

Consignor

SALE WEEK GUIDE

READING • WEEK OF AUGUST 18TH

Fall 2024



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 event.

Here are the steps:



Perks



Drop-off



**Get in Free
Passes to
SHARE**



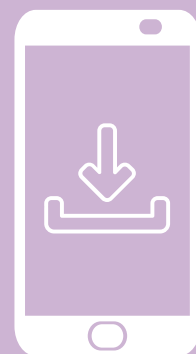
**Unsold Item
Pick-up**



Pay day!

FIRST THINGS FIRST:

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



Questions? Ask our Consignor Facebook Group!



THANK YOU IN ADVANCE FOR YOUR HELP!

Here is a reminder of the perks each Team Member / Consignor receives. You can check the **online schedule** for any open shifts, or the **Consignor Group** for any cancellations or anyone needing to change their shift.

Please note: If you need to cancel or change your shift you are responsible for finding a replacement. The online schedule closes on **Friday, August 16th at 10pm.**

	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!

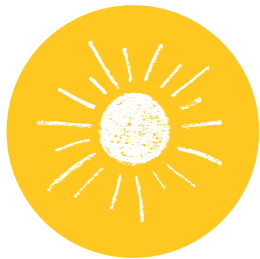
Consignors get in **FREE every day** of the sale, including the Presale! **Presale Passes will be distributed at Consignor Drop Off.**



DROP OFF APPOINTMENT

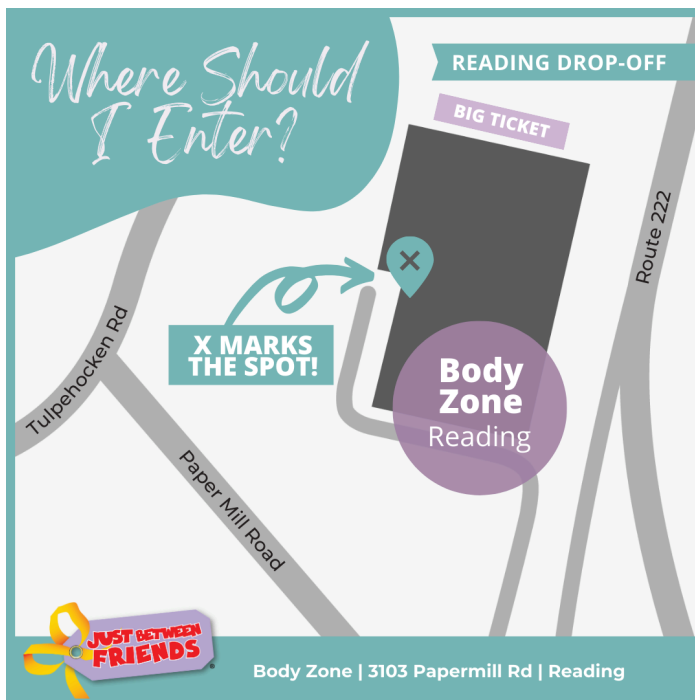
All Consignors need a drop off appointment. You do this when you pay your Consignor Fee. If you missed this step, please reserve your time slot **HERE**. Please also make sure your inventory is pointed to the proper location by updating your **PROFILE** and checking the "CONSIGNOR" box for the "**READING**" 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 Team Members wearing **red or purple JBF 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.

Drop Off Maps

BODY ZONE



TIPS:

1. Pack your car with like items grouped together. (i.e. clothing by size, gender and category, toys, books, etc.).
2. You will place your items out on the floor. **PRINT THIS ZONE MAP** and this **BODY ZONE LAYOUT 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**.



Reading Drop Off Map | Fall 2024

DROP OFF SCHEDULE:

Body Zone
3103 Paper Mill Road
Wyomissing

Sunday, August 18
3-5pm | Perfect Consignors Only
5-9pm | All Consignors

Appointment is required on RegFox. All consignors with an 8/18 drop off appointment must be checked in by 7pm and off the sales floor by 9pm. For complete details, see online consignor waiver, which must be completed prior to drop off.

