

YOUR GUIDE TO *Selling* with JBF Schaumburg

**JUST BETWEEN
FRIENDS**



Clean out & cash in!



Consignor
Group |



Instagram

Welcome!



Let's do this together!

If you've got kids... you've got clutter! At JBF you can sell all of your outgrown children's items in one place, at one time... AND earn top dollar!

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

schaumburg.jbfsale.com

Table of Contents

JUST BETWEEN
FRIENDS

Below you will find a **CLICKABLE** table of contents. Click the link to jump to the corresponding page number!

.....
<u>Earnings</u>	4
<u>Consignor Schedule</u>	5-6
<u>How To Register</u>	6
<u>Acceptable Items</u>	7-13
<u>Supplies</u>	14
<u>Quality Standards</u>	15
<u>Pricing</u>	16
<u>Creating Tags</u>	17
<u>Printing</u>	18
<u>Tagging Toys</u>	19
<u>Tagging Clothing</u>	20-21
<u>Tagging Shoes</u>	22
<u>Tagging Books, Puzzles, Games</u>	23
<u>Tagging Bedding</u>	24
<u>Large Item Tags</u>	25



\$\$\$



Earnings!

Average consignors sell over \$400!

Consignors earn **60%** less a \$15.00 consignor fee

4-Hour Team Members earn **70%**

8-Hour Team Members earn 70% **AND** *pay no consignor fee*

...plus, consignors & team members get a
FREE presale pass and a "guest" pass!



»»
next
page



Consignors bringing over **500** items and NOT donating their unsold items are considered "**power consignors**". Power consignors must email Sally @sallyconley@jbfsale.com to schedule a drop off time **AND** they must work the 3:00pm sort shift on Saturday after we close. This shift does **NOT** count as a team member shift to earn the extra 10%.

JBF Schaumburg Consignor Schedule

Soccer City, 545 S Consumers Ave, Palatine, IL

Consignor Schedule Fall 2023

JBF Schaumburg/Palatine
schaumburg.jbfsale.com

SET UP/ DROP OFF	CONSIGNOR PRESALE	COMMUNITY PRESALE	PUBLIC SALE DAYS	50% OFF DAY/SORT	SORT/ BREAKDOWN/ PICK UP
SAT 10/14 2-7PM SET UP	TUES 10/17 2PM-8PM	WED 10/18 10AM-8PM	THURS 10/19 10-7PM	SAT 10/21 10AM-3PM	SUN 10/22 10AM-8PM
SUN 10/15 10-8PM SET UP AND CONSIGNOR DROP OFF	2:00PM: TEAM LEADS	10AM-8PM EARLY ACCESS TICKET	NO TICKET NEEDED	50 % OFF MANY ITEMS NO TICKET NEEDED	ANYONE WORKING BREAKDOWN SAT OR SUN CAN SHOP DONATES SAT AT 3:00PM FOR 75% OFF
MON 10/16 10-7PM DROP OFF	2:30PM: 12 HR TEAM MEMBERS	12-8PM: 1ST-TIME PARENTS, FOSTER PARENTS, MILITARY, TEACHERS, 1ST RESPONDERS FREE TICKET REQUIRED	FRI 10/20 10-8PM NO TICKET NEEDED	SAT 10/21 SORT SHIFTS 3-7PM	SHIFTS: 10-2 2-6 4-8
TUES 10/17 10-12PM DROP OFF	3:00PM: 8 HR TEAM MEMBERS		FRI 10/20 50 % OFF PRESALE 3-8PM TEAM AND CONSIGNORS	POWER CONSIGNOR SORT/PICK UP	CONSIGNOR PICK UP 2:30-4PM YOU'LL RECEIVE AN EMAIL FRI 10/20 TO CHOOSE A TIME
	3:30PM: 4 HR TEAM MEMBERS + COMMUNITY HELPERS		*LOOK FOR POSSIBLY A 2ND BIG ITEM DROP OFF, I'LL POST THIS IN THE CONSIGNOR GROUP	SAT SORT WORKERS SHOP DONATES @ 75% OFF FOSTER FAMILIES SHOP DONATES FOR FREE	
	5:00PM CONSIGNOR + GUEST	3PM-8PM EARLY ACCESS TICKET			

