

# Consignor

## SALE WEEK GUIDE

READING • WEEK OF APRIL 6TH

Spring 2025



### 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**



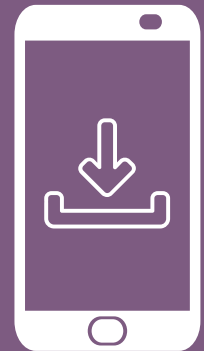
**Unsold Item  
Pick-up**



**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, April 4th 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!

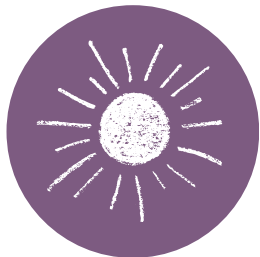
Consignors get in **FREE every day** of the sale, including the Presale! **Presale Passes will be distributed at Consignor Drop Off.**



## 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 **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** and/or a **Crib**.



### Reading Drop Off Map | Spring 2025

#### DROP OFF SCHEDULE:

#### Body Zone Sports & Wellness Complex 3103 Paper Mill Road Wymissing

#### Sunday, April 6

3-5pm | Perfect Consignors Only  
5-8pm | All Consignors  
Appointment is required on RegFox. All consignors with an 4/6 drop off appointment must be checked in by 7pm and off the sales floor by 8pm. For complete details, see online consignor waiver, which must be completed prior to drop off.

#### Monday, April 7

8am-4pm | All Consignors  
4:30-7pm | 300 Items or Less Consignors  
Appointment is required on RegFox. All consignors with an 4/7 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, April 9: 7-8pm  
Thurs, April 10: 7-8pm  
Fri, April 11: 7-8pm  
No appointment needed. If consignor was not checked in Sun or Mon, must check in. No clothing accepted.

#### DROP OFF PREP:

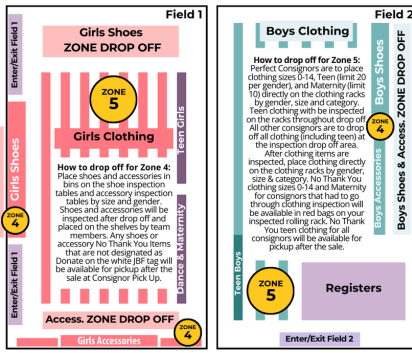
Season: Spring & Summer clothing and shoes.  
Waiver(s): Consignor waiver is to be completed PRIOR to drop off ONLINE! No paper copies will be available! Car seats / cribs must have their own individual waivers filled out (paper copy only) and must also have manual attached.

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 emails - your check will be emailed 7-10 business days after the event by the Delaware Checks system. The email will come from Buds Too, Inc.



### Reading Drop Off Map | Spring 2025

#### Body Zone Sports & Wellness Complex 3103 Paper Mill Road | Wymissing



- ### 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 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!  
After putting clothing, shoes, and all other items NOT considered an item that needs a large item/big ticket tag out on the sales floor, drive to the far side of the building and bring all items that need a large item/big ticket 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.

# Get In Free

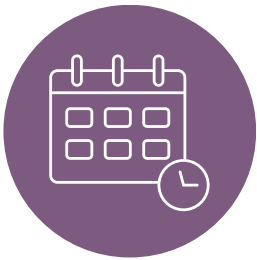
## PASSES



### 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](http://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

# APRIL 10-13

**Body Zone Sports & Wellness Complex**

3103 Paper Mill Road, Wyomissing

Thurs, 9a-8p \$3 admission, free w/ ticket

Fri, 9a-8p • Sat, 8a-4p • Sun HALF PRICE SALE! 8a-4p



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

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

- JBF Reading Shopper



## HELPING FAMILIES SAY *yes*

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

# jbfsale.com

# Reading Sale

## SCHEDULE



### SUNDAY

**Consignor Drop Off**  
BY APPOINTMENT, ONLY  
3pm-5pm\*  
5pm-8pm

\*Perfect Consignors Only



### MONDAY

**Consignor Drop Off**  
BY APPOINTMENT, ONLY  
8am-4pm  
4:30pm-7pm\*

\*300 Items or Less

### TUESDAY

**Team Member & Consignor PRESALE SHOPPING!**

**6 hour:** 9am-9pm

**4 hour:** 10am-9pm

**Consignors:** 12pm-9pm

**Consignor/RSS Guest (1):**

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

**Teen Shopping Night**  
5pm-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](mailto: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, April 14th, 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 pick-up window. You will need to know your consignor number.

Follow all instructions on the **YELLOW** form. (If you are sending someone else to pick up for you, make sure you provide them with your consignor number, and all the instructions needed for a successful and stress-free pick up)

### STEP 2:

#### 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 3:

#### Clothing Rack 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 4:

#### Large Ticket Items

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

### STEP 5:

#### 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.

## ❓ UNACCOUNTED ITEM?

If you checked the items that have lost their tag area at pickup **and** the items returned/sorted back to you, and still have an item that is unaccounted for, it is possible it was sold, but had to be entered manually (perhaps the barcode/QR code wouldn't scan). The sale will appear in your check.

## 🔍 ITEM RESEARCH

If you have **ANY** concerns about an item(s) that is unaccounted for, 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, APRIL 28TH**

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

# Lets have a great sale!

## READING

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



HELPING FAMILIES SAY *yes!*