

YOUR GUIDE TO *Selling* with JBF Douglas County

**JUST BETWEEN
FRIENDS**

We are in this together!

We understand, that as a first-time seller, this process can feel overwhelming. You probably have a lot of items you're ready to part with, and the clutter is causing unnecessary stress. We have created this guide to give you all the support you need to get your items ready for the sale.

Here are the steps:



1. Gather



2. Sort



3. Price



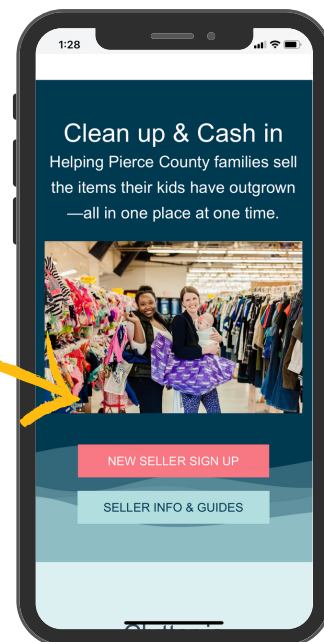
4. Prep



5. Drop Off

First Things First:

Go to our website
www.DouglasCounty.jbfsale.com
and sign up as a Consignor
(seller) for the next sale.



Questions? Email Info_DouglasCounty@jbfsale.com

STEP #1 *Gather*



Kids Grow Fast!

Children cycle through their wardrobe every 6 months. So, if you're feeling like you have a lot of outgrown clothes in your home, you're not alone!

...but we don't just sell clothes, anything that your kids no longer use you can sell with us.

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



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



...and check the garage!

STEP #2

Sort



Keep | Toss | Sell

After you gather your items, you will do a quick sort. It's okay to **KEEP** the items that you aren't ready to part with yet. **TOSS** the items that are too well-loved (stains, missing pieces, or are not working). And then **SELL** the rest.

SELL the items that meet these requirements:

CLEAN

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

CURRENT

Sell your warm-weather clothing and shoes at our Spring/Summer sale. Sell cold-weather items at our Fall/Winter sale. Clothes should be less than 5 years old.

COMPLETE

Be sure you have all of the parts & pieces for your items. Check the website for the most current "Unacceptable Item" policy. This is a small fee for items that don't meet JBF standards and get pulled from the sales floor.

COMPLIANT

Important Safety Guidelines apply to car seats, cribs, infant equipment & toys. All of the Recalls & Safety Standards are listed at **jbfsale.com**.



Safety Waivers Required for all Cribs & Car Seats

STEP #3 Price



Shopper-Focused Pricing

Ask yourself... "What price would make me buy this item, without hesitating, and brag about it 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 items • 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

Put an outfit together, or a create a set of same-size items. Bundles are great for tshirts, onesies, socks, tights and toys. Shoppers love it, and you only have to create one JBF tag!

*Suggested \$3 min on clothing tags. Bundle when needed.

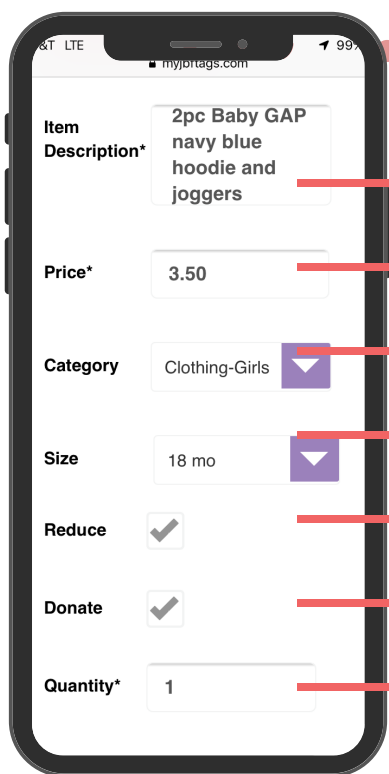
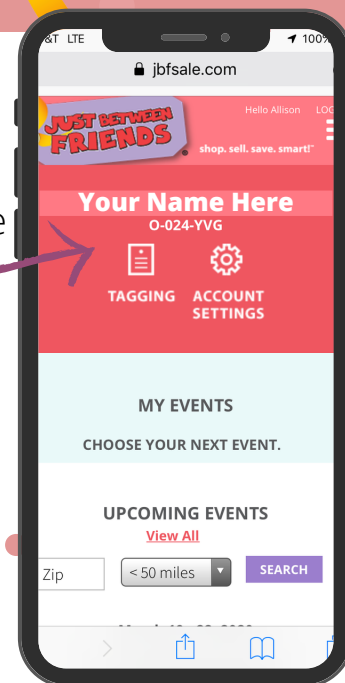
STEP #3 *Price*



