

# Consignor

## SALE WEEK GUIDE

OAKS • WEEK OF NOVEMBER 4TH

Winter 2024



Oaks

## 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 event.

Here are the steps:



**Perks**



**Drop-off**



**Get in Free  
Passes to  
SHARE**



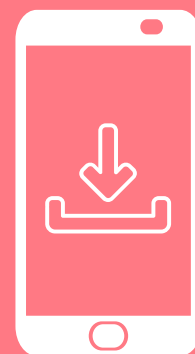
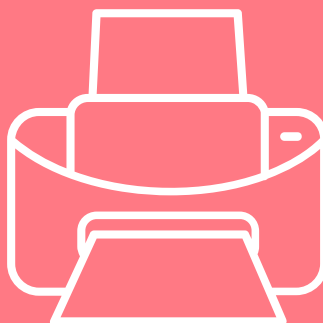
**Unsold Item  
Pick-up**



**Pay day!**

## FIRST THINGS FIRST:

For quick and easy access  
**print** this guide OR save to  
your phone!



Questions? Ask our Consignor Facebook Group!





## 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 any 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. The online schedule closes on **Friday, November 1st at 10pm.**



### 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.**

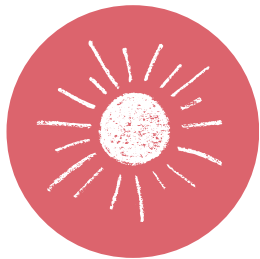




## DROP OFF APPOINTMENT

All Consignors need a 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 MAIN LINE"** 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 Team Members wearing **red or purple JBF t-shirts** if you have any questions about where an item goes.



## 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.



# Drop Off Map

PHILLY EXPO CENTER



Oaks



## TIPS:

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



## Oaks Drop Off Map | Winter 2024

**DROP OFF SCHEDULE:**  
Greater Philadelphia  
Expo Center (Hall C)  
100 Station Ave | Oaks

### DROP OFF PREP:

Season: Fall and Winter clothing and shoes.

**Waiver(s):** Consignor waiver is to be completed PRIOR to drop-off ONLINE! No paper copies will be available! Car seats / Cribs must have their own individual waivers filled out (paper copy only) and must also have manual attached.

**Packing Tip:** Pack your items by their zones! Sort clothing, shoes & accessories by gender, size & category for super fast drop-off.

**Tags:** Printed on WHITE cardstock. NO handwritten changes or white-out accepted.

**Time:** Depending on the number of items you are consigning, please allow 30-90 minutes for drop-off.

**Quality:** Bring your best! All items brought to the sale must follow our JBF standards - new or gently used items that are NOT broken, torn, stained, or with missing pieces. If you would not buy an item for your child and it doesn't meet your standard, then it doesn't meet ours, either.

**Get Paid!** Make sure that you receive our emails - your check will be emailed within 10 business days after the event by the Deluxe eChecks system. The email will come from Buds Too, Inc.

### DROP OFF BY ZONE:

**How to drop off for Zones 1-3:** Place your items in the appropriate spots on the tables or shelves (please follow the signage.) Our team will organize, sort, and assist you as needed.

**How to drop off for Zone 4:** Place shoes and accessories in bins on the shoe inspection tables and accessory inspection tables by size and gender. Shoes and accessories will be inspected after drop off and placed on the shelves by team members. Any shoes or accessory No Thank You items that are not designated as Donate on the white JBF tag will be available for pickup after the sale at Consignor Pick Up.

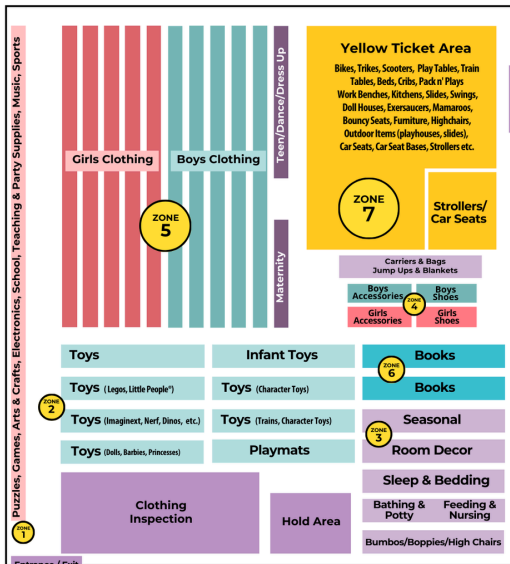
**How to drop off for Zone 5:** Perfect Consignors are to place clothing sizes 0-14, Teen (limit 20 per gender), and Maternity (limit 10) directly on the clothing racks by gender, size and category. Teen clothing will be inspected on the racks throughout drop off. All other consignors are to drop off all clothing (including teen) at the inspection drop off area. After clothing items are inspected, place clothing directly on the clothing racks by gender, size & category. No Thank You clothing sizes 0-14 and Maternity for consignors that had to go through clothing inspection will be available in bags with a receipt on your inspected rolling rack. No Thank You teen clothing for all consignors will be available for pickup after the sale. **250 Tag limit on ALL hanging clothing.**

**How to drop off for Zone 6:** Place books according to book type/signs in the appropriate bins. Team Members will organize the books binding side up for you.

