

YOUR CONSIGNOR



Sale Week Guide

Spring 2022

Douglas County • WEEK OF April 28th

SALE WEEK WILL BE HERE SOON!

We understand you're putting in 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 five steps:



1. Perks



**2. item
Drop-off**



**3. Free
tickets to
SHARE**

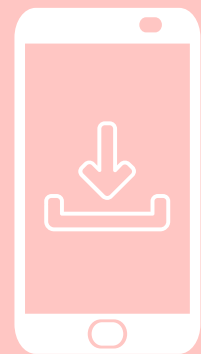
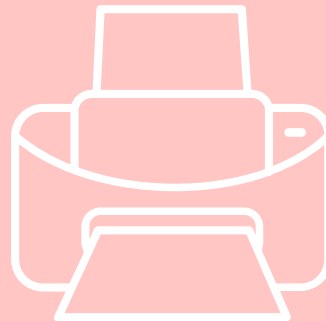


**4. Unsold
Item Pick-up**



5. Pay day!

For quick and easy access
print this guide OR save it 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 closed. You can look on the Facebook Consignor Group for any cancellations or moms needing to change their shift, and you can check with Deborah at Drop-off and see if there are any shifts you can add.

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

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

Tell the Entry Person you are a Consignor, and you can get into the sale **FREE every day**, including the Presale!



For planning purposes, tickets must be claimed to attend the presale. **Presale Pass Invites will be emailed this week.** If you don't receive it check with Deborah at Item Drop-Off.



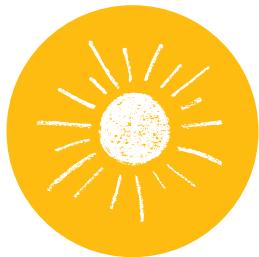
Item Drop-Off



DROP-OFF APPOINTMENTS

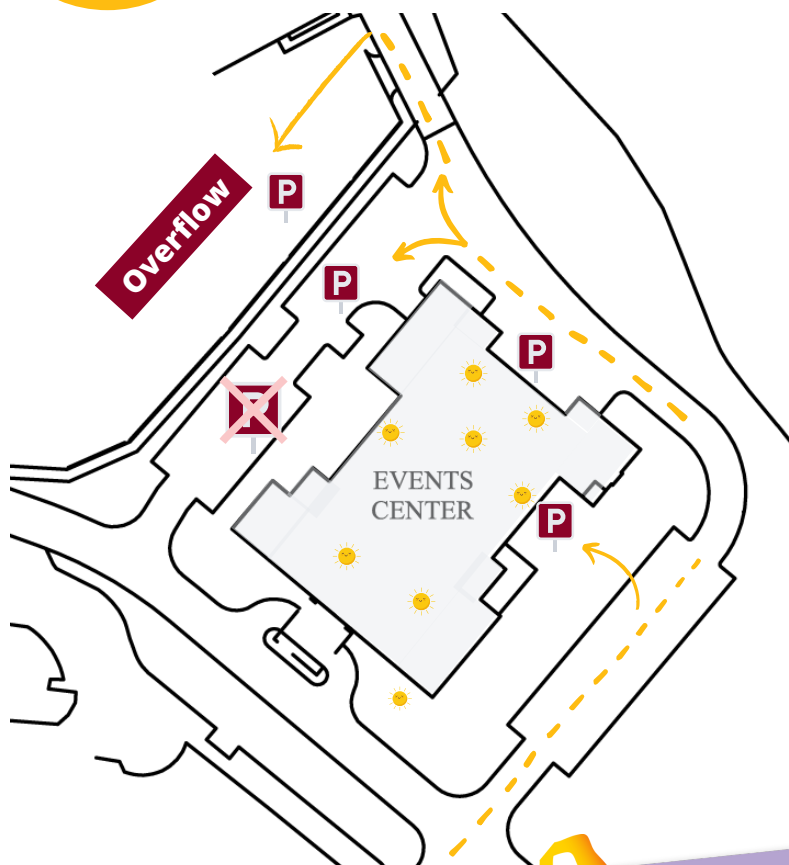
By now, you should have already scheduled your drop-off appointment. You do this when you pay your Consignor Fee. If you missed this step, reserve your time slot **HERE**- <https://consignorregistrationsp22.eventbrite.com>

Please, arrive at your scheduled 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.



PRETTY PLEASE...

- Be prompt!
- Park only in any designated areas
- Do NOT park behind someone
- Use the garage door if unloading big items
- Rolling racks are **not** to be taken off the sidewalk. Leave empty racks by the door