STEP #1 Register

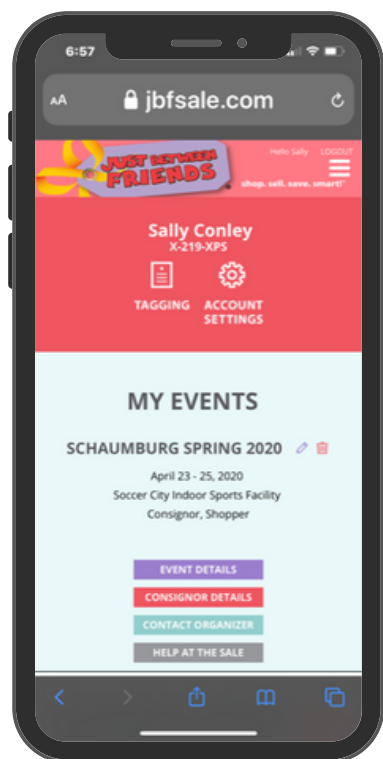
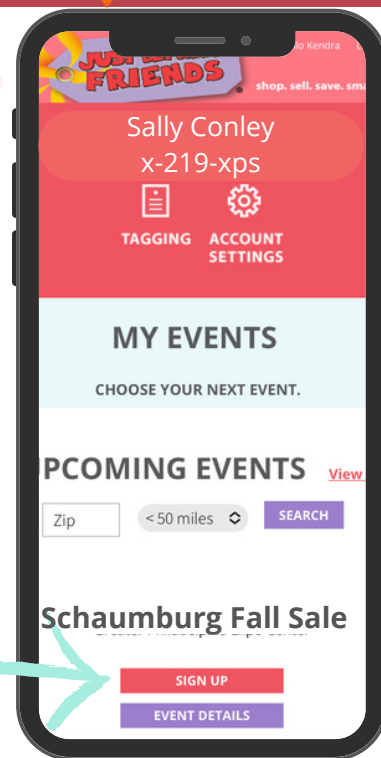


First Things First: REGISTER

Returning consignors, **CLICK HERE** to log in.

New consignors, **CLICK HERE** to create a JBF profile.

Find our upcoming Schaumburg sale and click "sign up".



Ensure that you registered properly!

The upcoming sale should now appear under "my events".

After registering on the tagging website, you will also need to pick a drop off time on Eventbrite and pre pay the consignor fee. If you don't prepay it will be taken from your check after the sale:

PICK DROP OFF TIME HERE

STEP #2 *Gather*



Kids Grow Fast!

Sell your outgrown clothing, shoes, toys, books, games and so much more! Don't forget to check ALL OVER your home!

You will find graphics on the following pages about what we ACCEPT and what we DO NOT ACCEPT at the sale.

Remember that JBF sales are seasonal. We are only accepting fall & winter items at the Fall sale!

Check all over your home!

Bedrooms

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

Closets

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

Playrooms

- puzzles + games
- family DVDs
- dress up
- 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





WHAT TO SELL CLOTHING

Item Limits:

SPRING

Bring your best 350 hanging clothing items which includes up to 20 girls junior and up to 10 maternity sizes.

100 hanging per gender 0-18 months - Max 5 Bedding/Blankets - Max 5 Mommy Mart

Email sallyconley@jbfsale.com if you have over 500 items total

Short-sleeved items:
onesies, shirts, dresses
Long sleeve spring
weight/colors



Shorts, skirts, capris
summer dresses
jeans



Lightweight summer
pajamas and sleepwear



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



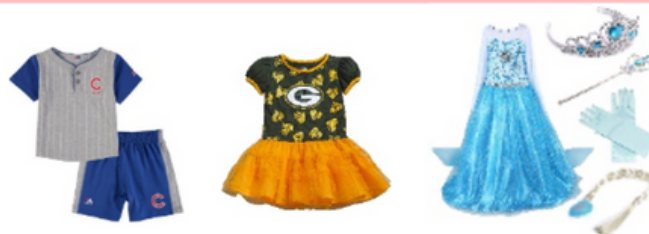
Sweatshirts
lightweight jackets
summer accessories



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.

