

YOUR CONSIGNOR



Sale Week Guide

Winter 2022

OAKS • WEEK OF NOVEMBER 21ST

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 sale.

Here are the steps:



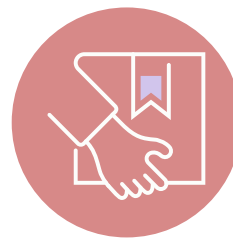
Perks



Drop-off



**Get in Free
Passes to
SHARE**



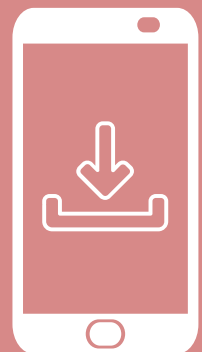
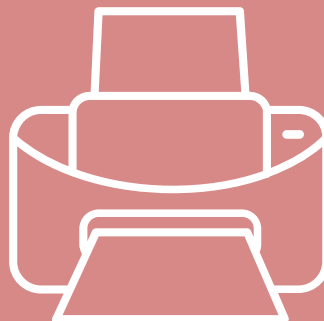
**Unsold Item
Pick-up**



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. If the online schedule is full or closed you can look on the Facebook Consignor group for posts about open shifts or helpers needing to change their shift.

Please note: If you need to cancel or change your shift you are responsible for finding a replacement.

	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.**



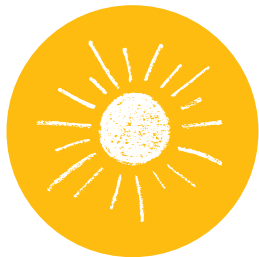
Drop Off

DROP OFF APPOINTMENT



By now, you should have already scheduled your 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 "**WESTERN MAINLINE**" 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 welcome squad wearing **red or purple t-shirts** if you have any questions about where an item goes.



Greater Philly Expo Center (Hall A) | 100 Station Ave | Oaks

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.

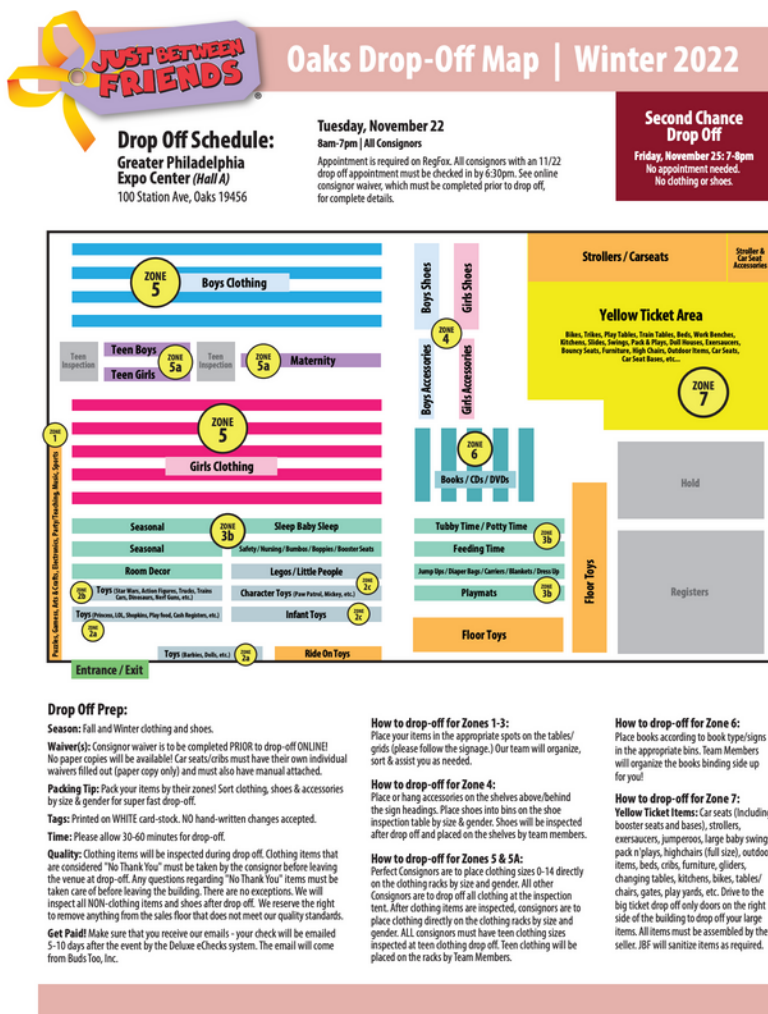


Floor Plan



TIPS:

