

# YOUR CONSIGNOR



# Sale Week Guide

Spring '22

OAKS • WEEK OF MARCH 14TH

## 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**



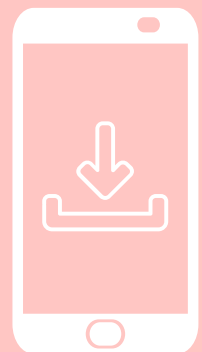
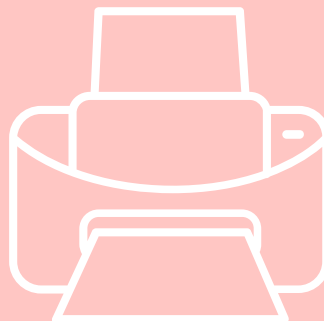
**Unsold Item  
Pick-up**



**Payday!**

## 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. The online schedule is FULL (thank you), but you can look on the Facebook Consignor group for any cancellations or people 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.**



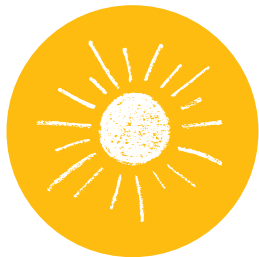
# Drop Off



## 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.

## 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 zone items grouped together.
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 **Crib**.



## Oaks Drop-Off Map | Spring 2022

**Drop Off Schedule:**  
**Greater Philadelphia Expo Center (Hall A)**  
 100 Station Ave, Oaks 19456

**Monday, March 14**  
 3pm-4:30pm | Perfect Consignors Only  
 5pm-8pm | All Consignors

Appointment is required on Regfox. All consignors with a 3/14 drop off appointment must be checked in by 7pm. See online consignor waiver, which must be completed prior to drop off, for complete details.

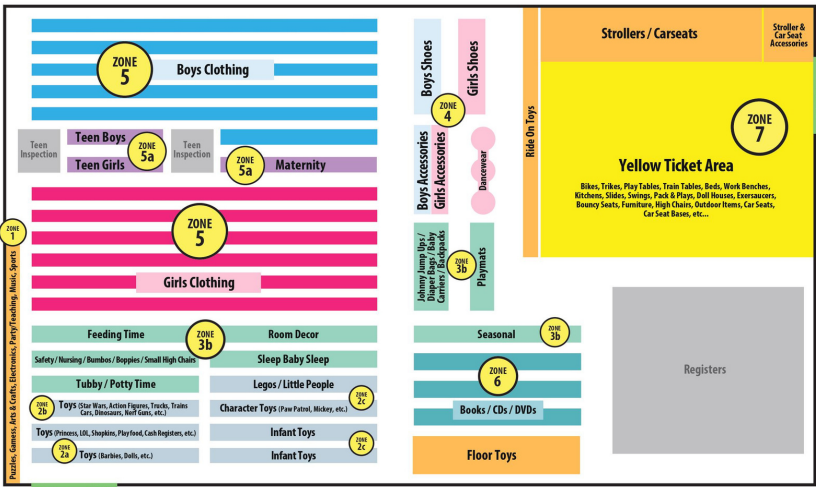
**Tuesday, March 15**  
 8am-4:30pm | All Consignors  
 5pm-6pm | 300 Items or Less Consignors

Appointment required on Regfox. All consignors with a 3/15 drop off appointment must be checked in by 6:30pm. See online consignor waiver, which must be completed prior to drop off, for complete details.

**Mid-Sale Drop Offs**

**Thursday, March 17: 7-8pm**  
 No appointment needed.  
 No clothing or shoes.

**Friday, March 18: 7-8pm**  
 No appointment needed.  
 No clothing or shoes.



**Entrance / Exit**

**Drop Off Prep:**

**Season:** Spring and Summer 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 size & gender for super fast drop-off.