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

X long-sleeve
shirts/heavy fabric
X long-sleeve
onesies
X long-sleeve
dresses/heavy
fabric
X heavy weight
fabrics

X leggings
X long pants/heavy
fabric
X heavy weight
fabrics

X Fleece pajamas
X Winter pajamas
X Fleece Sleepers

X snow boots
X winter jackets
X gloves
X winter gear
X Halloween
costumes



WHAT TO SELL CLOTHING

FALL

Short Sleeve Allowed Exceptions-

Short sleeved/sleeveless dresses holiday-themed or in heavy fabrics like corduroy or velour, short-sleeved onesies that are bundled, and short-sleeved athletic t-shirts like Under Armor, Nike. Short-sleeved fall/winter holiday items like "Baby's First Thanksgiving", etc or Fan gear.

Long-sleeved items:
onesies, shirts, dresses



Leggings
long pants
jeans



Fleece pajamas
winter pajamas
winter sleepers



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.

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

X short-sleeve summery shirts
X short-sleeve onesies
X short-sleeve dresses
X camp shirts

X shorts
X skirts
X summer dresses

X lightweight pajamas
X short pajamas

X flip flops
X swim shoes
X sandals
X summer accessories





OTHER ITEMS TO SELL ALL YEAR

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

FEEDING:

Plates, cups, utensils

NEW nipples & pacifiers
bottles with used
nipples removed,
manual breast pumps,
used breast pump
accessories (except
tubing must be new)



"NO THANK YOU" ITEMS

- X used underwear
- X formula
- X food
- X medicine
- X USED nipples
- X USED pacifiers
- X electric breast pumps
- X USED breast pump tubing

STUFFED ANIMALS:

Licensed character
(like Disney, etc) or
animated/ electronic
stuffed animals, Build-
A-Bear



- X basic stuffed animals (like a stuffed dog or bear)
- X beanie babies/boos

BEDS/SLEEPERS:

Cribs, toddler beds
bed rails, co-sleepers
bassinet



- X drop-side cribs
- X all crib bumpers (including mesh)
- X baby wedges, or anything not meeting the AAP "safe sleep" guidelines
- X full+ size beds & twin/full mattresses

BOOKS:

Soft, board picture,
chapter, educational,
tween, homeschooling



- X adult books

Please ensure all items have working
batteries and all parts/pieces necessary
for operation.
Please ensure items are clean complete
and current!



OTHER ITEMS TO SELL ALL YEAR

INFANT ITEMS

Carriers, boppy pillows,
diaper bags,
swaddlers, nursing
bras, breast milk
storage, infant safety
items, baby monitors,
diapers



"NO THANK YOU" ITEMS

There are some items
we know we cannot
sell, no matter what
the season due to
safety concerns.

X items with stains (no
matter how small the stain
is)

X items with rips/tears/holes

X items with excessive
fading or pilling

X items that are dirty, have
scribble, etc

X items missing parts or
pieces

X items not in full working
order

X items that are very
old/vintage

X outdated styles

X porcelain dolls

x happy meal and Dollar
Store toys

TOYS

For infants - teens
electronics
sporting equipment



PUZZLES/GAMES/CRAFTS

wooden/cardboard puzzles
all pieces/parts present
boxed crafts)



ROOM DECOR

Children's room &
bathroom decor

Mobiles, sound machines
Changing pads



POTTY/BATH

Clean potty seats
Diapering accessories
Baby bath tubs, towels





OTHER ITEMS TO SELL - LARGE ITEMS ALL YEAR

These items are a "YES!" at any of our sales (and we sell 90% of these items)!

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
























100%
ON YOUR

1ST

\$100
IN SALES

Pick 5 →

JBF PICK 5: Earn 100% on your first \$100 earned
Just bring 5 or more of the items listed below to qualify!
MUST BE CLEAN WITH ALL PARTS!