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



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

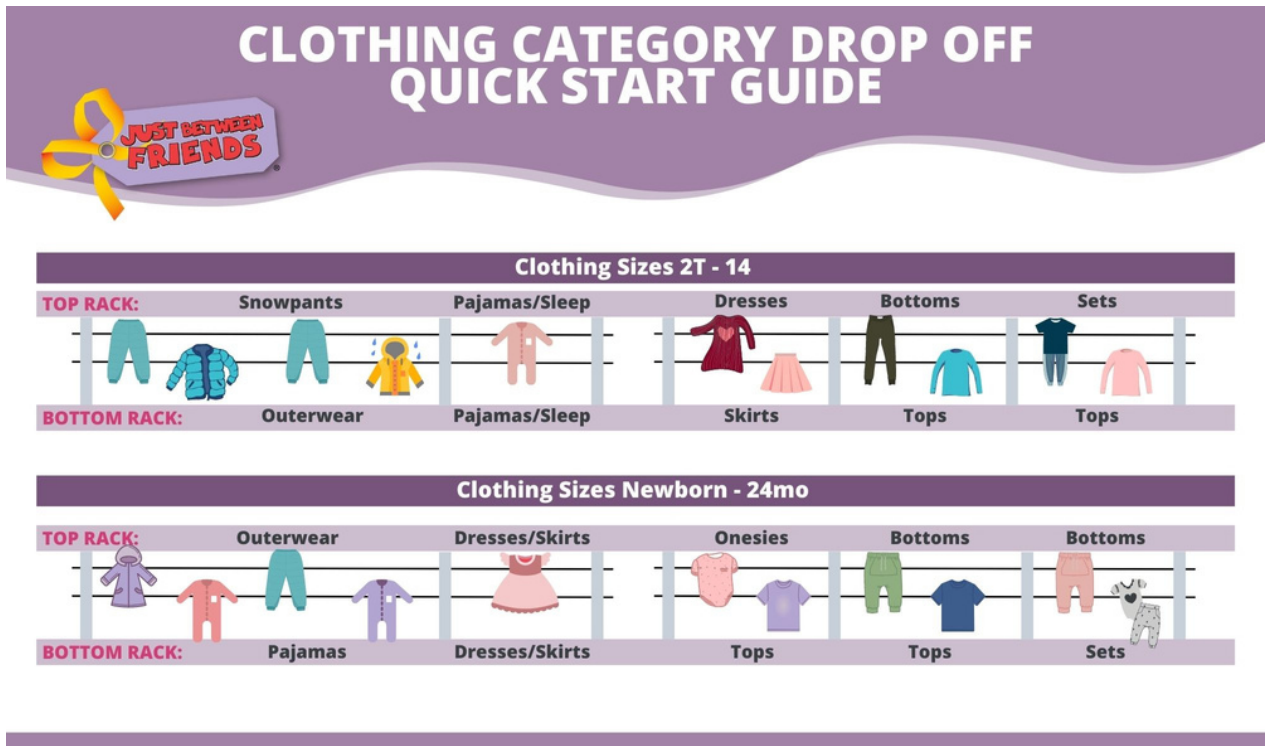


HYPER-MERCHANDISING

Last spring we tested a concept called "hyper-merchandising" to group similar clothing items together.

The results were nothing short of AMAZING with the highest sell-through we've EVER had and tons of positive feedback from very happy customers.

When something works, you do more of it and that's why we're going all at the winter sale. 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

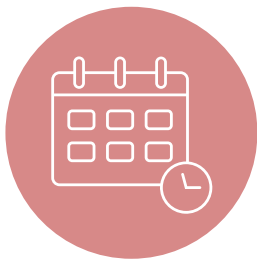


Get in Free Passes



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/3gPNrbj>



GET YOUR *free* SHOPPING TICKET!



