mud Pie, Matilda Jane	Want to SELL Even MORE? Choose to REDUCE, which allows your items to sell at 50% off during discount sale days	



Bundle Items to Save Time

As you are thinking about prices, consider creating sets or bundles. Put an outfit together, or a set of same-size onesies. Bundle 6 pair of socks together, or several superhero figures. Shoppers love it, and you only have to create one JBF tag!

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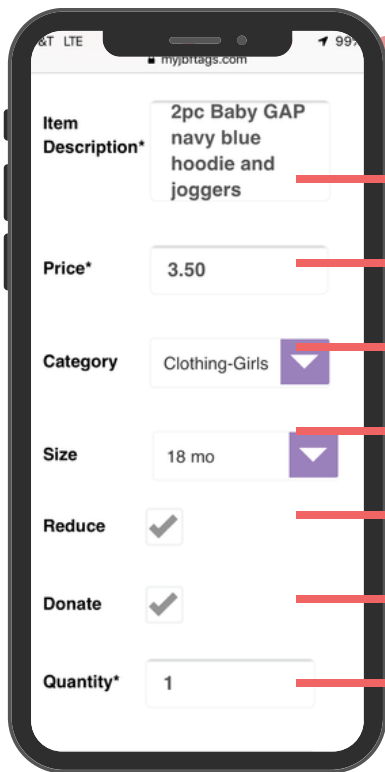
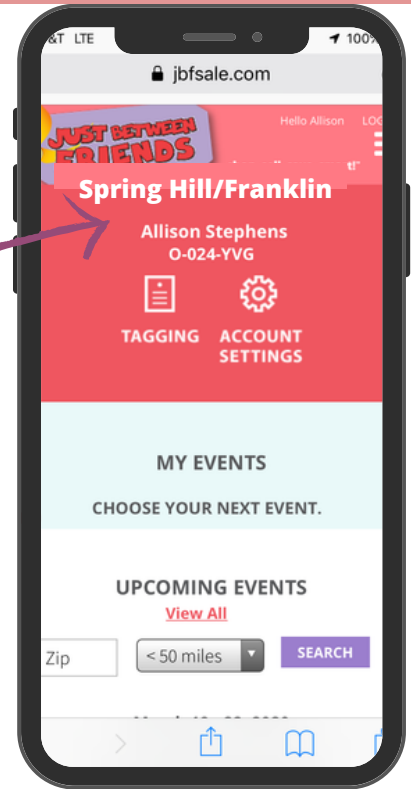
STEP #3 Price



Where to Create Your Tags

Now that your items are inspected and bundled, it's time to log in to your JBF Profile and enter your tag data.

1. www.springhillfranklin.jbfsale.com
2. login
3. click on TAGGING



Creating Tags

Include brand, colors, number of pieces included

You choose the price

Choose the category that fits best (leave blank if you can't decide)

Indicate size for clothing and shoes

A check mark here will allow your item to sell at 50% off on Half Price Day

A check mark here will allow your item to be donated if unsold

This feature is if you have more than one of the exact same item and want to create several tags at once

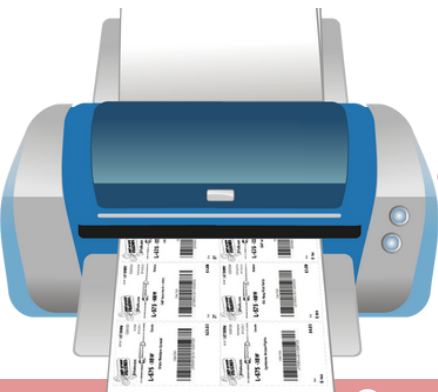
TIP! Talk-to-Text

If you are entering tags on your mobile device, use talk-to-text to go even faster.



Print Your Tags

Print tags on 8.5"x11" white cardstock. Tags print 9 per page.



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STEP #4 *Prep*



Preparing Your Items & Attaching Tags

Now that your JBF tags are printed, cut them apart and sort them by gender, type and size to make this step go smoother.



