

# YOUR CONSIGNOR



# Sale Week Guide

Fall '21

Douglas County • WEEK OF SEPT 13TH

## SALE WEEK IS HERE!

We understand that you have put in a lot of time and energy to get your items prepped and ready to sell. This guide will help you save time and make more money at the sale.

Here are the steps:



**Perks**



**Drop-off**



**Get in Free  
Passes to  
SHARE**



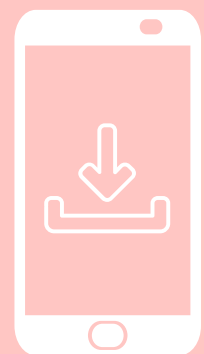
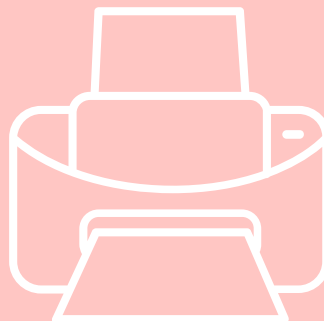
**Unsold Item  
Pick-up**



**Pay day!**

## FIRST THINGS FIRST:

For quick and easy access  
**print** this guide OR save to  
your phone!



**Questions? Ask our Consignor Facebook Group!**

<https://www.facebook.com/groups/1559961247574442>

# Team Member Perks



## THANK YOU IN ADVANCE FOR YOUR HELP!

Here is a reminder of the perks each Team Member / Consignor receives. The online schedule is close to FULL (thank you). You can look on the Facebook Consignor group for any cancellations or moms needing to change their shift.

**Please note:** If you need to cancel or change your shift you are responsible for finding a replacement.

	EARLY SHOPPING	% ON SOLD ITEMS
Consignor	Prime Time Presale Ticket	60%
4 Hour Team Member	4 Hr Presale Ticket	70%
8 Hour Team Member	8 Hr Presale Ticket	70%
12 Hour Team Member	12 Hr Presale Ticket	70%

## ATTENTION *Consignors*



## LET'S SHOP!

Consignors get in **FREE every day** of the sale, including the Presale! **Presale Passes will be emailed. If you don't get one check with Deborah at Item Drop-Off.**



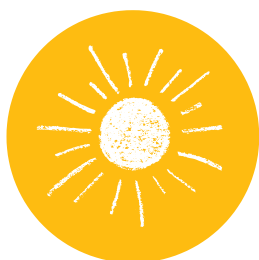
# Item Drop-Off



## DROP-OFF APPOINTMENT

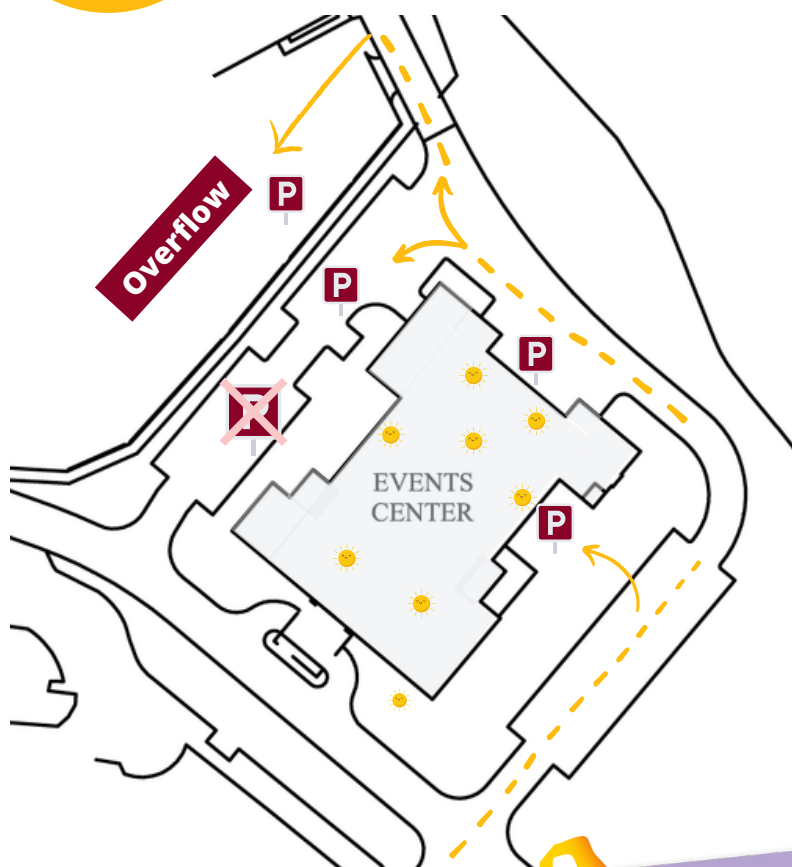
By now, you should have already scheduled your drop-off appointment. You do this when you pay your Consignor Fee. If you missed this step, reserve your time slot **HERE** - <https://consignorregistrationfall21.eventbrite.com>.

