



Drop Off Guide

Winter '25

READING • OAKS

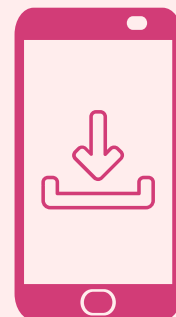
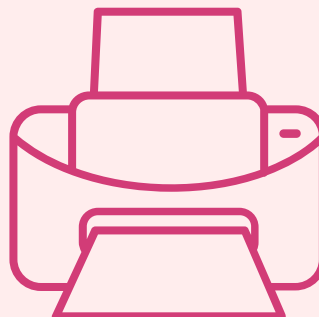
YOU DID IT!

All of your items are cleaned, priced, tagged, and ready to go. You signed up for the Reading or Oaks location in your tagging account, registered for the sale, read and signed your consignor waiver, paid your fee, and you scheduled a drop off appointment. Now it's time to get it all out of the house and bring **all.the.things** to drop off!

But how do you put all of the items you are going to sell out on the sales floor? We get it, our sales are **BIG**, so we've created a simple step by step drop off guide.

FIRST THINGS FIRST:

Please **print** this guide OR save to your phone for quick and easy access.



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

Drop Off Guide



CHECK IN AS A CONSIGNOR

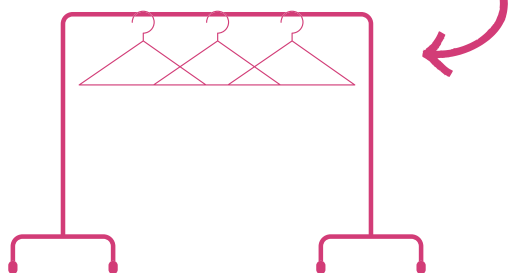
Grab **one of your tagged items** for resale and head into the main/front entrance of your sale location.

Our team members will scan your JBF tag and check you in as a consignor.

You will get your presale pass here as well as your Team Member T-shirt if you will be helping out at the sale (RSS get a t-shirt, too!).



Once you are checked in, grab **ONE** of our rolling racks and head to your car to load up!



Drop Off Guide



CLOTHING INSPECTION

If you are **not** a Perfect Consignor and are bringing clothing to resell, you will head to Clothing Inspection **FIRST**.

Our team members will inspect **all of your clothing**, from infant to maternity. *(See Teen clothing drop off details on the next page.)* Inspection of one full rack of clothing should take no longer than 25 minutes, from drop off to pick up. While your clothing is being inspected, head to the sales floor to start dropping off other items. *(Don't forget to come back for your rack! Our rolling racks are in high demand at drop off.)*



PRO TIP:

Bring a wagon or other storage bins to drop off other items while your clothing is being inspected. Your rolling rack will be taken into clothing inspection and you won't get it back until your clothing is ready for you.



Head to the designated clothing inspection pick up area and grab your rack. You will find out here if you had any No Thank You items.

If you have been waiting longer than 25 minutes - please check in with a Team Member in Clothing Inspection!

Clothing is divided and placed on the sales floor by gender, then by size, then by category. If you took advantage of our **Consignor Resource Library** (or our website, or your emails, or our Facebook Consignor Page!), you read our documents that break down our clothing categories, helping you understand what goes where. We have lots of signage on the sales floor to help you, too.



PRO TIP:

Organize your clothing by gender, size and category at home and pack in order in your car. When you go through clothing inspection, our team members won't remove your clothing from the rack in the order you placed it unless there are No Thank You items that need to be removed from your rack.

****Don't forget about our NEW Fan Gear Section!****

Drop Off Guide



TEEN CLOTHING

ALL Consignors must have their teen clothing inspected, including Perfect Consignors.

Perfect Consignors will place teen clothing directly on the teen racks by gender, size, and category. Your items will be inspected on the racks throughout drop off. You do not need to wait for this.

If you are not a Perfect Consignor, you will hand in your teen clothing with all other clothing you are selling when at **Clothing Inspection**.



PRO TIP:

Children and Teens in these sizes are **EXTREMELY** selective. We excluded certain brands from being sold in this section, and the teen clothing limit is **50 items across ALL Teen/Junior Sizes**. All of the teen clothing guidelines are in the Resource Library.



All consignors will place their teen clothing directly on the teen clothing racks - Perfect Consignors bypass inspection and place teen items on the sales floor. All other consignors will place teen items on the sales floor **AFTER** their rack of clothing goes through inspection.



Team Members will inspect all Teen clothing after drop off. Any No Thank You Teen clothing items will be available at Consignor Pick up, not Consignor Drop Off.

This also means that some Consignors that are not considered Perfect Consignors may get their Teen clothing inspected twice, so double check you brought the best clothing!



Drop Off Guide



CLOTHING DROP OFF

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.