Gather these supplies to make your prep faster:

- hangers
- clear self-sealing bags (zip-loc)
- ribbon/string
- zip-ties
- clear tape & painter's tape
- clear (saran) wrap
- scissors
- safety pins or tagging gun
- hole-punch

TOYS & GEAR

Two Essentials:

- Tag is attached securely (won't fall off) &
- All pieces secured together (won't separate; tape bags closed)



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STEP #4 *Prep*



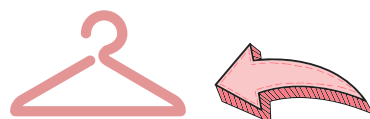
CLOTHING

Hanging & Tagging Clothing

Put most clothing on a hanger. Bundle onesies, socks, infant mittens & hats, as well as accessories in clear self-sealing bags. Attach JBF tag with safety pin or tagging gun.

Hanger Direction

Be sure the hanger hook opens to the left, like a question mark. Attach JBF tag to front of item.



Creating Outfits

It's okay to bundle items into sets. Secure pieces to hanger using safety pins and then zip-tie hangers tightly together so outfit remains together as a set.

Tagging Gun

If you use a tagging gun to attach JBF tags, only puncture the garment tag or an inside seam so that you do not damage the fabric.



STEP #4 Prep



Bundling in Bags

Multiple onesies—that are all the same size—can be folded neatly and placed in a bag. Use a tagging gun fastener or a safety pin to connect all onesies together. Attach tag directly to the set (not to the bag). Do not tape bag closed, so shopper can inspect items closely.



Accessories

Use clear bags to bundle sets of socks, hair accessories, infant mittens and hats. Display neatly so shopper can see well. Place JBF tag inside and tape bag closed.



Hats

Simply attach JBF tag to hats using a safety pin or tagging gun. No need to use a bag.



Hanging Multiple Items on a Hanger

Multiple items—that are all the same size—can be hung on a single hanger. Use a safety pin or tagging gun fastener (through a sturdy waistline) to attach pants/skirts to hangers.

STEP #5

Drop Off



You did it!

Now that your items are tagged, you'll want to pack items **organized by gender, size, & type** so that your Drop Off process is easy and fast.

Seller Drop Off for JBF Spring Hill/Franklin

Williamson County Enrichment Center
110 Everbright Ave.
Franklin, TN 37064

1

Check your registration confirmation email for your specific drop off date and time. Plan for 60-minutes to drop off your items. Longer if you have 250+ items to drop off. Drive to...Park...Enter...and **Check In!**

2

Bring in one item to check in. Then, return to your car to load up your remaining items and bring them inside. You'll place your items in their correct spot on the sales floor. You'll hang all clothing in their appropriate gender/size/type areas on the racks.

3

All items that a child sits in, is carried in, or sleeps in will be inspected at our Safety & Recalls Station. Ensure you have the required waivers for cribs and car seats!

4

For your large items, you will attach a yellow ticket to the items which makes it easier for shoppers to purchase your items during the sale.

That's It! You're Done!

Keep it Clean



Wash & Clean ALL Items Thoroughly



Please ensure that all clothing, bedding, and cloth items are clean. Wipe down all non-clothing items and clean shoes really well. Unfortunately, items will have to be rejected if they do not meet this standard.



ITEMS TO DOUBLE CHECK:

ALL SHOES
BOTTOMS & SOCKS
OUTDOOR TOYS
BABY/INFANT TOYS
PACK & PLAYS
HIGH CHAIRS & BOOSTERS
STROLLERS
CARSEATS & BOOSTERS
POTTY CHAIRS
SIT IN BOUNCERS
BABY WALKERS



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Keep it Current

SPRING

Short-sleeved items:
onesies, shirts, dresses



Shorts, skirts, capris
summer dresses
jeans



Lightweight summer
pajamas and sleepwear



Sandals, rain boots
shoes, Crocs, flip flops
water/swim shoes



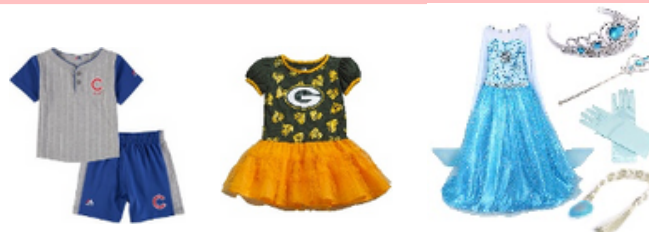
Sweatshirts
lightweight jackets
summer accessories



Swimsuits and
accessories



Fan gear—any length
dress-up/play outfits



NO THANK YOU ITEMS

There are some items
we know we cannot
sell right now.