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.DouglasCounty.jbfsale.com
2. Login
3. click on TAGGING



Creating Tags

Include brand, colors, number of pieces

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 will duplicate the tag information and create a unique barcode for the subsequent item. Each item must have its own barcode

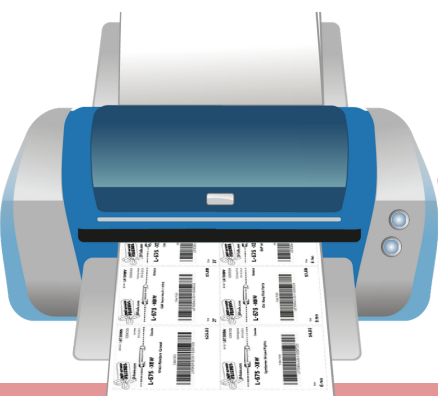
TIP! Talk-to-Text

If you're entering tags on your mobile device, use talk-to-text.
Easy & fast.



Print Your Tags

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



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 faster.



Gather these supplies to make your prep faster:

- hangers
- ziploc bags
- ribbon/string
- zip-ties
- packing tape & painter's tape
- Saran wrap
- scissors
- safety pins or tagging gun
- hole-punch

TOYS & GEAR

Important:

- The tag needs to be attached securely so they won't fall off
- All of the pieces need to be secured together so they won't separate
- Bags need to be taped closed
- Make multiple tags when necessary - 1 of 3, 2 of 3, 3 of 3



STEP #4 *Prep*



CLOTHING

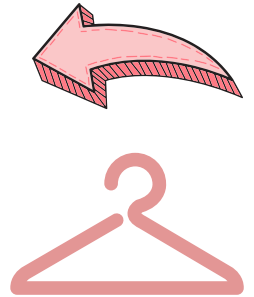
Hanging & Tagging Clothing

Put all clothing on a hanger. 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

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*



Blankets and bedding

Swaddlers will be in the Bedding section in tubs per their material (cotton, flannel, muslim). All blankets will be in individual tubs, as well. Sleep sacks will be hung in the clothing size.



Accessories

Use clear bags to bundle sets of socks, tights, hair accessories, and infant mittens. 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. Hats will be hung with provided clips.



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.

*Do not hang more than two shirts on the same hanger, unless using a pant hanger. The weight is too much.

STEP #5

Drop-Off

JUST BETWEEN
FRIENDS**You did it!**

Closer to the sale we will send you another more detailed guide with Drop-off details (parking and sales floor maps), your presale tickets, as well as what to expect during and after the sale. In the meantime, here's what you need to know:

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Item Drop-Off

MONDAY, 9/13, 1 - 8 PM
& TUESDAY, 9/14, 9 - 12 PM

DOUGLAS COUNTY FAIRGROUNDS, CASTLE ROCK

1

Schedule your Drop-off appointment and pay your Consignor fee

The deadline is Sept 1st, afterwards a \$10 late fee applies. The link to pay your Consignor fee is in the Confirmation Email that you received when you registered on the website.

Search "**JB Douglas County Confirmation Email**"

2

Plan for 45-60 minutes for drop-off. You'll be placing all of your items in their designated spot on the sales floor. Bring completed waivers if you are selling Car Seats or a Crib. Your items will be inspected after drop-off.

3

Unsold item pick-up is Monday, Sept 20th, 8 - 11 am. No appointment needed. If you are donating all of your items, there is no need to come to pick-up.

During the Sale

**JUST BETWEEN
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Make time to SHOP

MAKE SURE YOU GET THE BEST
DEALS FOR YOUR FAMILY!



Watch Your Consignor Check Grow

Log in to your JBF Profile, click on
TAGGING, then choose REPORTS.



Share Free Tickets

Be sure all the families in your
life know about the resource of
JBF.



Unsold Items Donated to Charity

Anything you mark donate will be
donated on your behalf.

Presale Shopping

Wednesday, 9/15

12 hr Team Members | 10 am

8 hr Team Members | 10:30 am

4 hr Team Members | 11 am

Consignors AND Prime Time

Ticket Holders | 1 - 8 pm

➡ *No kids during Presale*

Public Shopping

Thursday, 9/16, Timed entry.

Tickets required (\$5).

Friday, 9/17, 9 am - 5 pm

Free admission

Saturday 9/18, 9am - 3 pm

Free admission

CONSIGNORS Half Price

Presale (*shop 50% off early!*)

Saturday, 9/18, 3:30 - 5 pm

Ticket required

PUBLIC Half Price Sale

Sunday, 9/19, 9 - 2 pm

Free admission

Seller Pick Up

If items are not donated

Monday, 9/19, 8 am - 11 am

*Sale schedule subject to possible changes

That's it! You're done for now!