All of the categories listed and shown below are **IN THE SAME ORDER IN EVERY SIZE**. This means that when you drop off your clothing, every size will start with outerwear, and end with sets.



PRO TIP:

Don't forget about our **Fan Gear Section**! New this year, you will find all fan gear in one spot! Please drop off your fan gear per the location described on the **Oaks or Reading Drop Off Map**. This is a gender neutral section! **Sleepsacks** will now be on racks near infant clothing.

Outerwear

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

Pajamas/Sleepwear

Pajamas, Footie PJs, Robes

Dresses/Skirts

Fall/Winter Dresses & Skirts

Onesies (0-24m only)

Onesies and Rompers - Long Sleeve & Pant Onesies without Footies

Tops

Long Sleeve Tees, Cardigans, Button Downs, Polos, Sweaters, Hoodies/Pullover/Zip Sweatshirts

Bottoms

Pants, Leggings, Overalls, Shorts Capris

Sets

A Top & Bottom sold together as an outfit, etc.

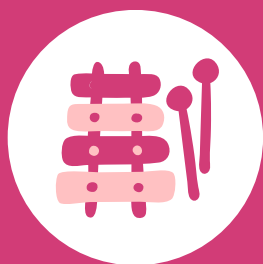
Clothing Sizes 2T - 14

	Outerwear	PJs/Sleep	Dresses	Bottoms	Sets
TOP RACK:					
BOTTOM RACK:	Outerwear	PJs/Sleep	Skirts	Tops	Tops

Clothing Sizes Newborn - 24mo

	Outerwear	PJs	Dresses	Onesies	Tops	Bottoms	Sets
TOP RACK:							
BOTTOM RACK:	Outerwear	PJs	Skirts	Onesies	Tops	Bottoms	Sets

Drop Off Guide



TOYS, INFANT ITEMS, GAMES & PUZZLES, ELECTRONICS, ETC

These items get placed in their appropriate spots on tables and shelves by their signage.

We will also have one large sign per section that designates a general idea of what goes in a particular area. If you have children's wall art to sell, head to the Room Decor section and find the signs to put the wall art on the tables. If you have baby bottles, head to Feeding and find the signs for Bottles and place those items there.



PRO TIP:

Save our drop off maps to your  camera roll! You'll get the locations of where categories are located on the sales floor so you can separate like items in bins or boxes before you come to drop off.

OAKS DROP OFF MAP

READING DROP OFF MAP

Drop Off Guide



SHOES

This area is what we call a “drop zone” area. You don’t even have to place your items on the shelves here! Our drop zone areas will have bins labeled with signage to designate what item(s) should be placed in that bin. Simply place your item(s) in the correct bin and move on.

We take infant to size 10.5 adult for boys and infant to adult size 8.5 for girls.

Please be sure those adult size shoes are meant for a child or teen.

Our expanded sizes do not mean it's OK to clean out your adult closet.

Separate shoes by gender, then place full size and half sizes in the labeled bins per size (ex: 2Y and 2.5Y shoes go in the 2Y bin).



PRO TIP:

Leave your shoe boxes at home!

- We don't have room to sell shoes with their original box.
- Our shoppers want to see your gently used shoes on display.
- Your shoes will most likely get separated from its box anyway. (and from each other if they aren't zip tied together)



You do not wait to collect any No Thank You shoes. We will inspect them throughout drop off as we place them in the appropriate sizes on shelves. If you selected to not donate and pick up unsold shoes in your tagging account, you will receive any shoes considered a No Thank You at consignor pick up after the sale is over.

Drop Off Guide



ACCESSORIES

The Accessories zone is a drop zone, too! Simply place your item(s) in the correct bin and move on.



PRO TIP:

Please note that the accessories limit per consignor per sale is **10 items PER GENDER.**

Due to space constraints and the sheer amount of accessories that have been brought to our sale, there are some accessories that we will only accept new in package, and some we don't accept at all. For our Winter Sales, our acceptable accessory items are even more limited. If you drop off accessories that are not on the list of accepted accessories on this page, or more than 10 accessory items per gender, those items will be collected from the sales floor and considered a No Thank You. If you are not donating unsold items, they will be available for you at consignor pick up. Accessory No Thank You items will be sorted to your full consignor number and located with all of your other sorted non-donate loose items. Otherwise, if designated to donate, they will be donated.

Here are our Accessories drop zone winter categories. The items we accept New in Package ONLY are highlighted!

