

YOUR CONSIGNOR



Sale Week Guide

Fall 2022

READING • WEEK OF AUGUST 22nd

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**



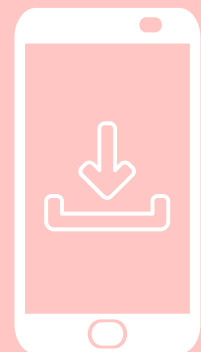
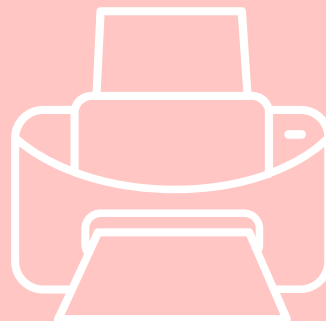
**Unsold Item
Pick-up**



Pay day!

FIRST THINGS FIRST:

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



Questions? Ask our Consignor [Facebook Group!](#)

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 FULL (thank you), but 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	Presale Ticket	60%		
4 Hour Team Member	4 Hr Presale	70%	Shirt	
6 Hour Team Member	6 Hr Presale	70%	Shirt	Fee Waived
Retail Sales Specialist	6 Hr Presale	60%	Shirt	Hourly Rate

ATTENTION *Consignors*



LET'S SHOP!

Consignors get in **FREE every day** of the sale, including the Presale! **Presale Passes will be distributed at Consignor Drop Off.**



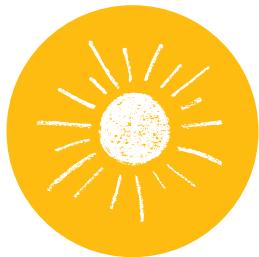
Drop Off

DROP OFF APPOINTMENT



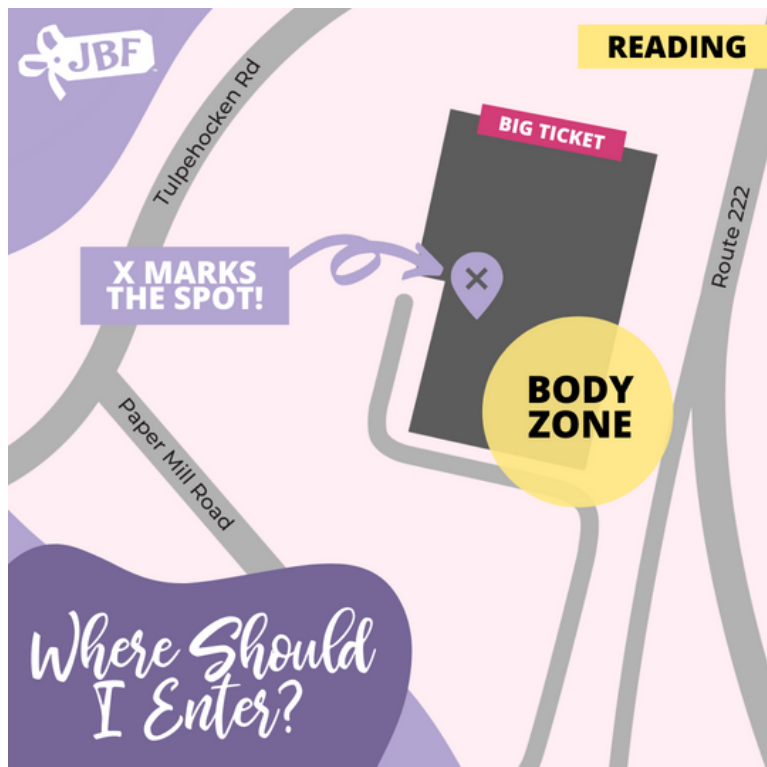
By now, you should have already scheduled your drop off appointment. You do this when you pay your Consignor Fee. If you missed this step, please reserve your time slot [HERE](#). Please also make sure your inventory is pointed to the proper location by updating your [PROFILE](#) and checking the "CONSIGNOR" box for the "**READING**" location.

Please 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 check-in one time.*



WELCOME SQUAD

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



PRETTY PLEASE...

- Be prompt!
- Do NOT park in the fire lanes.
- **One** rolling rack per Consignor
- Return all rolling racks to the front when drop off is complete.
- If possible, leave small children at home.



Floor Plan



TIPS:

1. Pack your car with like items grouped together. (i.e. clothing by size and gender, toys, books, etc.).
2. You will place your items out on the floor. [PRINT THIS MAP](#) so you know where to go.
3. Bring the necessary waiver(s) signed and completed if selling a [Car Seat or Base](#) and/or a [Crib](#).



3 Easy Steps for Drop off!

- 1 Check in with 1 **small JBF tagged item** at the Consignor Check In table at the Lobby entrance.
- 2 **Grab a rack and load up!** Take all of your childrens clothing size 0-14 and maternity to the **Clothing Inspection door** a few steps away from the lobby entrance. *(You will need to give up your rack for inspection, so bring a wagon or anything else that will help you get all of your other items in the front doors easier while your clothing is being inspected!)*
Bring all other non-clothing items, teen clothing (This gets inspected at the teen sections - it does not go through the clothing inspection doors!) through the lobby entrance. (Perfect Consignors: bring all of your clothing in this way!) Please don't bring big ticket items this way, that's next!
- 3 After putting everything else out on the sales floor, drive to the side of the building and bring all **Big Ticket items that need a yellow tag** through the doors at the basketball court. Rolling racks full of clothing and other items being consigned should **NOT** be brought through the big ticket court. Only Big Ticket items, please!

You're DONE!



Pro Time Saving Tip!

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



Clothing Organization




HYPER-MERCHANDISING

Last spring we tested a concept called "hyper-merchandising" to group similar clothing items together.