Monday, August 19
8am-4pm | All Consignors
4:30-7pm | 300 Items or Less Consignors

Appointment is required on RegFox. All consignors with an 8/19 drop off appointment must be checked in by 6pm and off the sales floor by 7pm. For complete details, see online consignor waiver, which must be completed prior to drop off.

Mid Sale Drop Offs

Wed, August 21: 7-8pm
Thurs, August 22: 7-8pm
Fri, August 23: 7-8pm

No appointment needed. If consignor was not checked in Sun or Mon, must check in. No clothing accepted.

DROP OFF PREP:

Seasons: Fall and Winter clothing and shoes.

Waivers: Consignor waiver is to be completed PRIOR to drop off. **ONLINE:** No paper copies will be available! Car seats / cribs must have their own individual waivers filled out (paper copy only) and must also have manual attached.

Packing Tip: Pack your items by their zones! Sort clothing, shoes & accessories by gender, size & category for super fast drop off.

Tags: Printed on WHITE cardstock. NO handwritten changes or white out accepted.

Time: Depending on the number of items you are consigning, please allow 30-120 minutes for drop off.

Quality: Bring your best! All items brought to the sale must follow our JBF standards - new or gently used items that are NOT broken, torn, stained, or with missing pieces. If you would buy an item for your child and it doesn't meet your standards, then it doesn't meet ours, either.

Get Paid! Make sure that you receive our emails - your check will be emailed 7-10 business days after the event by the Deluxe Checks system. The email will come from Buds Too, Inc.

How to drop off for Zones 1-3:			
Place your items in the appropriate spots on the tables or shelves (please follow the signage). Our team will organize, sort, and assist you as needed.			
Drop off towards the back of the rink on the floor:			
Musical infant tables, ride ons, sit & spins, small tool benches, walkers, stand & push toys, small chairs, etc.			
Halloween Access	Bambos / Boppies/Safety	Bathing & Potty	Seasonal
Halloween	Carriers & Bags, Jump Ups, Blankets	Room Decor	Room Decor
Feeding / Nursing	Sleep & Bedding	Room Decor	Room Decor
Infant Toys	Infant Toys	Playmats	Playmats
TOYS (Bikes, Cars, Trucks, Trains)	TOYS (Strollers, Bed, Quasnet)	TOYS (Little People, Quasnet)	TOYS (Quasnet)
TOYS (Balls, Bubbles, Pilelets)	TOYS (Jewelry, Play Food, Quasnet)	TOYS (Quasnet)	TOYS (Quasnet)
Backpacks/School Supplies, Arts & Crafts, Electronics, Teaching & Party Supplies, Music, Sports			

Main Hallway Books / DVDs / CDs
How to drop off for Zone 6: Price books according to book type/signs in the appropriate bins. Team Members will organize the books landing side up for you!

Field 1

Girls Shoes
ZONE 5

Girls Clothing
ZONE 5

How to drop off for Zone 4:
Place shoes and accessories in bins on the shoe inspection tables and accessory inspection tables by size and gender. Shoes and accessories will be inspected after drop off and placed on the shelves by team members. Any shoes or accessories No Thank You items that are not designated as Donate on the white JBF tag will be available for pickup after the sale at Consignor Pick Up.

Access. ZONE DROP OFF
Girls Accessories ZONE 4

Field 2

Boys Clothing
ZONE 5

How to drop off for Zone 5:
Perfect Consignors are to place clothing sizes 0-14, Teen (limit 20 per gender) and Maternity (limit 10) directly on the clothing racks by gender, size & category. Teen clothing will be inspected on the racks throughout drop off. All other consignors are to drop off all clothing (including teen) at the inspection drop off area. After clothing items are inspected, place clothing directly on the clothing racks by gender, size & category. No Thank You clothing sizes 0-14 and Maternity for consignors that had to go through clothing inspection will be available in red bags on your inspected rolling rack. No Thank You teen clothing for all consignors will be available for pickup after the sale.