To those items, we
say "no thank you"
for **NOW**—but
please check **FALL**
page list of items
when you **CAN** sell
these.

X long-sleeve shirts
X long-sleeve onesies
X long-sleeve dresses
X camp shirts

X Fleece pajamas
X Winter pajamas
X Fleece Sleepers

X snow boots
X winter jackets
X gloves
X winter gear

Keep it Current

FALL

Long-sleeved items:
onesies, shirts, dresses



Leggings
long pants
jeans



Fleece pajamas
winter pajamas
winter sleepers
& sleepwear



Shoes, snow boots
rain boots
Crocs



Fall & winter jackets
winter accessories



Swimsuits for indoor
fall swim class



ALL holiday outfits
Halloween, Thanksgiving
Christmas, New Years
Easter...



NO THANK YOU ITEMS

There are some items we know we cannot sell right now.

To those items, we say "no thank you" for NOW—but please check **SPRING** page list of items when you **CAN** sell these.

X camp shirts

X shorts

X summer dresses

X lightweight pajamas

X short pajamas

X flip flops

X sandals

X summer accessories

Keep it Current

ALL YEAR

Safety First: All items must meet safety standards. Please check for recalls and be sure all safety straps are included.

Plates, cups, utensils



NEW nipples, pacifiers
bottles with nipples
removed



Character or
animated stuffed
animals



Soft infant toys WITH
sound/rattle



Cribs, toddler-twin beds
bed rails, co-sleepers
bassinets



BOOKS: Soft, board
picture, chapter
educational, tween



DVDs: Rated
G, PG, PG-13 only



NO THANK YOU ITEMS

**There are some
items we know we
cannot sell, no
matter the season,
and/or due to safety
concerns.**

X formula
X food
X medicine

X USED nipples
X USED pacifiers
X USED Breast pumps

X basic stuffed animals
X basic soft baby toys

X drop-side cribs
X crib bumpers
X baby wedges

X adult books
X cookbooks
X self-help books >10
years old

X R-rated DVDs
X adult content DVDs
X VHS tapes
X CDs

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Keep it Current

ALL YEAR

These items are a "YES!" at any of our sales (and they usually sell well)!

Safety First: All items must meet safety standards. Please check for recalls and be sure all safety straps are included.



Keep it Current

JUST BETWEEN
FRIENDS®



SPECIALTY CLOTHING

Hanging & Tagging Clothing

These items will go on a separate rack. Tag all items separately and place together on designated rack.



Boutique Brands



Brands not sold in major retailer.
Full list in Quick Links

"Mommy & Me"



"Mommy & Me", Sibling or Family
matching/coordinating shirts or
outfits. Current Season Only

Sports



Sports Gear, Dance &
Gymnastics

Dress Up



Community Helpers, Disney/Princess,
Characters, Halloween Costumes during
Fall Sale Only

Maternity



10 tag limit. Current
Seasonal Only

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Keep it Current

JUST BETWEEN
FRIENDS

MOMMY MART & DADDY DEPOT

Item Limit: 25 Tags



Kitchen: New/Like New Items



Decor: Like New, Current & Trendy



Gifts: New & Unused Beauty, Bath, Hair Items, Candles, Dad Gifts

KID'S ROOM DECOR

Current & Complete



Storage: Baskets & Organizers



Decor: Like New, Current & Trendy



Gifts: New/Like New Baby Shower Gifts

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Keep it Complete



Check all Items are Complete

Go through items to make sure all pieces are together. Check all toys and games and **replace any batteries** to prevent battery supply fees (\$1/battery we supply). If you have an item that is missing a piece, but can still be used without that piece, please make sure you note it on the item. **Items with missing pieces can be subject to being rejected.**

TOYS & GEAR TO DOUBLE CHECK:

PUZZLES
GAMES
CRAFTS

FEEDING SUPPLIES
LG EQUIPMENT
BABY EQUIPMENT

TOYS
FLASH CARDS
EDUCATIONAL ITEMS



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Keep it Compliant



Safety Matters

Just Between Friends is dedicated to keeping families safe. That's why we want you to have up-to-date information on safety and recalls for items you're still using and for items you want to sell at JBF.

As a Seller, it is your responsibility to check all of your items for recalls. If an item is recalled, it cannot be sold at JBF. If you've installed the recall repair, it is safe to use and sell at JBF.

