



Drop Off Guide

Spring '24

READING • OAKS

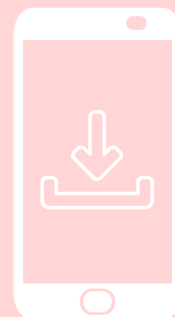
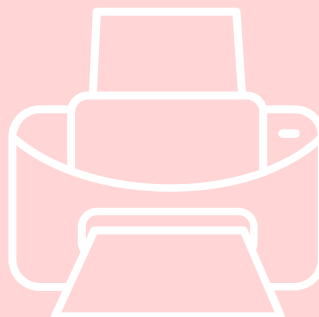
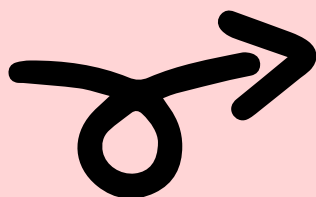
YOU DID IT!

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:

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

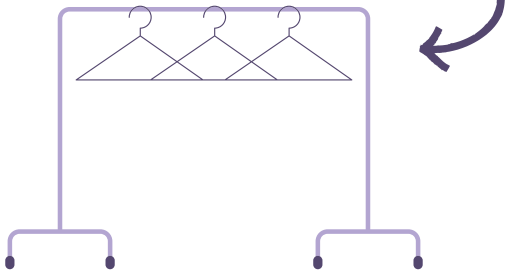
Grab **one of your tagged items** for resale and head into the main/front entrance of your sale location.

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!



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CLOTHING INSPECTION

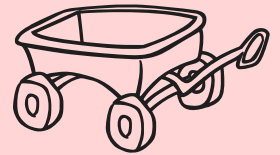
If you are **not** a Perfect Consignor and are bringing clothing to resell, you will head to Clothing Inspection **FIRST**.

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.

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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 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.



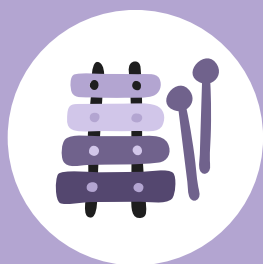
All consignors will be placing their teen clothing directly on the teen clothing racks. Perfect Consignors bypass inspection and place teen items on the sales floor. All other consignors will place teen items on the sales floor after their rack of clothing goes through inspection.



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



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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 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.

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 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.

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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 **15 items PER GENDER.**

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 15 accessory items per gender, 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

Sun/Beach Hats: 0-12 Mo Infant

Sun/Beach Hats: 1-3 Yrs Toddler

Sun/Beach Hats: 3-5 Yrs/Youth S/M

Sun/Beach Hats: 6-10 Yrs/Youth M/L

Sun/Beach Hats: Youth One Size Fits Most

Sun/Beach Hats: 11-16 Yrs/Adult S/M

Youth Sports Bras/Bralettes/Training Bras

Underwear/Training Pants

Makeup/Nail Polish/Hair Accessories

Sunglasses/Umbrellas/Belts

Dressy Scarves/Fashion Hats/Baseball Hats

Infant Hats/Diaper Covers

Undershirts/Camis

BOYS ACCESSORIES

Sleep Sacks/Swaddles S/M

Sleep Sacks/Swaddles L/XL

Socks: One Size Fits Most

Socks: Infant-Adult M

Sun/Beach Hats: 0-12 Mo Infant

Sun/Beach Hats: 1-3 Yrs Toddler

Sun/Beach Hats: 3-5 Yrs/Youth S/M

Sun/Beach Hats: 6-10 Yrs/Youth M/L

Sun/Beach Hats: Youth One Size Fits Most

Sun/Beach Hats: 11-16 Yrs/Adult S/M

Underwear/Boxers/Training Pants

Fashion Hats/Baseball Hats

Sunglasses/Umbrellas/Belts

Infant Hats/Diaper Covers

Suspenders/Ties/Bow Ties

Undershirts



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 **100 books per consignor** per sale. You will also drop off DVDs in the book section. We only accept a total of **5 DVDs per consignor**.

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

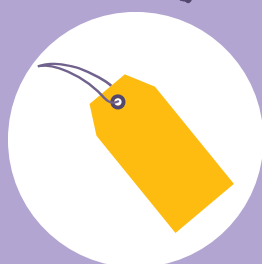
Parenting / Maternity Books

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 large item/yellow 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 yellow 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 Yellow Ticket Staff Member inspects your item(s) before you leave. If you have a No Thank You, we prefer you 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 yellow ticket from our large item supplies table for your item, **ONE** Yellow 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 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 take any No Thank You clothing items (with the exception of Teen clothing) home with you. They were hanging on the end of your inspected clothing rack in red bags with a receipt stapled to the bag.

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

PRO TIP:



Remember, we don't have a limit on how much clothing you can bring in sizes 2T-14, but we do have limits on others. A limit of 100 items per gender for sizes 0m-24m, 20 teen items per gender, and 10 maternity. 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 Yellow 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](#)