

# YOUR GUIDE TO *Selling* with JBF Woodbury

**JUST BETWEEN  
FRIENDS**

## 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**



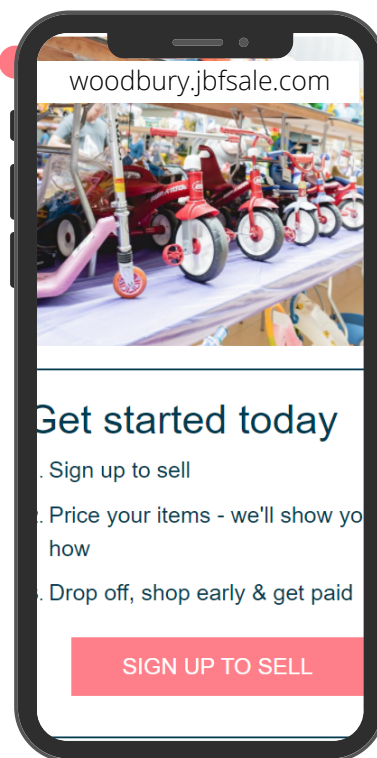
**Prep**



**Drop Off**

## First Things First: REGISTER

Save your spot by registering as a seller and choosing your drop-off time.



**Questions?** Join our Facebook Group for quick answers:  
[facebook.com/groups/jbfwoodburysmartsellers](https://facebook.com/groups/jbfwoodburysmartsellers)

# 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
- rockers + bouncers
- changing tables

### Feeding supplies

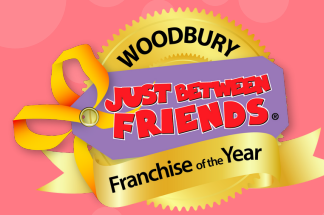
- new pacifiers
- dishes + lunch boxes
- sippy cups + boosters
- safety items

### Outdoor toys

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



# Triple Play



Mark all of your items for **REDUCE AND DONATE** and get:

Reduced seller fee

Express drop-off

Highest average % of sold items

With Express drop-off, we'll inspect and place your items onto the sales floor for you - saving you precious time!

SCORE when you tag all your items  
for Reduce and Donate



Reduced Consignor Fee

Helping You WIN This Season!

SCORE when you tag all your items  
for Reduce and Donate



Helping You WIN This Season!

SCORE when you tag all your items  
for Reduce and Donate



Helping You WIN This Season!

**Bonus!** You don't have to come back for unsold item pick-up, you get a donation receipt for your taxes, and your items get put to good use by local families in need!

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## 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

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# Inspection



## **We are a 100% inspected sale & we use a No-Wait inspection process.**

Each item will be checked after it is placed on the sales floor to ensure it meets sale requirements for cleanliness, seasonality, functionality and recalls.



- Items must be clean, stain-free with no odors, no holes or other damage and be of the correct season for the current sale. See infographic for what we accept each season here.
- Items that use batteries need to have working batteries included. If we have to add batteries to an item, \$2/ battery will be deducted from the seller's check.
- Sellers will be given grace for the first item of theirs that does not meet sale guidelines.
- After 1 item, 50c per item will be deducted from the seller check for extra handling.
- Non-accepted items will be returned to the seller after the sale or donated /disposed of based on what the seller chose when tagging.
- Items that are missing pieces will result in a \$20 fee being assessed to the seller's account (additionally, if the item was purchased by a shopper and returned, the sale transaction will be voided and the shopper issued a refund).
- See the No Wait inspection process FAQs here

*Help us keep shoppers coming back by checking your items carefully*

# 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	Non-Clothing Items	
less than <b>\$6</b>	<b>\$1-2</b> <b>Value Brands:</b> Kohl's, Old Navy, Faded Glory, Carter's, Cherokee	Toys Books Games Accessories Furniture Sporting Goods	 Price higher for: <ul style="list-style-type: none"> <li>Boys sizes 4T+</li> <li>Hot Toys</li> <li>New with tags</li> <li>Large baby gear</li> </ul>
less than <b>\$12</b>	<b>\$3-6</b> <b>Standard Brands:</b> Children's Place, Land's End, Under Armor	<b>33%</b> of retail	Price lower for: <ul style="list-style-type: none"> <li>Clothing NB-2T</li> <li>Juniors</li> <li>Maternity</li> <li>Bedding</li> </ul> 
more than <b>\$15+</b>	<b>25 - 35%</b> of retail <b>Boutique Brands:</b> Mini-Bowden, Matilda Jane, Tea Collection	<b>Want to SELL Even MORE?</b> <ul style="list-style-type: none"> <li>- Choose to REDUCE, to be part of 1/2 price sale</li> <li>- Sell high quality items</li> </ul>	



## Bundle Items to Save Time

If a clothing item is worth less than \$3, create a set. Put an outfit together, or a set of same-size onesies. This saves rack space, shoppers love it, and you only have to create one JBF tag!