Registers

Basketball Court

Yellow/Big Ticket Area
ZONE 7

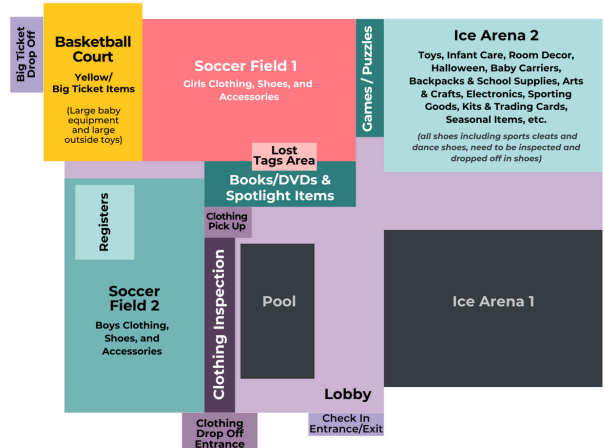
Items: Bikes, Scooters, Play Tables, Train Tables, Beds, Gigs, Pack N Play, Work Benches, Etc., Doll Houses, Extracurriculars, Hammocks, Bouncy Jump, Furniture, High Chairs, Outdoor Items (pools/benches, slides, swings), Car Seats, Car Seat Bases, Strollers, etc.

How to drop off for Zone 7:
Yellow Ticket Items: Items that require a yellow ticket cannot be brought to the yellow ticket area through the check-in entrance - they must be brought to yellow ticket drop off through the yellow ticket drop off doors only on the left side of the building. All items must be assembled by the seller. JBF will sanitize items as required. You will staple the white JBF tag you created to the yellow tag that we will provide at yellow ticket drop off. Attach the yellow tag to your item(s) with the supplies we will provide and JBF team members will take care of the rest!



Reading Drop Off Map | Fall 2024

Body Zone Sports & Wellness Center
3103 Paper Mill Road | Wyomissing



3 EASY STEPS FOR DROP OFF!

1. Check in with 1 small JBF tagged item at the Consignor Check In table in the Lobby entrance.
2. Grab a rack and load up! If your clothing requires inspection, take all of your clothing to the Clothing Inspection door a few steps away from the lobby entrance.
TIP: 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!
3. After putting clothing, shoes, and all other items NOT considered an item that needs a yellow ticket out on the sales floor, drive to the far side of the building and bring all Big Ticket items that need a yellow tag to the doors OUTSIDE of the basketball court. Rolling racks full of clothing and other items being consigned do NOT go through the big ticket doors, only big ticket items that require a yellow ticket! Our Big Ticket Staff and Team Members are set up to help you outside these doors, so you can't bring these big items inside through the lobby.

YOU'RE DONE!

Have questions? Drop by the info area in hold! Or message us on Facebook @JBFPhilly



Pro Time Saving Tip!

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



HYPER-MERCHANDISING

We will continue to group clothing together by category for easier shopping and a better sell-through rate.

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

CATEGORIES

Outerwear

(Winter Coats, Snow Pants, Fleece Zip Ups/Pullovers, Winter Bunting, Rain Jackets, Vests)

Pajamas/Sleepwear

(Pajamas, Footie PJs, Robes)

Dresses/Skirts

(All Fall/Winter Dresses and Skirts)

Bottoms

(Pants, Leggings, Overalls)

Tops

(Tees*, Cardigans, Button Downs, Polos, Sweaters, Sweater Vests, Hoodies/Pullover/Zip Sweatshirts)

Sets

(Top & Bottom Sold Together, etc.)