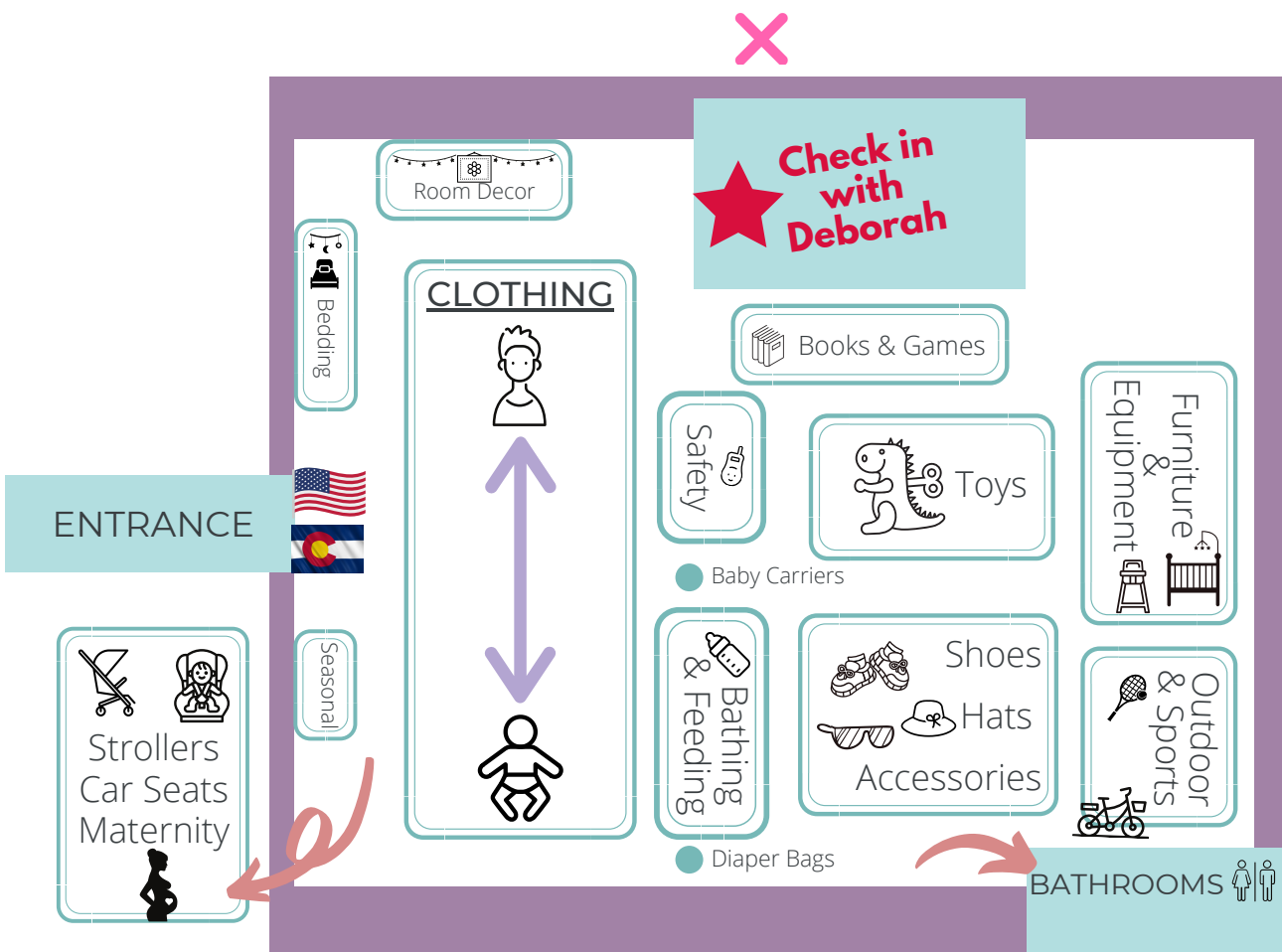
Floor Plan



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

*You will enter the building at one of the pink X's



Time-saving tip!

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



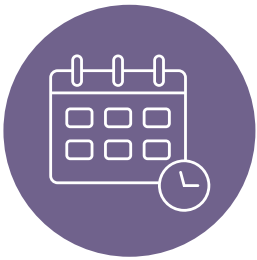
Get in Free Passes



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://www.eventbrite.com/e/general-admission-spring-summer-2022-tickets-183654655017>

GET YOUR *free*
SHOPPING TICKET!

Scan me with
your smartphone
camera!



SAVE AS A PHOTO
& TEXT TO FRIENDS



MEGA Children's, Teen & Maternity Resale!

SAVE 50-90%!

Douglas County Fairgrounds



Wed, Mar 30 (Presale shopping!)

Thu, Mar 31 • 9am - 7pm

Fri, April 1 • 9am - 7pm

Sat, April 2 • 9am - 3pm

Sun, April 3 • 9am - 3pm

➤ Sunday is HALF PRICE!



FREE ADMISSION WITH THIS AD!



Sale Schedule

**MONDAY, 3/28
- MONDAY, 4/4**



TUESDAY

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

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

THURSDAY

Open to the Public!
9am-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!*

MONDAY


PICK-UP UNSOLD ITEMS
8am-11am



MONDAY

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

WEDNESDAY

**Team Member &
Consignor PRESALE
SHOPPING!** 

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: 12pm-8pm

FRIDAY

Open to the Public!
9am-7pm
Mid-Sale Item Drop-Off
5pm-7pm

SUNDAY

Half-Price Sale!
9am-3pm



MY 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
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, April 4th, 8am-11am

No appointment is 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 sales floor 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 digital 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.

REMINDER.... 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 event 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 Pay Checks

**WILL BE EMAILED ON or BEFORE
Monday, April 18th**

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. In the 13 years we've operated this event, here are the most common reasons for a missing item.

- **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.