

Consignor

SALE WEEK GUIDE

READING • WEEK OF NOV 16TH

Winter 2025



Reading

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**



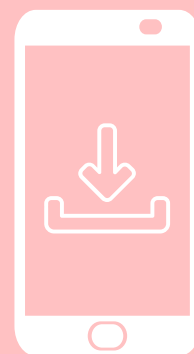
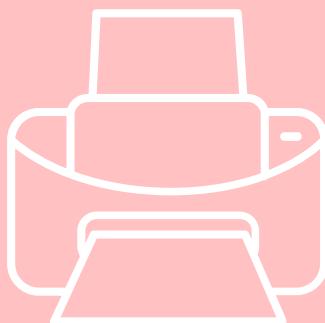
**Unsold Item
Pick-up**



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!

Our Winter [Team Member Schedule](#) opened on October 1st. If the schedule is full and there are no longer any available shifts, please join our [Team Member Waitlist](#). (The waitlist will only open IF the Team Member Schedule is full)

Please note: Please note: The [Team Member schedule](#) closes on Friday, November 14th at 10pm. If you need to cancel your shift after this date, you are responsible for finding a replacement.

Here is a reminder of the perks each RSS/Team Member/Consignor receives:



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.**

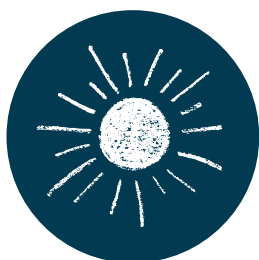




DROP OFF APPOINTMENT

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 Map

BERKSHIRE MALL



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 [DROP OFF 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](#).



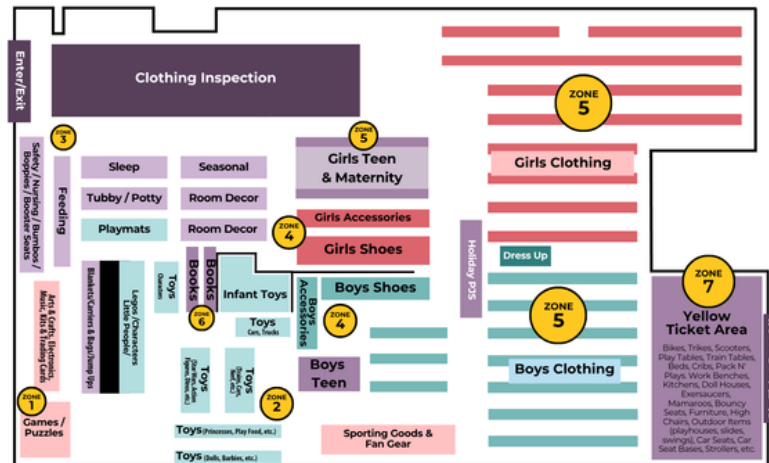
Reading Drop Off Map | Winter 2025

DROP OFF SCHEDULE:
Berkshire Mall
(Former Sears)
1665 State Hill Rd.
Wyomissing

Sunday, November 16
12pm-1pm | Perfect Consignors Only
1:30pm-6:30pm | All Consignors
Appointment is required. Consignors with an 11/16 drop off appointment must be checked in by 7:00pm and off the sales floor by 8pm. For complete details, see online consignor waiver, which must be completed prior to drop off.

Monday, November 17
8am-9:30am | All Consignors
10am-11am | 300 Items or Less
Appointment is required. Consignors with an 11/17 drop off appointment must be checked in by 10:30am and off the sales floor by 11:30am. For complete details, see online consignor waiver, which must be completed prior to drop off.

Mid Sale Drop Offs
Thurs, Nov 20: 7-8pm
No appointment needed.
No clothing.
Fri, Nov 21: 7-8pm
No appointment needed.
No clothing.



DROP OFF PREP:

Season: Fall & Winter 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 zone! 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 within 10 business days after the event by the Deluxe eChecks 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.

