

# YOUR CONSIGNOR

# Sale Week Guide

Winter 2023



EXTON • WEEK OF NOVEMBER 12

## 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**



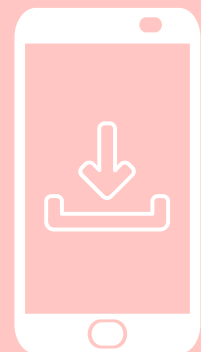
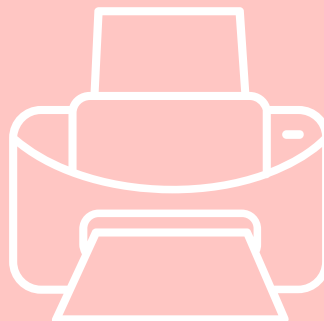
**Unsold Item  
Pick-up**



**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. You can check the **online schedule** for open shifts, or the consignor group for any cancellations or anyone 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		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.**



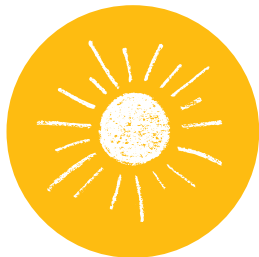
# Drop Off

## 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/EXTON**" 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.



Exton Square Mall (Former Sears) | 260 Exton Square Pkwy | Exton

## 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.

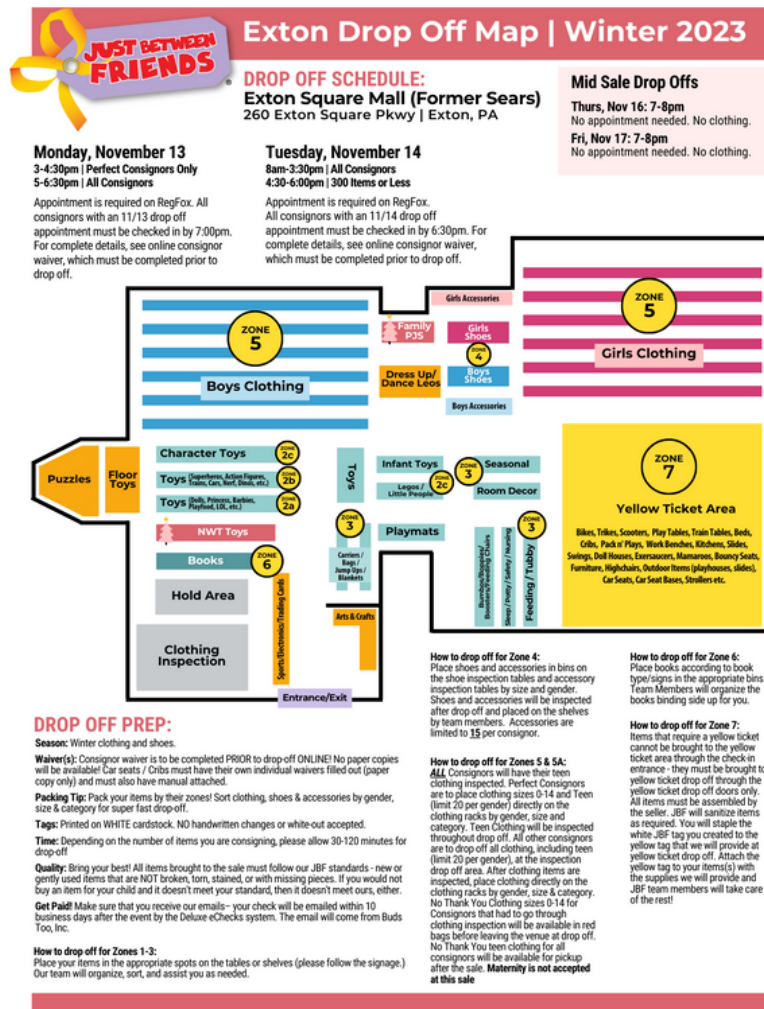


# Floor Plan



## TIPS:

1. Pack your car with like items grouped together. (i.e. clothing by size, category 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

We will continue to group clothing together by category for easier shopping and a better sell-through rate.