We also have very high standards when it comes to selling **Car Seats, Cribs, and Infant Sleep Products** (scroll down to read more). Plus, you'll find furniture tip-over prevention and drawstring safety information in the pages to follow.

For the most up-to-date recall information, visit <https://www.cpsc.gov/Recalls>



TOP 10 SAFETY ALERTS



For the most up to date recall information, visit <https://www.cpsc.gov/Recalls>

SAFETY *Matters*

JBF SAFETY STANDARDS



**Car Seat
& Crib
Waivers are
required**



CAR SEATS: WAIVER REQUIRED

All Car Seats must be checked for recalls before selling at JBF. A completed **Car Seat Waiver is required** for all car seats, booster seats, and bases.

For JBF to sell car seats, you must have a copy of the owner's manual. If you don't have it, you need to go to the manufacturer's website and print off the English version. You may also simply include the link to the manual or a QR code to the manual instead. Either must be visibly attached to the car seat. Car seats must be less than 5 years old at time of sale.

CRIBS: WAIVER REQUIRED

All Cribs made before June 28, 2011 are no longer considered safe for infants.

For cribs manufactured on or after this date: a completed **Crib Waiver is Required**.



INFANT SLEEP PRODUCTS



JBF accepts cribs, bassinets, cradles, bedside sleepers, and play yards that meet current Safety Standards set by the Consumer Product Safety Commission and JBF quality/condition standards.

For all other items marketed or intended to provide a sleeping accommodation for an infant up to 5 months of age, the product must have a stand, meet stability requirements, and have a side height of at least 7.5 inches.

All other infant sleep products are not accepted for resale at JBF.

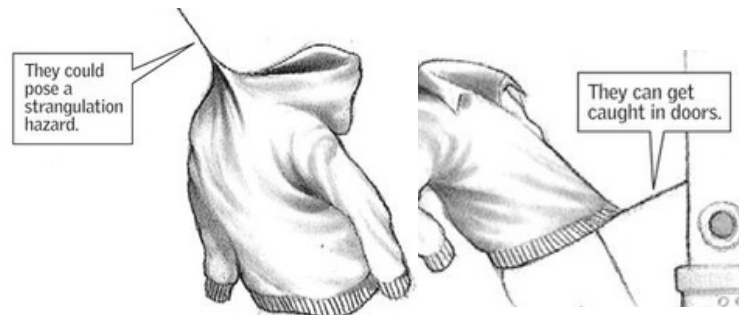
HELP STOP TIP-OVERS



All furniture over 27-inches will be sold with safety straps to anchor furniture to the wall safely.

We will provide safety straps for your items when you drop it off at the JBF sale.

DRAWSTRING SAFETY



Upper Outerwear WAIST Drawstrings should be 3-inches or shorter and sewn to garment at mid-point so string cannot be pulled to one side.

Upper Outerwear NECK Drawstrings should be removed completely.

For the most up to date recall information, visit <https://www.cpsc.gov/Recalls>

During the Sale



Make time to
SHOP

**MAKE SURE YOU GET THE BEST
DEALS FOR YOUR FAMILY!**



Watch Your Consignor Check Grow

You can view your sold items! Log in to your JBF Profile, click on TAGGING, then choose REPORTS.



Spread the Word

Now is the time to tell everyone to shop! The more you share, the bigger your consignor check will grow. Be sure all the families in your life know about the resource of JBF Spring Hill/Franklin this week!



Unsold Items Donated

Items are donated to our local charity partner and are distributed to help local families within our community. You'll receive a donation receipt for tax purposes.

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JBF Consignor Car Seat Waiver (Please use One per Car Seat)

Car Seat Brand & Model: _____ Model# or Serial # _____

Date on Car Seat: _____ OR Expiration Date: _____

Thank you for your commitment to safety!

