

YOUR CONSIGNOR



Sale Week Guide

Spring 2024

READING • WEEK OF APRIL 7TH

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**



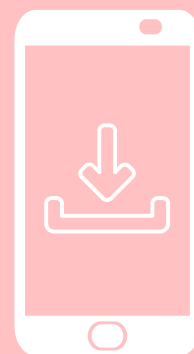
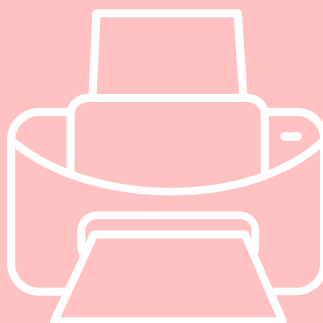
**Unsold Item
Pick-up**



Pay day!

FIRST THINGS FIRST:

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



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

Team Member Perks



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, April 5th 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.**



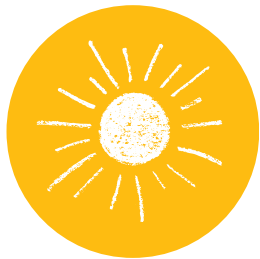
Drop Off

DROP OFF APPOINTMENT



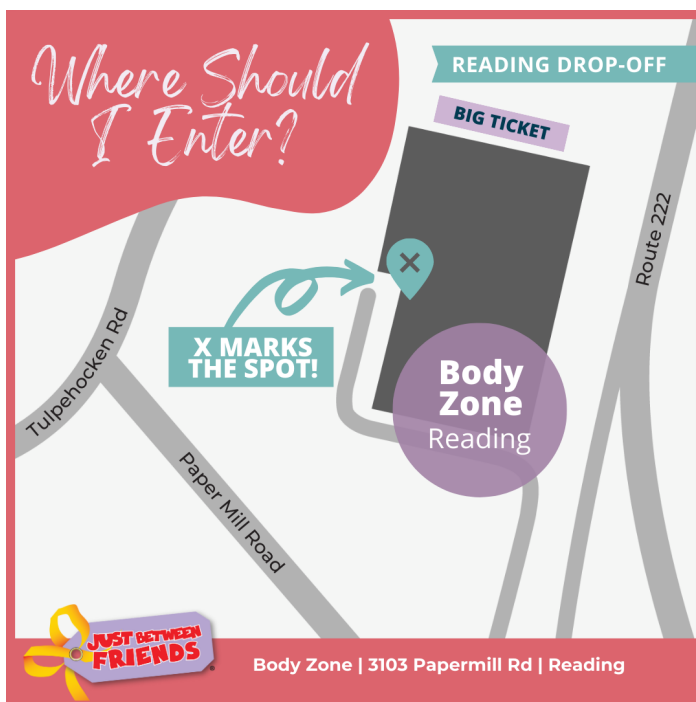
All Consignors need a drop off appointment. You do this when you pay your Consignor Fee. If you missed this step, please reserve your time slot **HERE**. Please also make sure your inventory is pointed to the proper location by updating your **PROFILE** and checking the "CONSIGNOR" box for the "**READING**" 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 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, 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 | Spring 2024

DROP OFF SCHEDULE:

Body Zone

3103 Paper Mill Road

Wyomissing

Sunday, April 7

4-5pm | Perfect Consignors Only

5-6:30pm | All Consignors
Appointment is required on RegFox. All consignors with a 4/7 drop off appointment must be checked in by 7pm. For complete details, see online consignor waiver, which must be completed prior to drop off.

Monday, April 8

8am-4pm | All Consignors

4:30-5:30pm | 300 Items or Less Consignors

Appointment is required on RegFox. All consignors with a 4/8 drop off appointment must be checked in by 6pm. For complete details, see online consignor waiver, which must be completed prior to drop off.

Mid Sale Drop Offs

Wed, April 10: 7-8pm

Thurs, April 11: 7-8pm

Fri, April 12: 7-8pm

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

DROP OFF PREP:

Season: Spring and Summer clothing and shoes.

Waiver(s): 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 not buy an item for your child and it doesn't meet your standard, then it doesn't meet ours, either.

Get Paid! Make sure that you receive our email - your check will be emailed 7-10 business days after the event by the Deluxe eChecks system. The email will come from Deluxe 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 outside the entrance / exit of the rink:

Musical infant tables, ride ons, sit & spins, small tool benches, walkers, stand & push toys, small chairs, etc.



Main Hallway Books / DVDs / CDs

How to drop off for Zone 6: Place books according to book type/signs in the appropriate bins. Team Members will organize the books binding side up for you!



Basketball Court

How to drop off for Zone 7: Yellow Ticket Area

Elkos, Tables, Scooters, Play Tables, Train Tables, Balls, Crib, Pack N Play, Work Benches, Bikes, Doll Houses, Extracurriculars, Memorabilia, Bunting, Tents, Furniture, High Chairs, Outdoor Items (playhouses, tables, 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 | Spring 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!
Bring all other non-clothing items that do not require a yellow ticket through the lobby entrance.
Perfect Consignors: bring all of your clothing in this way! DO NOT bring big ticket items this way, that's next!
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.



Clothing Organization



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.



CLOTHING
DROP OFF GUIDE
(see Page 4)



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/jbfreedingS24>

GET YOUR *free* SHOPPING TICKET!

Scan this code with your smartphone camera!



READING SALE

APRIL 11-14

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

GET YOUR *free* SHOPPING TICKET!

Scan me with your smartphone camera!



SAVE AS A PHOTO & TEXT TO FRIENDS



Sale Schedule



SUNDAY

Item Drop Off

BY APPOINTMENT, ONLY

4pm-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: 10am-9pm

Consignors + Friend:

11am-9pm

Prime Time: 5pm-9pm

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

SUNDAY

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!

- Tracy & Team



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



Consignor Pick Up



UNSOLD ITEM PICKUP

Monday, April 15th, 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.



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, APRIL 29TH**

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 ROAD
WYOMISSING 19610**