OAKS

Scan me
with your
smartphone
camera!



READING

OAKS SALE
NOV 25-27
Greater Philly
Expo Center
Hall A
100 Station Ave
Oaks

SALE HOURS
Open to the Public

Fr: 12p-9p
Sa & Su: 8a-4p
\$3 admission Fri only.
FREE with this pass.
Sat-Sun FREE admission!

HALF PRICE
SALE SUNDAY!

f @JBFPilly
i @JBFPPhila

READING SALE
DEC 8-11
Berkshire Mall
Former Sears
1665 State Hill
Road
Wyomissing

SALE HOURS
Open to the Public

Th & Fr: 9a-8p
Sa & Su: 8a-4p
\$3 admission Thurs only.
FREE with this pass.
Fri-Sat-Sun FREE admission!

HALF PRICE
SALE SUNDAY!

f @JBFPilly
i @JBFPPhila



Huge Savings + Amazing Selection!

SAVE 50-90% ON everything!

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



shop. sell. save. smart!™

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

jbf sale.com

GET YOUR *free*
SHOPPING TICKET!

Scan me with
your smartphone
camera!



SAVE AS A PHOTO
& TEXT TO FRIENDS



Sale Schedule



Oaks WESTERN MAINLINE

WINTER SALE | 2022

PHILADELPHIA EXPO CENTER | HALL A

TUESDAY, NOV 22

- All Consignor Drop Off • 8am-7pm**
Appointment Required in TicketSpice

FRIDAY, NOV 25

- Presales • 8am-12pm** *Tickets Required*
 - 8:00am: 6-Hour Team Member & RSS
 - 8:30am: 4-Hour Team Member
 - 9:00am: Consignors & Guests
 - 10:00am: Prime Time **\$10 Entry per Family**
 - 11:00am: Early Bird **\$5 Entry per Family**
- Public Sale \$3 • 12pm-9pm**
Free with Ticket, Canned Food Donation, or \$3 at the door
- 2nd Chance Drop Off • 7pm-8pm**
No appointment needed

SATURDAY, NOV 26

- Public Sale • 8am-4pm**
- Half Price Presales • 4pm-9pm**
Tickets Required During Presales
 - 4:00pm: Team Members & RSS + 2 Guests
 - 5:00pm: Consignors + 2 Guests
 - 6:00pm: Public Presale **\$5 Entry per Family**

SUNDAY, NOV 27

- Half Price Sale • 8am-4pm**
Half Price on Items Tagged without Stars

MONDAY, NOV 28

- Consignor Pick-Up • 4pm-7pm**
Appointment Required in TicketSpice
Items not picked up by 7:01pm will be donated



Tickets are required for *all Presales* and recommended for the Public Sale.
Tickets available at westernmainline.jbfsale.com



PLEASE TEXT 610-739-4766 if you have any questions



SALE COMMUNICATION

I am onsite all week during the sale, so please be patient when trying to reach me.

I have helpers checking and responding to my email.

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

Email: tracypanase@jbfsale.com

Text or Call: 610.739.4766

We will do everything we can to be of service!

- Tracy Panase
Sale Owner & Coordinator



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



Consignor Pick Up



UNSOLD ITEM PICKUP

Monday, November 28th

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: Loose Items

You will find your non-clothing items sorted to your #. These items include small toys, shoes, accessories, books, games, puzzles, etc.

STEP 3: Clothing Racks

Unsold items are grouped together and organized by your Consignor number. Each row is assigned a letter (A-Z), and plates are hung in numerical order down the row. Your Consignor Number is on the paper plate. Gather your clothing 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 Item Area

Look for any large items that belong to you.
Ex. furniture or baby equipment

STEP 5: Lost Tags/Missing Pieces

Look for any items that belong to you. All of the items in this area were separated from their tag. Sign for any merchandise you remove from this area.

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.



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, DECEMBER 5TH**

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

Let's have a great sale!

OAKS

GREATER PHILADELPHIA EXPO CENTER

HALL A

100 STATION AVE, OAKS 19456