Car Seat Safety Checklist Questions	Circle answer and follow instructions.	
1. Are you the original owner of the seat?	Yes – Continue	No – Destroy Car Seat
2. Does the seat have a label with the date of manufacture and the model name/number?	Yes – Continue	No – Destroy Car Seat
3. Is the car seat expiration date one year or more from now?	Yes – Continue	No – Destroy Car Seat
4. Has the seat been recalled for a safety defect?	Yes – Continue to #4b	No – Continue to #5
4b. Has the defect been remedied?	Yes – Continue to #5	No – Destroy Car Seat or Remedy then Continue
5. Has the seat been involved in any vehicle crash (even a minor one)?	Yes – Destroy Car Seat	No – Continue
6. Are there any cracks, bends, or breaks in the plastic shell?	Yes – Destroy Car Seat	No – Continue
7. Is the metal frame rusted, bent or broken?	Yes – Destroy Car Seat	No – Continue
8. Do you have a copy of the manufacturer's instructions?	Yes – Include printed instructions with item, then Continue	No – Include website URL or QR Code to access instructions, then Continue
9. Does the seat have all of its parts including harness straps, harness clip, seat cover, tether, padding, shield and bolts?	Yes – Continue	No – Destroy Car Seat or Obtain replacements, then Continue
10. Are the harness straps worn or frayed and/or have the straps ever been washed in a washing machine?	Yes – Destroy Car Seat or Obtain replacements, then Continue	No – Continue
11. Have the car seat and/or straps been cleaned only per the manufacturer's instructions?	Yes – Continue	No – Destroy Car Seat or Contact Manufacturer to verify integrity has not been compromised, then Continue
12. Does the buckle or any other metal part show signs of rust?	Yes – Destroy Car Seat or Obtain replacements, then Continue	No – Continue
13. Is the car seat clean with no visible stains, holes, or tears?	Yes – Continue	No – Clean and repair or Destroy Car Seat
14. When buckled, does the mechanism lock securely and remain locked when in use?	Yes – Complete bottom portion to consign car seat	No – Destroy Car Seat or Obtain replacements then complete bottom portion to consign car seat

In order to sell a car seat please read, verify and sign the following:

I am the original owner of the car seat that I am selling through Just Between Friends Children's Consignment Sales Event and verify that it has never been in an automobile accident, has not been broken in anyway, has all of its parts, contains the identification label and is 1 year or more from expiration. I verify that the car seat has not been recalled to the best of my knowledge and if so, has been corrected to meet Motor Vehicle Safety standards. I verify that the car seat has all its harness straps, harness clip, seat cover, padding, shield and bolts and that the locking mechanism locks securely.

Date

Signature

Print Consignor Name

Consignor Number

Consignor Crib Checklist - One for each crib consigned

1	Was the crib manufactured on or after June 28, 2011?	<input type="checkbox"/> Yes – continue to 4	<input type="checkbox"/> No – continue
2	Was the crib manufactured between July 23, 2010 and June 28, 2011?	<input type="checkbox"/> Yes – continue to 2b	<input type="checkbox"/> No – continue to 3
2b	Do you have a certificate of compliance from the crib manufacturer or original crib retailer?	<input type="checkbox"/> Yes – attach a copy to this form and continue to 4	<input type="checkbox"/> No – obtain a certificate of compliance or DESTROY
3	Was the crib manufactured before July 23, 2010?	<input type="checkbox"/> Yes – DESTROY	<input type="checkbox"/> No – answer questions 1-2b and continue
4	Is the date of manufacture on the crib?	<input type="checkbox"/> Yes – continue	<input type="checkbox"/> No – DESTROY
5	Has the crib been recalled?	<input type="checkbox"/> Yes – continue to 5b	<input type="checkbox"/> No – continue to 6
5b	Has the crib had the manufacturer approved recall fix?	<input type="checkbox"/> Yes - continue	<input type="checkbox"/> No – acquire the fix or DESTROY
6	Do you have a copy of the manufacturer's instructions?	<input type="checkbox"/> Yes – continue	<input type="checkbox"/> No – obtain instructions
7	Does the crib have all of its original parts?	<input type="checkbox"/> Yes – continue	<input type="checkbox"/> No – obtain all parts or DESTROY
8	Do you know the history of the crib?	<input type="checkbox"/> Yes – USE CRIB!!	<input type="checkbox"/> No – DESTROY

Consignor Name _____ Cons. # _____

Date on Crib _____

Model # _____

Serial # _____

In order to sell a crib, please read and sign the following:

____ I am the owner of the crib that I am selling through Just Between Friends Children's Consignment Sales Event and verify that the crib was not manufactured prior to July 23, 2010. I have attached an original copy of the manufacturer or retailer's certificate of compliance if the crib was manufactured between July 23, 2010 and June 28, 2011. I verify that the original manufacture date is on the crib.

Signature _____

Date _____