Arrive at the beginning of your scheduled Drop-Off appointment time. Each Consignor will have 1.5 hours to place their items on the floor. You may make multiple trips. *You only need to schedule your first trip.*



## WELCOME SQUAD

Look for our welcome squad wearing **yellow t-shirts** if you have any questions about where an item goes.



## PRETTY PLEASE...

- Be prompt!
- Park in any designated area
- Do NOT park behind someone
- Save garage door parking for sellers with big items
- Rolling racks are not to be taken off the sidewalk. Leave empty racks by the door

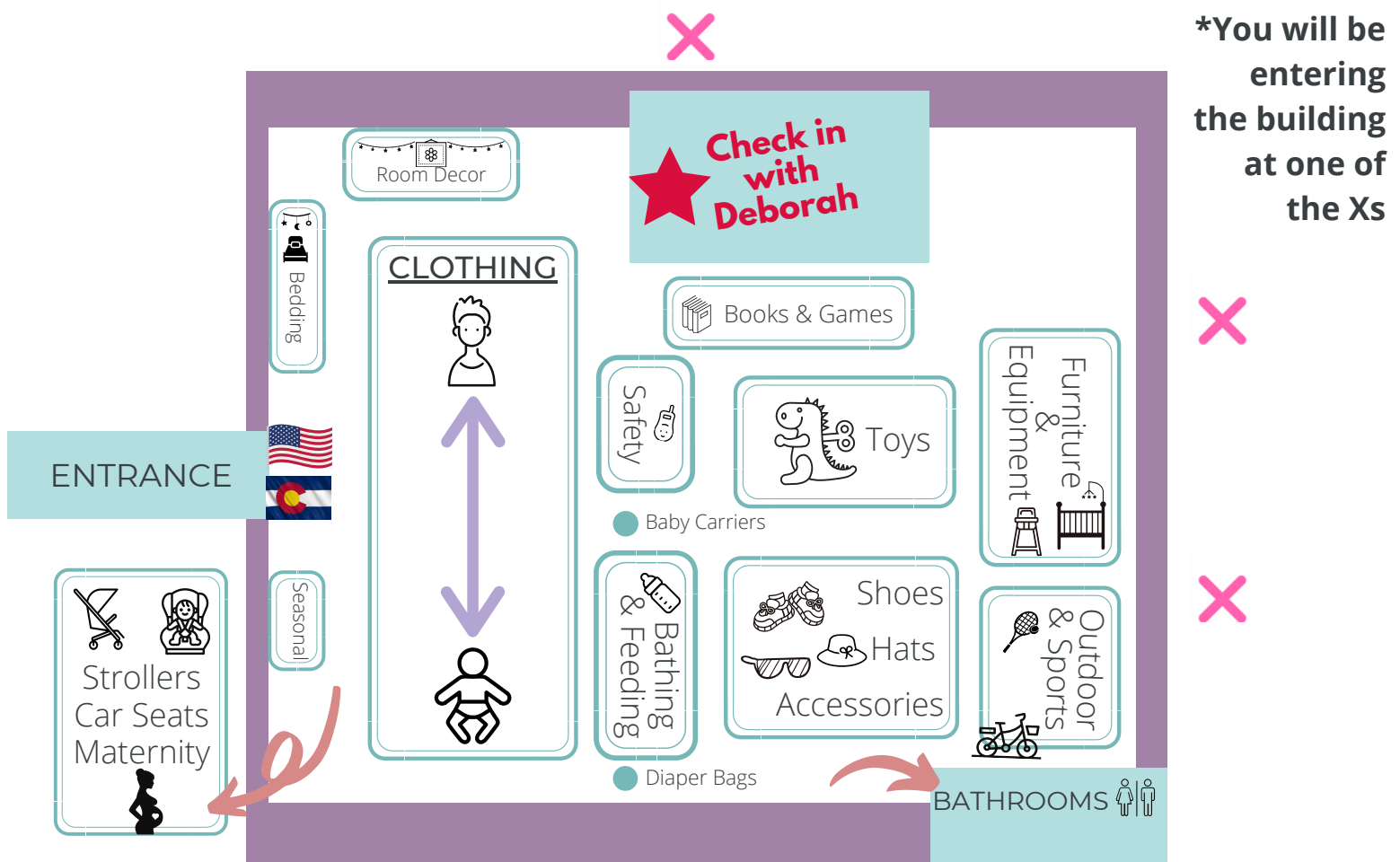


# Floor Plan



## TIPS:

1. Pack your car with like items grouped together.
2. You will place your items out on the floor. **PRINT THIS PAGE** so you know where to go or take a photo and save to your phone.
3. Bring the necessary waiver signed and completed if selling a Car Seat or Base



## Pro Time Saving Tip!

Bring a wagon or cart. We will have a limited number of rolling racks available. First-come, first-serve.



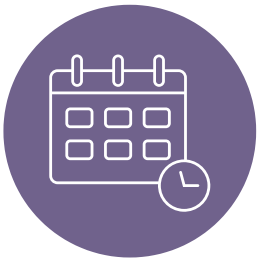
# Get in Free Passes



## INVITE YOUR FRIENDS, FAMILY & NEIGHBORS!

***You've got to TELL to SELL.***

Share this free pass or the link below  
with everyone you know!



## SCHEDULE YOUR SHOPPING TIME!

We recommend that all shoppers get a  
ticket in advance. Walk-ins are  
welcome, but priority entrance will be  
given to ticket holders.