	Activity Centers		Bumbo Must have safety straps		Crib
	Pack-n-play		High Chair		Swing
	Bedside Sleeper or Bassinet		Mamaroo		Kitchen
	Toddler Slide		Stroller *Umbrella Strollers Excluded		
	Cozy Coupe		Wagon *Ride-In Only		
	Picnic Table		Outdoor Play Center		
	Water Table		Play House		
	Ride on vehicles		Balance bikes, Bikes, Tricycles (for Spring Sale ONLY)		

All Items must meet JBF quality and safety standards and be priced according to JBF Guidelines
PICK 5 is applicable to regular Consignors only (Valet Consignors Excluded)
Pick 5 is only available at the JBF Schaumburg Sales Events.
You must fill out the Pick 5 form at consignor drop off to qualify



ITEMS WITH SAFETY CONCERNS

Due to safety concerns/risks, the following items are not accepted or restricted. See details below..



Incline Sleepers

Due to risk posed to infants, incline sleepers can no longer be accepted at Just Between Friends sales. A notice was provided by the CPSC on November 11, 2018 in which these sleepers were deemed unsafe after repeated incidents of infant suffocation.



Cribs made before June 28, 2011

All Cribs made before June 28, 2011 are no longer considered safe for infants—that includes all dropside cribs as they pose significant risks to infants. They cannot be sold or donated.

For cribs manufactured on or after June 28, 2011, a completed Crib Waiver is Required. Download crib waiver [HERE](#).



Crib Bumpers

All types of Crib Bumpers are no longer considered safe for cribs. These will not be accepted or sold at Just Between Friends Sales.



Car Seats

- Must have 1 full year of use left before expiration
- Must include waiver AND manual for each component (i.e. car seat and base need separate manuals and waivers even if sold together)
- Find the car seat waiver [HERE](#)

Supplies



You will need a few basic supplies to get started!

All of these supplies can be found at office supply stores, craft stores, the Dollar Store, or use the clickable Amazon links below!



• • • • •
WHITE CARDSTOCK Get on Amazon [HERE](#). Also found at Office Supply & Craft stores!

TAGGING GUN OR SAFETY PINS Tagging gun on Amazon [HERE](#). Please read the Tagging Gun Guidelines [HERE](#) to ensure you do not damage your items!
Safety pins on Amazon [HERE](#). Also found at craft stores, Walmart & the Dollar Store.

HANGERS We accept any type of hangers!
Many stores will give them away for free - Old Navy, Carters, etc
Dry cleaners recycle them
Ask friends/family
Purchase 10/\$1 at Walmart

PRINTER Use your own printer or print at Staples, shipping stores, or the local library!

DOLLAR STORE SUPPLIES



STEP #3

Sort



Remember the



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.

SELL the items that meet these 4 C's:

CLEAN, (no stains, rips, pilling, excessive wear, smoke/pet odors) **COMPLETE**,

(no missing pieces) **CURRENT**, (no outdated styles, appropriate season)

COMPLIANT! (no recalls, all safety straps present)

Examples of items we do NOT accept:



STEP #4 *Price*



We recommend pricing at 1/3 of retail!

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

<u>Examples:</u>	Bargain Brands	Mall Brands	Boutique Brands
PJs	\$2-3	\$3-4	\$5+
T-shirts	\$1-2	\$2-3	\$4+
Jeans	\$2-3.50	\$3-5.50	\$6+
Dresses	\$2.50-4.50	\$3.50-6	\$6-8+
Sneakers	\$3-6	\$4-7	\$8+

Bargain brands = Cat & Jack, Garanimals, Cherokee, etc (retail \$4-10)

Mall brands = Carter's, Children's Place, Department store brands (retail \$6-15)

Boutique brands = Crewcuts, Mudpie, Janie & Jack



Price **HIGHER** for:
new with tags, big kids/juniors sizes



Price **LOWER** for:
baby sizes under 12 mo, maternity

Pricing TIPS:

- ✓ Create sets or bundles. Put outfits together if they were purchased 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!
- ✓ Price nonclothing items (toys, books, games) at 1/3 of retail price!

