



## JBF of Waukesha Consignor Quick Reference Guide

More details online at  
[waukeshanorth.ibfsale.com](http://waukeshanorth.ibfsale.com)

### Supply List:

- White cardstock (9 tags print per page)
- Tagging gun & fasteners (or safety pins)
- Hangers (child and adult size)
- Gallon & quart size clear 'Ziploc' bags
- Tape – scotch & clear packaging
- Curling ribbon or zip-ties
- Magic Sponges for cleaning shoes & toys
- Cleaning & laundering supplies

### JBF Prep Steps:

1. Clean out closets, playrooms, garage
2. Wash clothing, check for stains/damage & clean non-clothing items, check for missing pieces, install fresh batteries
3. Check for recalls at [www.cpsc.gov](http://www.cpsc.gov) or search google
4. Hang clothing items & bag sets of non-hanging items
5. Enter item information online
6. Print & attach tags to items

### Registering to Sell: [ibfsale.com/myjbfprofile](http://ibfsale.com/myjbfprofile)

- **Consignor Number** – this will be assigned when you register and can be used at all JBF events.
- **Event Location** – be sure to register as a consignors for the Southern New Hampshire event so that your items are pulled into the sales system. From the Upcoming Events box, click 'sign up' for JBF Southern New Hampshire and then click on the box for Consignor.

### Creating Barcoded Tags: [www.myjbftags.com](http://www.myjbftags.com)

- **Category** – choose a category that make sense to you; choose miscellaneous or leave blank if needed
- **Item Description** – include brand name, color(s), etc.; the better the description the more likely we can match a lost tag to your item and get it back onto the sales floor to sell
- **Reduce** – check this box if you want the item sold at 50% off on the last part of the event; we highly recommend choosing "reduce" as this is a key strategy to getting a larger check.
- **Donate** – check this box to donate an item that does not sell to our great charity partner;
- **Quantity** – this option allows you to quickly produce tags if you have more than one of the exact same item (same color, size, brand).
- **Print** – Print at ACTUAL SIZE (no scaling) and high quality to ensure good scan at checkout.
- **Sold/Sold Date/Sold Price** – use each day during the sale to watch your items sell!
- **Reports** – you can print multiple reports from the [www.myjbftags.com](http://www.myjbftags.com) system

### Drop Off

- Sort hanging items by gender & size
- Sort non-hanging items by type (ie toys)
- Bring large items with your [large item tags](#) you printed at home
- We'll have limited rolling racks to get your items into the venue easily, but bring your own if you have one (or a wagon)
- Bring Car Seat or Crib Waiver (if selling one)
- Allow at least 60 minutes for drop off

### Pick Up

- No early pick-up is allowed (it disrupts our sorting process)
- Bring a tote and / or wagon to make it easy