### SHARE THIS LINK WITH 5 FRIENDS:

<https://generaladmissionjbfddouglasctyfall21.eventbrite.com>



**MEGA Children's, Teen &  
Maternity Resale!**

**SAVE 50-90%!**

**Douglas County Fairgrounds**



**JUST BETWEEN  
FRIENDS**

- Thur, Sept 16 • 9a - 7p
  - Fri, Sept 17 • 9a - 7p
  - Sat, Sept 18 • 9a - 3p
  - Sun, Sept 19 • 9a - 3p
- Sunday is HALF PRICE!

**FREE ADMISSION WITH THIS AD!**

**GET YOUR *free*  
SHOPPING TICKET!**

Scan me with  
your smartphone  
camera!



**SAVE AS A PHOTO  
& TEXT TO FRIENDS**



# Sale Schedule



## TUESDAY

**Item Drop-off**  
Tuesday 9am-12pm  
BY APPOINTMENT



## MONDAY

**Item Drop-off**  
Monday 1am-8pm  
BY APPOINTMENT

## WEDNESDAY

**Team Member & Consignor PRESALE SHOPPING!**

**SALE**

**12 hour:** 10am-8pm

**8 hour:** 10:30am-8pm

**4 hour:** 11am-8pm

**Consignors:** 1pm-8pm

**+ 1 Friend** (Consignors need to reserve their time slot)

**Prime Time:** 1pm-8pm

*\*\*Kids are only allowed at 6pm!*

## THURSDAY

**Open to the Public!**  
9am-7pm

## FRIDAY

**Open to the Public!**  
9am-7pm

**Mid-Sale Item Drop-Off**  
5pm-7pm

## SATURDAY

**Open to the Public!**  
9am-3pm

**SHOP the Half-Price Presale!**  
**Team Members, Consignors and your GUESTS!**

3:30pm-5pm

*\*\*Kids are allowed!*

## SUNDAY

**Half-Price Sale!**  
9am-3pm



## MONDAY

**PICK-UP UNSOLD ITEMS**  
8am-11am



## SALE COMMUNICATION

I am on-site all week during the sale, so, please be patient when trying to reach me.

