



Drop Off Guide

Fall '23

OAKS • READING

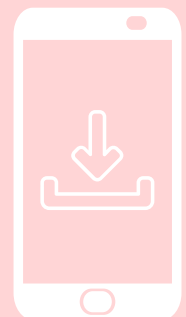
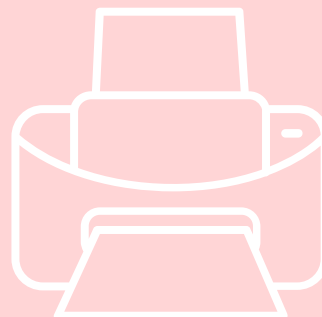
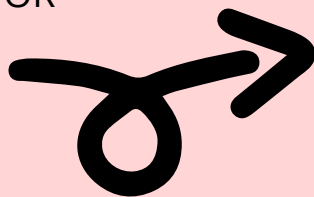
YOU DID IT!

All of your items are cleaned, priced, tagged, and ready to go. You 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:

For quick and easy access
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

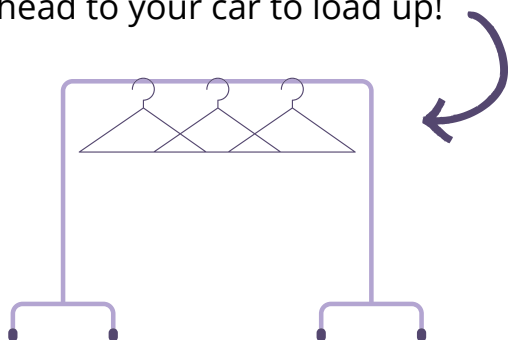
Grab **one of your tagged items** for resale and head into the main/front entrance of your sale location.

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

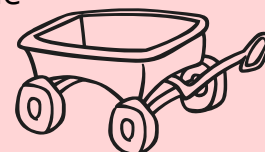
If you are **not** a Perfect Consignor and bringing clothing to resell, you will head to Clothing Inspection **FIRST**.

Our team members will inspect **all of your clothing**, from infant to teen to maternity. *(See Teen clothing drop off details on the next page)* You will get a text when inspection is complete, so make sure you have your cell phone on you. While your clothing is being inspected, head to the sales floor to start dropping off other items.



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!



When you get your text, 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 don't get a text within 20-25 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. If you go through clothing inspection, our team members won't remove your clothing from the rack in the order you placed it unless it is a No Thank You item.



Drop Off Guide



TEEN CLOTHING

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

If you are a **Perfect Consignor**, look for the designated **Perfect Consignor Teen Clothing Drop Off** area. You will not have to wait to drop off your Teen clothing - It is a drop and go area. Hang all of your items together on a rolling rack we provide and go.



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



PRO TIP:

Children and Teens in these sizes are **EXTREMELY** Picky. We excluded certain brands from being sold in this section, and the teen clothing limit is **20 items PER GENDER**. All of the teen clothing guidelines are in the resource library.



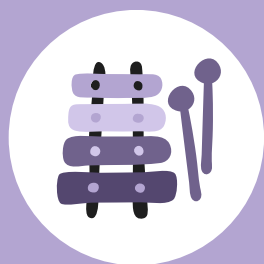
You will drop and go in this zone, and will not be placing your Teen clothing on the sales floor. If you are a Consignor that was required to utilize Clothing Inspection, you will not receive your teen clothing to put out on the sales floor once all clothing has been inspected. Perfect Consignors will also not place their Teen clothing on the sales floor.



Team Members will inspect Teen clothing throughout drop off and will place accepted Teen clothing on the sales floor for you. Any No Thank You Teen clothing items will be available at Consignor Pick up, not Consignor Drop Off.



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 don't have signs for everything, but we have A LOT of signs.

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 or lunch boxes, head to Feeding Time and find the signs.



PRO TIP:

Check our drop off maps to get a general idea of where tables are so you can separate your items in bins before you come to drop off.

READING DROP OFF MAP



OAKS 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 adult for boys and infant to adult size 8 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 closet.*

Place full size and half sizes in the labeled bins per size (2Y and 2.5Y shoes go in the 2Y bin). Shoes are also separated by gender.



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 **25 items TOTAL.**

Due to space constraints and the sheer amount of accessories that have been brought to our sale, there are some that we will only accept new in package, and some we don't accept at all. If you bring accessories that we don't accept at our sale locations (like used socks), or more than 25 accessory items total, those items will be considered a No Thank You. If you are not donating unsold items, they will be available for you at consignor pick up. Otherwise, if designated, they will be donated.

We only have so much room at our pop up sales. The accessories category could be endless, so please make sure you read our documents BEFORE drop off of what accessory items are acceptable at our sale locations. All of the information regarding what we do and do not accept was communicated and provided in our Consignor Guidance.

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

GIRLS ACCESSORIES

- Sleep Sacks/Swaddles S/M
- Sleep Sacks/Swaddles L/XL
- Tights: Infant-Youth L ONLY
- Socks: One Size Fits Most
- Socks: Infant-Adult M
- 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



- Youth Sports Bras/Bralettes/Training Bras
- Underwear/Training Pants
- Makeup/Nail Polish/Hair Accessories
- Winter Scarves & Gloves
- Sunglasses/Umbrellas/Belts
- Dressy Scarves/Fashion Hats/Baseball Hats
- Infant Hats/Diaper Covers



BOYS ACCESSORIES

- Sleep Sacks/Swaddles S/M
- Sleep Sacks/Swaddles L/XL
- Socks: One Size Fits Most
- Socks: Infant-Adult M
- 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



- Underwear/Boxers/Training Pants
- Winter Scarves & Gloves
- Fashion Hats/Baseball Hats
- Sunglasses/Umbrellas/Belts
- Infant Hats/Diaper Covers
- Suspenders/Ties/Bow Ties



Drop Off Guide



BOOKS & DVDS

Our Books are 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 **100 books per consignor** per sale, and **5 DVDs per consignor** per sale.

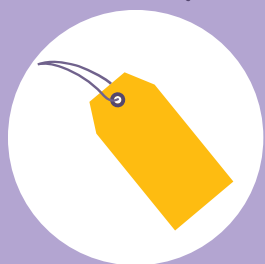
CATEGORY

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. Suess, 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	



Drop Off Guide



LARGE ITEM / YELLOW TAG

All items that belong in our large item area need a yellow ticket. Please bring items that belong in this section to our designated 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 yellow ticket drop off area. There you will bring your item(s) to Step 1.



PRO TIPS:

We do not have staff to open or put together your items for resale, this is your responsibility as the consignor.

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.

STEP 1

Our Team Members will sanitize items as needed, and you will grab a yellow ticket for your item.
ONE Yellow ticket per item you are selling.

STEP 2

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



STEP 3

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

*You are done in Yellow ticket!
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 pick up any No Thank You clothing items (with the exception of Teen clothing) on your way out of the venue. They will be located in red bags in alphabetical order with a receipt stapled to the bag.

If you don't pick up No Thank You clothing children's/youth sized 0-14 and maternity that went through our clothing inspection process before drop off is over (by 7pm on day 2 of drop off), it will automatically get donated to our charity partners, regardless of the donate/not donate designation listed on the JBF tag. It will not be available at consignor pick up after the sale.

All other items not designated to be donated and Teen clothing considered a No Thank You will be available during your designated pick up time at consignor pick up after the sale is over.

Now break out a smile and sing a happy tune,

you just cleared the clutter!

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