**Tags:** Printed on WHITE card-stock. NO hand-written changes accepted.

**Time:** Please allow 30-60 minutes for drop-off.

**Quality:** Clothing items will be inspected during drop off. Clothing items that are considered "No Thank You" must be taken by the consignor before leaving the venue at drop-off. Any questions regarding "No Thank You" items must be taken care of before leaving the building. There are no exceptions. We will inspect all NON-clothing items and shoes after drop off. We reserve the right to remove anything from the sales floor that does not meet our quality standards.

**Get Paid!** Make sure that you receive our emails - your check will be emailed 5-10 days after the event by the Deluxe eChecks system. The email will come from Buds Too, Inc.

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

**How to drop-off for Zones 4:**  
 Place or hang accessories on the shelves above/behind the sign headings. Place shoes into bins on the shoe inspection table by size & gender. Shoes will be inspected after drop off and placed on the shelves by team members.

**How to drop-off for Zones 5 & 5A:**  
 Perfect Consignors are to place clothing sizes 0-14 directly on the clothing racks by size and gender. All other Consignors are to drop off all clothing at the inspection tent. After clothing items are inspected, consignors are to place clothing directly on the clothing racks by size and gender. ALL consignors must have teen clothing sizes inspected at teen clothing drop off. Teen clothing will be placed on the racks by Team Members.

**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:**  
**Yellow Ticket Items:** Car seats (including booster seats and bases), strollers, eversaucers, jumpers, large baby swings, pack n' plays, highchairs (full size), outdoor items, beds, cribs, furniture, gliders, changing tables, kitchens, bikes, tables/chairs, gates, play yards, etc. Drive to the big ticket drop off only doors on the right side of the building to drop off your large items. All items must be assembled by the seller. JBF will sanitize items as required.



## Pro Time Saving Tip!

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



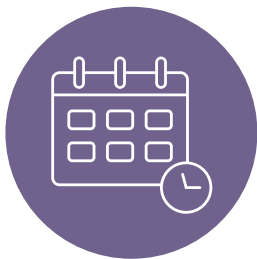
# Get in Free Passes



## INVITE YOUR FRIENDS, FAMILIES & NEIGHBORS!

***You've got to TELL to SELL.***

Share this free pass or the link below  
with everyone you know!



## SCHEDULE YOUR SHOPPING TIME!

Due to occupancy limits, we  
recommend that shoppers reserve a  
shopping day. Priority entrance will be  
given to ticket holders.

### SHARE THIS LINK WITH 5 FRIENDS:

<https://jbfphilly.ticketspice.com/just-between-friends-oaks>

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!



**WESTERN MAINLINE SALE**  
**MARCH 17-20**

**Greater Phila Expo Center | Hall A**  
100 Station Avenue | Oaks

**Sale Hours: Open to the Public**

**Th & Fr: 9a-8p • Sa & Su: 8a-4p**

\$3 admission Th only / FREE with this pass. Fri-Sun FREE admission!

**HALF PRICE SALE SUNDAY!**



**Huge Savings + Amazing Selection!**

**SAVE 50-90% ON *everything!***

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



"I like the huge savings! Everything I  
make, I'm able to recycle it back to  
the next round of items needed for  
my kids without taking a hit out of  
our family's budget!"

- Yarrow L., Royersford

f i t @JBFPhilly



**shop. sell. save. smart!™**

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

**jbfsale.com**



# Sale Schedule



## MONDAY

**Item Drop Off**  
BY APPOINTMENT, ONLY  
3pm-4:30pm\*  
5pm-8pm  
\*Perfect Consignors Only



## TUESDAY

**Item Drop Off**  
BY APPOINTMENT ONLY  
8am-4pm  
4:30-6pm\*  
\*300 items or less

## WEDNESDAY

**Team Member & Consignor PRESALE SHOPPING!**  
**6 hour:** 9am-9pm  
**4 hour:** 10am-9pm  
**Consignors:** 11am-9pm  
**+ 1 Friend:** 11am-9pm

**SALE**

## 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

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](mailto: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!





# Sale Schedule



## UNSOLD ITEM PICKUP

**Monday, March 21st, 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

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, APRIL 4TH**

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

*Let's have a great sale!*

**OAKS**

**GREATER PHILLY EXPO - HALL A  
100 STATION AVE  
OAKS, 19455**