STEP #4

Creating Tags

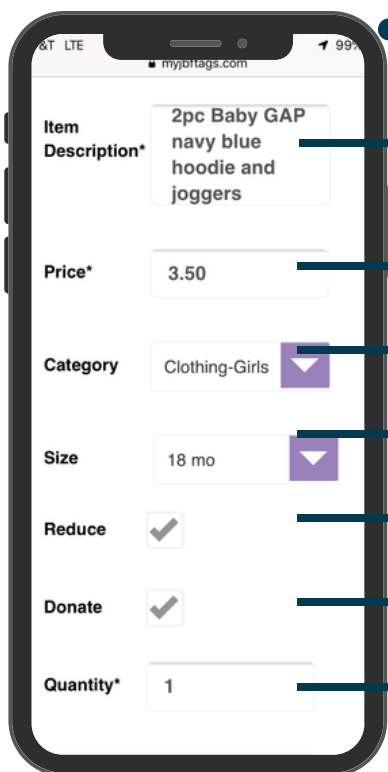
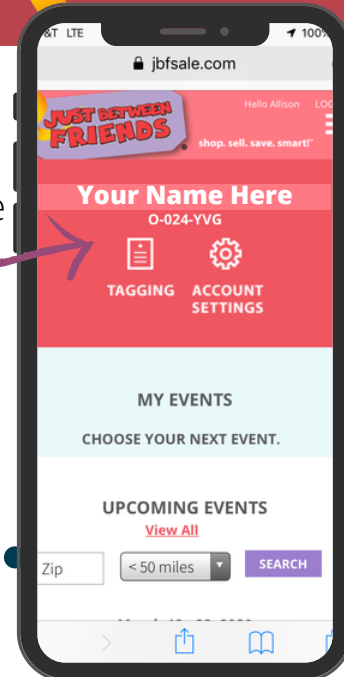
JUST BETWEEN FRIENDS



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.myjbftags.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 reduce on 50% off 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



How Reducing & Donating Helps Your Items Sell!

TIP! Talk-to-Text

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



[Website](#) |

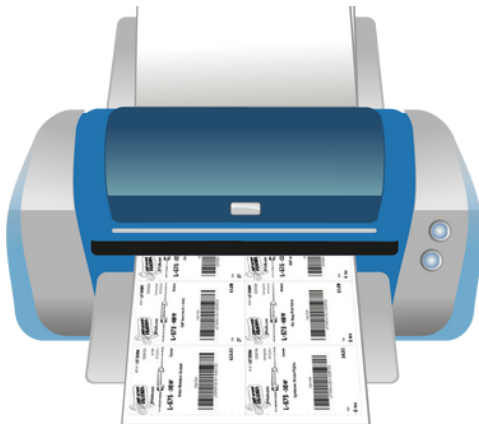


[Consignor Group](#) |



[Instagram](#)

Printing Tips!



Printing your tags:

Print tags on 8.5"x11" **white cardstock (not regular paper)**

Tags automatically print 9-per-page.

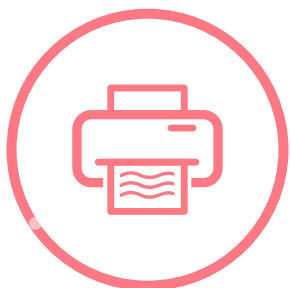
1. Select checkboxes next to the tags that you want to print.
2. Hover over "print tags" and select "PDF".
3. ***once printed tags cannot be altered without REPRINTING them!

NOTE: if you are printing from a mobile device you will have to print in HTML format. We DO NOT recommend printing in HTML format as it creates scanning issues at the register (tags are a little smaller)

You can also download the PDF of tags and take to Staples, a shipping store, or your local library for printing. Bring your own cardstock to save \$\$!



Printing trouble?



Is your Adobe PDF up to date? You can download the latest version for FREE!

Printing works best in FIREFOX. Try a different web browser!

When using a Mac, you may have to download tags first, then print from the download. Try Google Chrome if you are using a Mac

STEP #5 *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.

TOYS & ITEMS WITH LOOSE PIECES



- Tag is attached securely with lots of tape or a zip tie + tape
- All pieces secured together in a ziploc bag. Bag taped shut
- Must have all pieces and must have working batteries!



STEP #5 Prep



CLOTHING



Hanging & Tagging Clothing

All clothing should be hung (besides onesies & sleepers up to 24 months, which can be bagged in a ziploc. We recommended hanging though!)

Hanger should look like a "?"

Tag should be attached in the upper left corner, or the manufacturer's tag if using a tagging gun



Tagging Gun

If you use a tagging gun to attach JBF tags, only puncture the manufacturer's tag or an inside seam (at the neckline or left armpit) so that you do not damage the fabric.