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. Accessories are limited to 18 items per gender.

How to drop off for Zone 5:

Perfect Consignors are to place clothing sizes 0-14, Teen (limit 50), and Maternity (limit 10) directly on the clothing racks by gender, size and 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.

250 Tag limit on ALL hanging clothing.

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.

How to drop off for Zone 7:

Items that require a large item/big ticket tag cannot be brought through the check-in entrance - they must be brought to large item/big ticket drop off through the large item/big ticket drop off doors on the woodland road 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 large item/big ticket tag that we will provide at drop off. Attach the large item/big ticket tag to your item(s) with the supplies we will provide and JBF team members will take care of the rest!



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

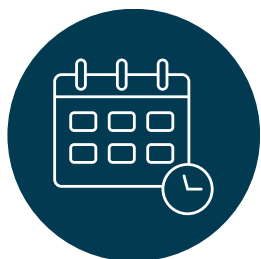
PASSES



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

GET YOUR *free*
SHOPPING TICKET!

Scan me with
your smartphone
camera!



SAVE AS A PHOTO
& TEXT TO FRIENDS



Shop with us!
2 Locations Near You:

GET
YOUR *free*
SHOPPING
TICKETS!

Scan me with your
smartphone camera!



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

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



OAKS

NOVEMBER 5-8

Greater Philadelphia Expo Center | Hall C
100 Station Avenue | Oaks, PA
Wed, 9a-8p \$3 admission, free w/ ticket
Thurs, 9a-8p • Fri, 9a-5p
Sat HALF PRICE SALE! 8a-4p

READING

NOVEMBER 20-23

Berkshire Mall | Former Sears
1665 State Hill Road | Reading, PA
Thur, 11a-9p \$3 admission, free w/ ticket
Fri, 11a-9p • Sat, 8a-4p
Sun HALF PRICE SALE! 8a-4p



HELPING FAMILIES SAY *yes*

reading.jbfsale.com
westernmainline.jbfsale.com

Reading Sale

SCHEDULE



SUNDAY

Item Drop Off

BY APPOINTMENT, ONLY

12pm-1:30pm*

1:30pm-6:30pm

*Perfect Consignors Only



MONDAY

Item Drop Off

BY APPOINTMENT, ONLY

8am-9:30am

10am-11am*

*300 Items or Less

TUESDAY

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SALE

WEDNESDAY

PRESALE SHOPPING!

6 Hour: 9am

4 Hour: 10am

Consignor + 1 Friend: 11am

Prime Time: 1pm & 2pm

First Time Parents: 4pm

Teachers: 5pm

Community Heroes: 6pm

THURSDAY

Open to the Public!

11am-9pm

2nd Chance Drop Off

7pm-8pm*

*No clothing accepted at mid sale drop offs

FRIDAY

Open to the Public!

11am-9pm

3rd Chance Drop Off

7pm-8pm*

*No clothing accepted at mid sale drop offs

SATURDAY

Open to the Public!

8am-4pm

SHOP the Half-Price Presale!

Team Members/RSS:

4pm-9pm

Consignors: 5pm-9pm

Family Public Presale:

6pm-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@jbfsale.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, November 24th, 3pm-7pm

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



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 **PICK UP 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 1:

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 2:

Clothing Rack Area

Unsold clothing items and other items hung throughout the sale (baby carriers, diaper bags, etc.) 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 plastic tape tied around the hangers are No-Thank-You items).

STEP 3:

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.

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 **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 pick up form **BEFORE** leaving the venue.

The same item(s) must **ALSO** be reported within the designated timeframe, online via a Google Doc within 24 hours (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, DECEMBER 8TH**

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

Lets have a great sale!

READING

BERKSHIRE MALL (FORMER SEARS)
1665 STATE HILL ROAD
WYOMISSING 19610



HELPING FAMILIES SAY *yes!*