**NOTE:** There is a **NEW** section in each size: **New With Tags** clothing should be separated out and placed on the appropriate gender and size racks.

Save yourself valuable time and group your items together at home. Please review the guide below for complete details.



CLOTHING DROP  
OFF GUIDE





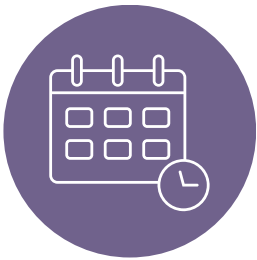
# Get in Free Passes



## 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/JBFextonW23>

GET YOUR *free* SHOPPING TICKET!

Scan me with your smartphone camera!

READING EXTON

### READING SALE

**NOV 2-5**  
**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.  
Sat-Sun FREE admission!

**HALF PRICE**  
**SALE SUNDAY!**

f @JBFPilly

i @JBFPReading

### EXTON SALE

**NOV 16-19**  
**Exton Square Mall**  
**Former Sears**

260 Exton Square  
Pkwy  
Exton

**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!



**HELPING FAMILIES SAY yes!**

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

**jbfsale.com**

GET YOUR *free*  
SHOPPING TICKET!

Scan me with  
your smartphone  
camera!



**SAVE AS A PHOTO  
& TEXT TO FRIENDS**



# Sale Schedule



## SUNDAY



## MONDAY

### Item Drop Off

BY APPOINTMENT ONLY

3pm-4:30pm\*

5pm-6:30pm

\*Perfect Consignors Only

## TUESDAY

### Item Drop Off

BY APPOINTMENT ONLY

8am-3:30pm

4pm-6pm\*

\*300 items or less

SALE

## WEDNESDAY

### PRESALE SHOPPING!

6 hour: 9am-9pm

4 hour: 10am-9pm

Consignors + Friend:

11am-9pm

Prime Time: 1pm & 2pm

First Time Parents: 4pm

Teachers: 5pm

Community Heroes: 6pm

## THURSDAY

### Open to the Public!

9am-8pm

### Mid-Sale Drop Off #1

7pm-8pm

## FRIDAY

### Open to the Public!

9am-8pm

### Mid-Sale Drop Off #2

7pm-8pm

## SATURDAY

### Open to the Public!

8am-4pm

### SHOP the Half-Price Presale!

Team Member/RSS:

4pm-9pm

Consignors: 5pm-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@jbfale.com

**Text or Call:** 484.650.3319

We will do everything we can to be of service!

- Tracy & Team



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



# Consignor Pick Up



## UNSOLD ITEM PICKUP

**Monday, November 20th, 3pm-7pm**

**Appointment required.** Your items will be grouped together for you in separate areas, so plan to arrive with any empty tubs or boxes you want to use to pack up all of 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:

#### Lost Tags/Missing Pieces

Items and pieces in this area have either lost their tag or have become detached from their main item. If any of these items belong to you, please take them.

### STEP 3:

#### 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 4:

#### Clothing Racks Area

Unsold clothing items and other items hung throughout the sale are grouped together and organized by your Consignor number. Paper plates are hung in alphabetical and consignor numerical order down 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 green plastic tape tied around the hangers are No-Thank-You items).

### STEP 5:

#### Large/Yellow Ticket Items

Unsold items that required a yellow ticket at drop off will be located in this area. These items are sorted to the first letter of your consignor number.

### 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. JBF Reading & Oaks has no obligation to pay for your lost or damaged items.





# 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  
TUESDAY, DECEMBER 5**

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

*Let's have a great sale!*

**EXTON**

**EXTON SQUARE MALL (FORMER SEARS)  
260 EXTON SQUARE PARKWAY  
EXTON, PA 19341**



HELPING FAMILIES SAY *yes!*