GIRLS ACCESSORIES

Socks: One Size Fits Most	N.I.P. ONLY!
Socks: Infant-Adult M	
Tights: Infant-Teen/Adult L	
Youth Sports Bras/Bralettes/Training Bras	
Underwear/Training Pants	
Winter Hats: 0-12 Mo Infant	
Winter Hats: 1-3 Yrs Toddler	
Winter Hats: 3-5 Yrs/Youth S/M	
Winter Hats: 6-10 Yrs/Youth M/L	
Winter Hats: Youth One Size Fits Most	
Winter Hats: 11-16 Yrs/Adult S/M	
Winter Scarves & Gloves	
Sunglasses	

BOYS ACCESSORIES

Socks: One Size Fits Most	N.I.P. ONLY!
Socks: Infant-Adult L	
Underwear/Boxers/Training Pants	
Winter Hats: 0-12 Mo Infant	
Winter Hats: 1-3 Yrs Toddler	
Winter Hats: 3-5 Yrs/Youth S/M	
Winter Hats: 6-10 Yrs/Youth M/L	
Winter Hats: Youth One Size Fits Most	
Winter Hats: 11-16 Yrs/Adult S/M	
Winter Scarves & Gloves	
Sunglasses	

Drop Off Guide



BOOKS

Our Books area is also a drop zone. Place books in bins by the categories described on the signage (and examples are even given!). Our book drop off categories are listed below.



PRO TIP:

We get A LOT of books for resale, so we only accept a total of **50 books per consignor** per sale.

CATEGORY

EXAMPLES

Activity Books

Puzzle Books, Busy Books, Look & Find Books. Pop-Up Books

Baby Books

Soft Books, Board Books

Children's Story Books

Books you would read to your child, Dr. Seuss, Golden Books

Level Readers

I Can Read, Ready to Read, Step Into Reading, BOB Books

Elementary / Middle School Chapter Books

Diary of a Wimpy Kid, Magic Treehouse, Captain Underpants, Percy Jackson, Junie B. Jones

High School / Young Adult Chapter Books

Harry Potter, Twilight, The Hunger Games, Mortal Instruments, The Inheritance Cycle, Lord of the Rings

Specialty Subject Books

Religion / Bibles, Kid's Crafts, Kid's Cookbooks, Art Books, Kid's Science / Nature

Pop Culture / Gaming

Star Wars, Movie Trivia, Minecraft, Fortnite, Lego, TV Shows

Sound / Musical / Audio

Parenting / Maternity Books

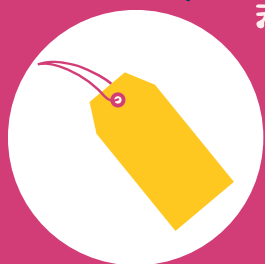
Holiday Books

Homeschool Books

Foreign Language Books



Drop Off Guide



LARGE ITEM / BIG TICKET

All items that belong in our large item area need a large item ticket.
(We will provide the large item ticket at drop off!)

Bring items that belong in this section to our designated large item/big ticket drop off area. These items can **NOT** be brought through the main entrance/check in doors. **The large item drop off location can be found on the drop off map.**

We have an easy-peasy 3 step process. (Trust the process!)

Drive to the parking lot closest to our large item/big ticket drop off area. There you will bring your item(s) to Step 1.



PRO TIPS:



If you have the original box to a gently used large item, **don't bring it.** Shoppers want to see your gently used items, not repackaged in its box. A used item needs to be put together in order to sell. We do not have staff to open or put together your items for resale, this is your responsibility as the consignor.

Make sure a Large Item/Big Ticket Staff Member inspects your item(s) before you leave. If you have a No Thank You, we need you to take your large item(s) home with you. We don't have space to store these big items that we cannot accept.

STEP 1

Grab a large item ticket from our large item supplies table, **ONE** ticket per item you are selling. Our Team Members will sanitize items as needed.

STEP 2

Staple your white JBF tag from home onto the large item ticket, like this:



STEP 3

Securely fasten the completed large item ticket onto your item. Make sure it's displayed on the front of the item, facing front, for easy access for our shoppers.

You are done!
Our Team Members will take it from here!



Drop Off Guide

Yay!

**YOU'RE ALL DONE AND
DROP OFF IS COMPLETE!**



Don't forget to take any No Thank You clothing items (with the exception of Teen clothing) home with you. They were hanging in a bag on the end of your inspected clothing rack with a receipt stapled to the bag.

Large Ticket items need to be inspected by staff, and any considered a No Thank You need to be taken home with you.



PRO TIP:



Remember, our winter sales have a total clothing limit of 250 tags, and we also have limits on top of that in other clothing categories: 100 items per gender for sizes 0m-24m, 50 teen, and 10 maternity tags. Any extra items brought to sell over the limits will be considered No Thank You and will affect your ability to be a Perfect Consignor.

Teen clothing and all other items (Except Large Ticket items) that you placed on the sales floor that are not designated to be donated (per the white JBF tag you printed and attached to your items) will be available during your designated pick up time at consignor pick up after the sale is over. **All** No Thank You Items that have been tagged to be donated if not sold will be donated.

Now break out a smile and sing a happy tune,

you just cleared the clutter!

Questions? Ask our Consignor Facebook Group