I have helpers checking and responding to my email.

If anything urgent arises please don't hesitate to reach out:

**Email:** [DeborahFreeman@jbfsale.com](mailto:DeborahFreeman@jbfsale.com)

**Text or Call:** 720.255.1523

We will do everything we can to be of service!

- Deborah Freeman  
Sale Owner & Coordinator



*Watch your sales updated in real time daily in the tagging site!*



# Sale Schedule



## UNSOLD ITEM PICKUP

**Monday, Sept 20th, 8am-11am**

No appointment needed. Arrive with your phone and any empty tubs or boxes you want to use for your items. If you can't pick up, consider donating your unsold items to our charity partner! Bless a family in need!

### STEP 1:

#### The "Missing Tags" Table & Rack

Look for any items that belong to you. All of the items in this area have become separated from their tags. Sign the clipboard for any merchandise you remove from this area.

### STEP 2:

#### "Return to Consignor" Area

Look for any of your items that were pulled from the sale because they were the wrong season or did not meet our quality standards.

### STEP 3:

#### Clothing Racks

Unsold items are grouped together and organized by your Consignor number. Each row is assigned a letter (A-Z), and plates are hung in numerical order down the row. Your Consignor Number is on the paper plate.

Gather your clothing which will be hanging on the rack, and then directly below your clothes you will find your non-clothing items.

### STEP 4:

#### Large Item Area

Look for any large items that belong to you.  
Ex. furniture or baby equipment

### STEP 5:

#### Check-Out

Review each item and make sure that it belongs to you before removing it from the venue. Complete the online Consignor Pick-up form and show the "Thank you" page to the attendant

## ♥ DONATED ITEMS

If your item was marked "D" (Donate) on the tag, it has been pulled and given to our charity partner. The donation receipt/letter will be emailed to you.

You are welcome to donate any unsold items that you don't wish to take home.

If **ALL** of your items are marked Donate, then you do not need to come to Pickup.



## MISSING ITEMS

If you checked the missing tag area and the items returned to you, but you still have a missing item, it is possible it was sold, but had to be entered manually (perhaps the barcode wouldn't scan). The sale amount will appear in your check.



## ITEM RESEARCH

BEFORE YOU LEAVE PICKUP you are welcome to get more information about any item. We can check if the item has been sold or see if it was pulled and in the "Return to Consignor" area. We can no longer search for items once we leave the venue.

**REMEMBER....** All Consignors sign a waiver acknowledging that they understand items can be lost, stolen, or damaged at the sale.





# Pay Day



## YOU DID IT!

After the sale is over, and items are picked up, we perform a thorough reconciliation.

In this clean up process we make sure that every item we sold and collected money for gets credited to the rightful owner.

It is always our goal to get checks out as early as possible!



## Consignor Checks

**WILL BE EMAILED ON OR BEFORE  
MONDAY, OCTOBER 4TH**

*Look for an email from Deluxe Checks.*

*Let's have a great sale!*

## DOUGLAS COUNTY

**DOUGLAS COUNTY FAIRGROUNDS, EVENT CENTER  
500 FAIRGROUNDS DRIVE  
CASTLE ROCK, CO 80104**







**A quick note about...**

# Missing Items

We know you put a lot of time and energy into selling your items with us and it is our intention to get all of your items sold or returned back to you. If an item goes missing there's usually a simple solution.

- It was sold. Or it was sold but had to be entered manually because the barcode wouldn't scan. Without a barcode, your online account won't recognize the sale, however, we have the sale in our master computer so you'll be paid for the item.
- You missed it on the clothing racks or on the floor. Be sure to check the surrounding area.
- It's in the 'Return to Consignor' area because it didn't meet our standards
- As with any retail, there is a risk it may have been stolen by a customer. We do our best to protect against theft, but we cannot eliminate the risk completely.
- It was marked as Donate, so there is no need to pick it up.
- It was accidentally placed into the Donate pile. You can claim the item as a donation.
- It was missorted into another Consignor's pile. It will either show up at the next sale (or the Consignor may reach out through the Facebook page to return the item to you).
- When you tagged your items you accidentally put the wrong tag on the item, and the other item sold.
- You didn't bring the item to the sale after all.