The results were nothing short of AMAZING with the highest sell-through we've EVER had and tons of positive feedback from very happy customers.

When something works, you do more of it and that's why we're going all in this fall. You will save yourself valuable time if you group your items together at home. Please review the guide below for complete details.



CLOTHING CATEGORY DROP OFF QUICK START GUIDE

Clothing Sizes 2T - 14					
TOP RACK:	Snowpants	Pajamas/Sleep	Dresses	Bottoms	Sets
BOTTOM RACK:	Outerwear	Pajamas/Sleep	Skirts	Tops	Tops

Clothing Sizes Newborn - 24mo					
TOP RACK:	Outerwear	Dresses/Skirts	Onesies	Bottoms	Bottoms
BOTTOM RACK:	Pajamas	Dresses/Skirts	Tops	Tops	Sets

CLOTHING
DROP OFF GUIDE

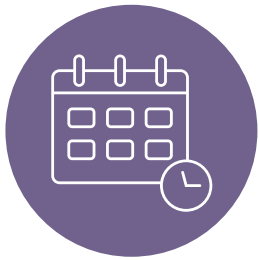


Get in Free Passes



INVITE YOUR FRIENDS, FAMILIES & NEIGHBORS! *You've got to TELL to SELL.*

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



PLAN TO SHOP

As a Consignor, you will get a Presale ticket for yourself & a friend. We encourage you to use all of your tickets because the more you tell, the more you will sell!

SHARE THIS LINK WITH 5 FRIENDS:

<https://bit.ly/jbfreading>

GET YOUR *free* SHOPPING TICKET!

Scan me with your smartphone camera!



SAVE AS A PHOTO & TEXT TO FRIENDS



GET YOUR *free* SHOPPING TICKET!

Scan me with your smartphone camera!



READING SALE
AUG 25-28

Body Zone

3103 Paper Mill Rd | Wyomissing

Sale Hours: Open to the Public

Th & Fr: 9a-8p • Sa & Su: 8a-4p

\$3 admission Th only / FREE with this pass. Fri-Sun FREE admission!

HALF PRICE SALE SUNDAY!



Huge Savings + Amazing Selection!

SAVE 50-90% ON everything!

clothes • shoes • toys • books • games • baby gear
swings • playsets • nursery items + much more!



"I basically buy an entire new wardrobe for my children at these events! Plus, I can find everything I need and barely break the bank with what I'd be paying even on clearance at a big box store. It's wonderful!!!"
- Eileen L., Wernersville

@JBFP Philly

@JBFR Reading



shop. sell. save. smart!™

Want to shop early or sell your items, too?
Visit website! Details under Reading event page.

jbfsale.com



Sale Schedule



MONDAY

Item Drop Off
BY APPOINTMENT, ONLY
4pm-6pm*
6pm-8pm
**Perfect Consignors Only*



TUESDAY

Item Drop Off
BY APPOINTMENT ONLY
8am-4:30pm
5pm-6pm*
**300 items or less*

WEDNESDAY

Team Member & Consignor PRESALE SHOPPING!
6 hour: 9am-9pm
4 hour: 10am-9pm
Consignors: 11am-9pm
+ 1 Friend: 11am-9pm



THURSDAY

Open to the Public!
9am-8pm
Mid-Sale Drop Off #1
7pm-8pm

FRIDAY

Open to the Public!
9am-8pm
Mid-Sale Drop Off #2
7pm-8pm

SATURDAY

Open to the Public!
8am-4pm
SHOP the Half-Price Presale!
Team Member/RSS:
4pm-9pm
Consignors: 5pm-9pm

SUNDAY

SHOP the Half-Price Sale!
8am-4pm



MONDAY

PICK-UP UNSOLD ITEMS
BY APPOINTMENT, ONLY
3pm-7pm



SALE COMMUNICATION

I am onsite 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: tracypanase@jbf.sale.com
Text or Call: 610.739.4766

We will do everything we can to be of service!

- Tracy Panase
Sale Owner & Coordinator



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



Consignor Pick Up



UNSOLD ITEM PICKUP

Monday, August 29th, 3pm-7pm

Appointment required. Arrive with any empty tubs or boxes you want to use for your items.

STEP 1: Check-In

Check-in at the front desk during your designated p/u window. You will need to know your consignor number. Follow all instructions on the **YELLOW** form.

STEP 2: Loose Items

You will find your non-clothing items sorted to your #. These items include small toys, shoes, accessories, books, games, puzzles, etc.

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 to the **RIGHT** of your plate. (Hanging items that have green plastic tape tied around the hangers are No-Thank-You items).

STEP 4: Large Item Area

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

STEP 5: Lost Tags/Missing Pieces

Look for any items that belong to you. All of the items in this area were separated from their tag. Sign for any merchandise you remove from this area.

STEP 6: Check-Out

Please review each item and make sure that it belongs to you before removing it from the venue. Proceed to the check-out area and sign the **YELLOW** pick-up form.

♥ 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 posted on the sale website.

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 and 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 will appear in your check.

🔍 ITEM RESEARCH

If you have **ANY** concerns about a missing item(s), it must be documented on the **YELLOW** pick up form **BEFORE** leaving the venue.

The same item(s) must **ALSO** be reported within the designated timeframe, online via a Google Doc (which will be emailed prior to pickup).

REMEMBER...research delays the check process. 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 BY
MONDAY, SEPTEMBER 12TH**

Look for an email from Deluxe Checks and Buds Too, Inc.

Let's have a great sale!

READING

**BODY ZONE SPORTS & WELLNESS CENTER
3103 PAPER MILL RD
WYOMISSING 19610**