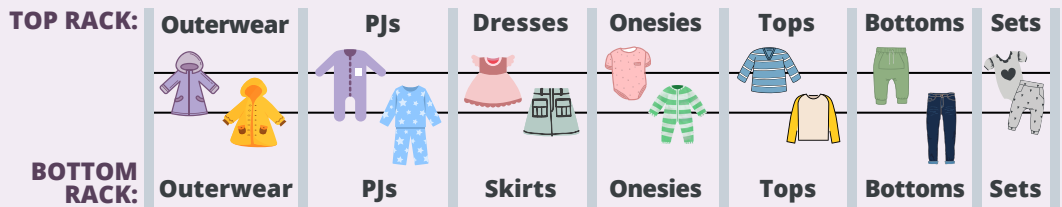
Onesies*

(Onesies & One Piece Outfits)

Clothing Sizes 2T - 14



Clothing Sizes Newborn - 24mo



CLOTHING
DROP OFF GUIDE
(see Page 6)



Get In Free

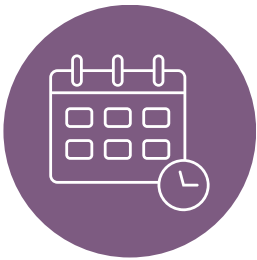
PASSES



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:

reading/jbfsale.com/gettickets

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

AUGUST 22-25

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!



The **BIGGEST** selection of items for your kids at 50-90% off!

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

 @JBPhilly @JBReading



"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



HELPING FAMILIES SAY *yes*

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

jbfsale.com

Reading Sale

SCHEDULE



SUNDAY

Item Drop Off

BY APPOINTMENT, ONLY

3pm-5pm*

5pm-8pm

*Perfect Consignors Only



MONDAY

Item Drop Off

BY APPOINTMENT, ONLY

8am-4pm

5pm-6pm*

*300 Items or Less

TUESDAY

Team Member & Consignor PRESALE SHOPPING!

6 hour: 9am-9pm

4 hour: 11am-9pm

Consignors + Friend:

1pm-9pm

Prime Time: 5pm-9pm

SALE

WEDNESDAY

Prime Time & Community PRESALE SHOPPING!

Prime Time: 9am & 10am

First Time Parents: 1pm

Teachers: 4pm

Community Heroes: 6pm

Mid-Sale Drop Off #1

7pm-8pm

THURSDAY

Open to the Public!

9am-8pm

Mid-Sale Drop Off #2

7pm-8pm

FRIDAY

Open to the Public!

9am-8pm

Mid-Sale Drop Off #3

7pm-8pm

SATURDAY

Open to the Public!

8am-4pm

SHOP the Half-Price Presale!

Team Member/RSS:

4pm-9pm

Consignors: 5pm-9pm

SHOP the Half-Price Sale!

8am-4pm



MONDAY

PICK-UP UNSOLD ITEMS

BY APPOINTMENT, ONLY

3pm-7pm



SALE COMMUNICATION

Our team is onsite all week during the sale, so please be patient when trying to reach us.

We will be checking email and messages regularly.

If anything urgent arises please don't hesitate to reach out:

Email: Reading-Oaks@jbf sale.com

Text or Call: 484.650.3319

We will do everything we can to be of service!

- The Reading & Oaks Team



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



UNSOLD ITEM PICKUP

Monday, August 26th, 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:

Lost Tags/Missing Pieces

Items and pieces in this area have either lost their tag or have become detached from their main item. If any of these items belong to you, please take them.

STEP 3:

Loose Items Area

You will find all loose items (items that were not hung throughout the sale) sorted to your consignor #. These items include small toys, shoes, accessories, books, games, puzzles, etc. Loose No Thank You items will be included with your unsold loose items.

STEP 4:

Clothing Racks Area

Unsold clothing items and other items hung throughout the sale are grouped together and organized by your Consignor number. Paper plates are hung in alphabetical and consignor numerical order within the rows. Your Consignor Number is on the paper plate.

Gather your items, 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 5:

Large/Yellow Ticket Items

Unsold items that required a yellow ticket at drop off will be located in this area. These items are sorted to the first letter of your consignor number.

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. JBF Oaks and Reading has no obligation to pay for your lost or damaged items.



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 9TH**

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

Lets have a great sale!

READING

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



HELPING FAMILIES SAY *yes!*