# Prepping & Pricing & Tagging

| Item Category                      | Examples   | Prepping   | Pricing   | Tagging   |
|------------------------------------|--|--|---|---|
| <b>Hanging Clothing Items</b>      | Outfits, pajamas, dresses, coats, bathrobes, dress-up clothes, onesies, sleepers, etc.                       | Hang on child size (or appropriate size if teen/maternity) hanger with <b>hook facing left</b> (like a question mark); Attach multiple items together with safety pins so that pieces cannot be separated.               | See out Pricing guide for pricing help. Start at 30% of the retail price. <b>NO STAINED, RIPPED OR WORN OUT ITEMS WILL BE ACCEPTED.</b>   | Attach JBF tag to item's tag or an inside seam (so that you don't put an extra hole in the item) and be sure the tag is easily seen on the front of the item (pull on tag to be sure it is secured) |
| <b>Non-Hanging Clothing Items</b>  | Socks, tights, infant mittens/booties, hats, etc.  | Place sets of items (for example, 6 pairs socks) in clear self-seal bag; Seal top with clear packaging tape. Single items need not be bagged. No hanger needed.  | Price these to sell and make them visible in the bag for inspection and shoppers.   | Attach JBF tag directly to item or clear self-seal bag with clear packaging tape.   |
| <b>Shoes</b>                       | Shoes, boots, slippers   | Attach pair together using ribbon or zip-tie; Put infant shoes in clear self-seal bag.   | Shoes must be in excellent condition and should start around \$3.00 for infant/toddler; Add \$1 each for larger size, name brand, heavy/winter  | Hole-punch JBF tag and tie it to one/both shoes.  |
| <b>Bedding, Blankets, Textiles</b> | Bedding sets, crib/bedroom sets, quilts, blankets, receiving blankets, burp cloths, wash cloths, bath towels | Put bedding sets, sheets, blankets and towels into large clear bags or bundle together with curling ribbon. Large bags are inexpensive at Dollar Store.  | Price to sell! Shoppers are less likely to purchase these items used, so prices have to be low. Try to price approx. 80%-90% off retail.  | Attach JBF tag to set/bundle with tagging gun, safety pin, or ribbon (hole-punched); Or use clear packaging tape to put JBF tag onto clear plastic bag  |
| <b>Bags, Carriers &amp; Pumps</b>  | Diaper bags, breast pumps (in bag), infant carriers, backpacks, purses, etc.                                 | Items tagged for over \$30 should be zip-tied to rack for security (look for appropriate location at Drop Off); All other items should be zip-tied to hanger. (use large item tag if it will be zip tied to the display) | Bags & carriers-price approx. 50%-75% off retail. Items in great condition tend to sell very well. Breast pumps should be priced at 10% of retail due to low demand.  | Hole-punch JBF tag and attach it to item with ribbon or ziptie; If item contains multiple pieces, be sure all pieces are included and list number of items on JBF tag description                   |
| <b>Infant Items</b>                | Nursing covers/pillows, feeding items, monitors, safety items, diapering/toileting items                     | If item has multiple pieces use packaging tape, tagging gun, safety pins or clear self-seal bags to keep items attached together; <b>Batteries must be included</b>  | Price approx. 50%-75% off retail. Items in great condition tend to sell very well.  | Attach JBF tag directly to item or clear self-seal bag with clear packaging tape or hole-punch JBF tag and tie it to item   |
| <b>Equipment, Furniture</b>        | Exersaucer, swing, high chair, changing table, crib, stroller, car seat & car seat accessories               | If item has multiple pieces use zip-ties, packaging tape, or string to keep items attached together; <b>Batteries must be included</b>   | Price approx. 50%-75% off retail. Items in great condition tend to sell very well. Drop side cribs are not accepted by JBF due to them now being illegal.   | Bring item in with your JBF tag attached to a large item tag you printed at home. Attach the large tag to the item.   |
| <b>Toys</b>                        | Ride-on toys, block sets, dolls, remote control cars, etc.   | Use clear self-seal bags to keep loose/small items together; Use packaging tape, zip-ties, or string to keep items attached together; <b>Batteries must be included</b>  | Price approx. 50%-90% off retail.   | Attach JBF tag directly to item with clear packaging tape or hole-punch JBF tag and tie it to item  |
| <b>Books, Games, DVDs</b>          | Books, book sets, board games, puzzles, video games, video game systems                                      | Use clear self-seal bags or clear cling wrap (saran wrap) to hold multiple items together; Tie sets of books together with ribbon or Ziploc bag.   | Prices can range from \$.50 to \$50 in this category, depending on the item. Price to sell especially for books & DVDs as there are always lots to choose from at the sale!   | Attach JBF tag with blue painters tape, do not tape directly on item surface if removing tape will cause damage); Hole-punch JBF tag and tie to sets  |
| <b>Other</b>                       | Please email us if you have questions about a specific item  | The goal is to keep pieces together and be sure shoppers can see item clearly (items with missing pieces will not be sold)   | The goal is to price so that shoppers know they are getting a great deal. Allowing your item to be sold 50% off on Saturday is highly encouraged! Shoppers are looking for half-price items on Saturday; give your item a chance to sell! | The goal is to keep tags attached (items without tags will not be sold) without damaging the item   |