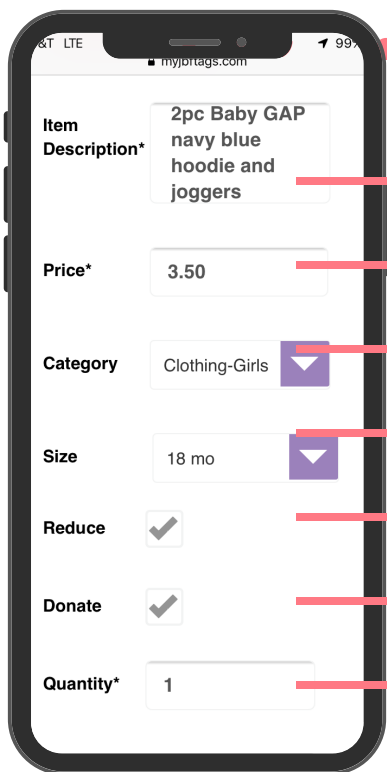
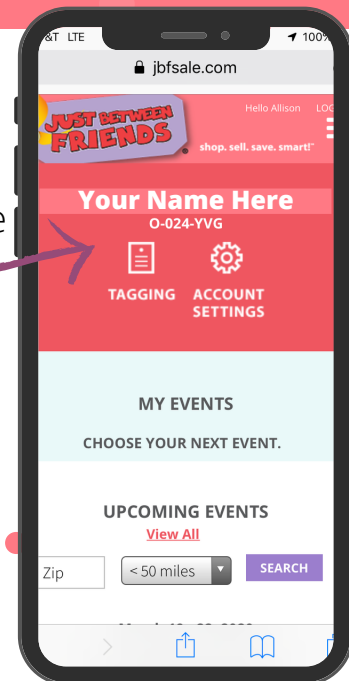
# Creating Tags



## 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.woodbury.jbfsale.com](http://www.woodbury.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

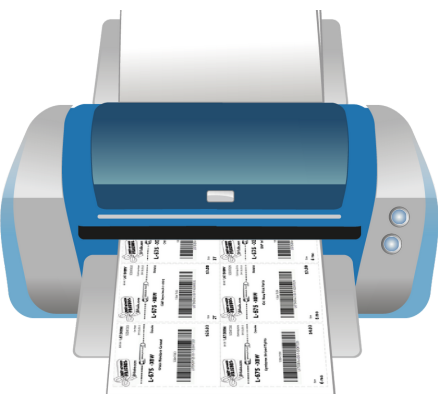
## Pro Tip! Talk-to-Text

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)
- curling ribbon
- 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



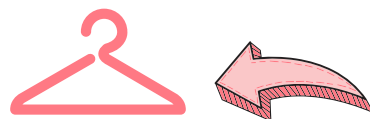
## CLOTHING

### 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 so pieces stay as a set.



### Tagging Gun

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



# STEP #4 *Prep*



## 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 #4 Prep



## Large Items

Large items get a yellow tag so that a shopper can claim the item without having to carry it around



## How-To

See the graphic for details on how to use the yellow tags.

You can:

- print the yellow tags at home
- send the file to Office Depot for them to print for you
- get them from us for free at Supply Pickup day

## Example Yellow Tag

We will also have yellow tags at drop-off but doing this at home will save you time.

**[Click here for the yellow tag print file](#)**

DO NOT REMOVE TOP PORTION

JUST BETWEEN FRIENDS

Toy-Riding  
08/24/2019  
95961340  
J541XVS

BUYER: **FILL-IN YOUR INFO:**  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

ITEM IS SOLD IF TAG BELOW IS MISSING

BUYER: **TAKE THIS PORTION TO PURCHASE**

JUST BETWEEN FRIENDS

J-541 -XVS  
Little Tikes Cozy Coupe, like-new, yellow & red  
95961340  
J541XVS-15.00-1-95961340  
\$15.00

## Bonus! Large Item Lotto!

As large items sell, we will place their yellow tags into a raffle. Two sellers will win an extra 10% on their sales!

# STEP #5 Drop Off



## 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 for JBF Woodbury

**WHEN: SEE YOUR REGISTRATION TICKET**

**WHERE: M HEALTH FAIRVIEW SPORTS CENTER  
4125 RADIO DRIVE  
WOODBURY MN 55129**

1

Park at the location and come get a rolling rack to load your items onto. If your large items don't have a yellow tag already, stop at the yellow tag table to attach them. Then head to either the Regular or Express Check-In desk.

2

If you are a Regular seller, you will place your items on the sales floor. Save yourself time by packing up your items by category, gender and size. Plan for 60-90 minutes to visit all of the drop-zones and clothing sections, longer if you have more than 300 items to drop-off.

3

If you are a Triple Play seller, you will check-in and place your items at the three express drop-zones. Then our Express team will place your items onto the sales floor for you. As you are packing up, group your items by category, gender & size. Plan for 20-30 minutes to complete your Express drop-off.

*That's It! You're Done!*

# During the Sale



## Make time to SHOP

MAKE SURE YOU GET THE BEST  
DEALS FOR YOUR FAMILY!



### Watch Your Seller Check Grow

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



### Share Free Tickets

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



### Unsold Items Donated to Charity

Donated items are distributed to  
help local families through our  
Charity Partners, (Foster families,  
New Life Family Services and  
Open Arms). You'll receive a  
donation receipt for tax  
purposes.

### Presale Shopping

Wed | 9/14

Charity Sort Team | 10:30am

Superstar Sellers | 11am

PrimeTime | 12pm, 2pm

Sellers & Guests | 4pm

Early Access | 5:30pm & 7pm

*No children under 10 except  
infants in a front carrier allowed at  
opening presale*

### Public Shopping

Thurs | 9/15 | 9a - 7p

Fri | 9/16 | 9a - 2p

*\$3 admission or free pass online*

### Second Drop-off (optional)

Thurs | 9/15 | 5p - 6:30p

*Yellow Tag / Large Items Only*

### Half Price Presale

Fri | 9/16

First Dibs | 4pm

Sellers & Guests | 5pm

Early Access | 6pm

### Public Half Price Day

Sat | 9/17 | 9a - 4p

*\$3 admission or free pass online*

### Seller Pick Up

*(if unsold items are not donated)*

Sun | 9/18 | 2 - 4pm

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