**How to drop off for Zone 7:** Items that require a yellow ticket cannot be brought to the yellow ticket area through the check-in entrance - they must be brought to yellow ticket drop off through the yellow ticket drop off doors only on the right side of the building. All items must be assembled by the seller. JBF will sanitize items as required. You will staple the white JBF tag you created to the yellow tag that we will provide at yellow ticket drop off. Attach the yellow tag to your item(s) with the supplies we will provide and JBF team members will take care of the rest!

### Mid Sale Drop Off

**Thurs, Nov 7: 7-8pm**  
No appointment needed.  
No clothing.



## Pro Time Saving Tip!

Bring a wagon or cart. We will have a limited number of rolling racks available. First-come, first-serve.



## 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. Please review the guide below for complete details.

### CATEGORIES

#### Outerwear

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

#### Pajamas/Sleepwear

(Pajamas, Footie PJs, Robes)

#### Dresses/Skirts

(All Fall/Winter Dresses and Skirts)

#### Bottoms

(Pants, Leggings, Overalls)

#### Tops

(Tees\*, Cardigans, Button Downs, Polos, Sweaters, Sweater Vests, Hoodies/Pullover/Zip Sweatshirts)

#### Sets

(Top & Bottom Sold Together, etc.)

#### Onesies\*

(Onesies & One Piece Outfits)

### Clothing Sizes 2T - 14

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

### Clothing Sizes Newborn - 24mo

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

WINTER CLOTHING  
GUIDE



# Get In Free

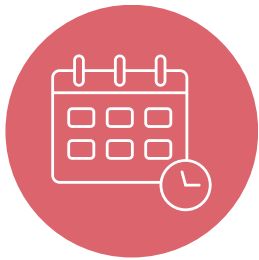
## PASSES



### 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:

[westernmainline.jbfsale.com/get-tickets](http://westernmainline.jbfsale.com/get-tickets)

GET YOUR *free*  
SHOPPING TICKET!

Scan me with  
your smartphone  
camera!



SAVE AS A PHOTO  
& TEXT TO FRIENDS



GET YOUR *free*  
SHOPPING TICKET!

Scan me with  
your smartphone  
camera!



OAKS

**NOVEMBER 7-9**

**Greater Philly Expo Center**  
100 Station Avenue | Hall C | Oaks

**Sale Hours: Open to the Public**

**Th: 9a-8p • Fri & Sa: 8a-4p**

\$3 admission Th only / FREE with this pass. Fri & Sat FREE admission!

**HALF PRICE SALE SATURDAY!**



**The BIGGEST selection of items  
for your kids at 50-90% off!**

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



@JBPhilly @JBPhila



"My daughter and I came to JBF to  
shop as she is having her 1st baby girl  
and my 1st granddaughter. We came to  
buy some things to lessen the cost of  
having a child. Thank you for doing  
this."

- Tracy L., JBF Shopper



HELPING FAMILIES SAY *yes*

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

**jbfsale.com**



# Oaks Sale

## SCHEDULE



Oaks



### MONDAY

#### Item Drop Off

BY APPOINTMENT, ONLY

3pm-4pm\*

4pm-8pm

\*Perfect Consignors Only



### TUESDAY

#### Item Drop Off

BY APPOINTMENT, ONLY

8am-9:30am

10am-12:30pm\*

\*300 Items or Less

### WEDNESDAY

Team Member, RSS  
Consignor, &  
Community PRESALE  
SHOPPING!

6 Hour: 9am

4 Hour: 10am

Consignor + 1 Friend: 11am

Prime Time: 1pm & 2pm

First Time Parents: 4pm

Teachers: 5pm

Community Heroes: 6pm

SALE

### THURSDAY

Open to the Public!

9am-8pm

2nd Chance Drop Off

7pm-8pm

### FRIDAY

Open to the Public!

8am-4pm

SHOP the  
Half-Price Presale!  
Team Member/RSS:

4pm-9pm

Consignors: 5pm-9pm

Family Public Presale:

6pm-9pm

### SATURDAY

SHOP the  
Half-Price Sale!

8am-4pm



### SUNDAY

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@jbfsale.com](mailto:Reading-Oaks@jbfsale.com)

Text or Call: 484.650.3319

We will do everything we can to be of service!

- The Reading & Oaks Team



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



## UNSOLD ITEM PICKUP

**Sunday, November 10th, 3pm-7pm**

**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 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, books, games, puzzles, etc. Loose No Thank You items will be included with your unsold loose items\*.

*\*Seasonal and accessory items are the exception and located near items that have lost their tag.*

### STEP 3:

#### 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 within 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 4:

#### 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 5:

#### 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 area of items that have lost their JBF tag and the items returned to you and still have an item of value to you not returned, it's 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 an unsold item(s) that was/were not returned to you, 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 the Google Doc (which will be included in your pickup details email.)

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 Oaks and Reading has no obligation to pay for your lost or damaged items.



# Pay Day

## POST SALE



Oaks



## 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, NOVEMBER 25TH**

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

# Lets have a great sale!

**Oaks**

**GREATER PHILLY EXPO CENTER, HALL C  
100 STATION AVE.  
OAKS 19456**



HELPING FAMILIES SAY *yes!*