STEP #5 *Prep*



CLOTHING & ACCESSORIES



Creating Outfits & Bundles

It's okay to bundle items into sets.

All items on a hanger must be the same size

Hang one item on the hanger, then secure pieces to hanger using safety pins.



Bundling in Bags

Multiple onesies—that are all the same size & **stain-free!**—can be bundled and hung or can be folded neatly and placed in a bag. Tape bag closed and securely tape the tag to the outside.

Same with **socks & accessories** like hairbows & infant mittens. Lay items flat & squeeze the air out of the bag. Tape closed. Attach tag securely. Bigger accessories like a baseball cap do not need to be bagged. Just attach the tag with a safety pin or tagging gun!

STEP #5 *Prep*



SHOES



Shoes

Shoes should be in like-new condition with no scrapes, worn toes, dirt or scuff.

Attach shoes together securely with a zip tie or curling ribbon.



STEP #5 *Prep*



BOOKS, GAMES, PUZZLES & CRAFTS

Tape

Only use painter's or masking tape on books, games, puzzles so that the cover is not ripped when the tape is removed.

Bundling Books

We recommend selling books singly BUT if you have books of the same author or theme, you can bundle them together using a ziploc bag or curling ribbon

Games, Puzzles, Crafts

Ensure all pieces are present. Crafts must be sold in boxes;
Peg puzzles can be wrapped with plastic wrap and taped closed (see photo)



STEP #5 *Prep*



BEDDING & BLANKETS

Sheets & Receiving Blankets

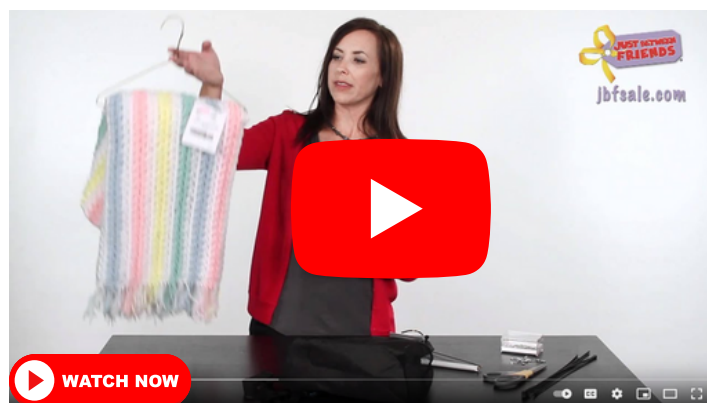
Can be bagged in a ziploc or rolled up and tied with a ribbon. Please check for stains!

Blankets

Baby blankets or throw blankets can be draped over a hanger and pinned underneath so it doesn't fall off (see video)

Bedding

Larger bedding sets can be placed in an XL ziploc or bedding bag (you can find bedding bags at the Dollar Tree!)



STEP #6

Drop Off

JUST BETWEEN
FRIENDS



You did it!

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



Seller Drop Off

10/15, 10/16, 10/17

**SOCCER CITY, 545 S CONSUMERS AVE, PALATINE, IL
RESERVE YOUR DROP OFF APPOINTMENT ON THE
WEBSITE**

- 1** Plan for 45-60-minutes to drop off your items. Longer if you have 250+ items to drop off. Drive to...Park...Enter...and **Check In!**
- 2** You will place your clothing on the racks by size and gender. The more organized you are, the easier drop off will be!
- 3** You will place non-clothing items in their specific area. These are general categories like "boys toys", "girls toys", "infant toys", "puzzles", "games", "crafts", etc.
- 4** You will see places on the floor to bring your large items like baby gear, bikes, cribs, high chairs, strollers etc.

That's It! You're Done!

During the Sale

JUST BETWEEN
FRIENDS

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 live as they sell!! Log in to your JBF Profile, click on TAGGING and watch your sales. Consignor checks are sent via USPS within 2 weeks after the sale ends.



Power Sellers

Consignors bringing over 500 items and NOT donating their unsold items are considered "power consignors". Power Consignors must work the Sat 3:00pm sorting shift to sort your own unsold items. This shift does not count towards your work shift to earn the extra 10%.



If you choose to donate your unsold items, they are donated to The Kid's Pantry