

# YOUR GUIDE TO Selling

with JBF Eagan/Apple Valley



SPRING/SUMMER  
EDITION

## Let's do this together!

If you're a First-Time Seller, you'll find everything you need to know —right here in this Guide—to help you turn your outgrown kid items into CA\$H.



**Gather**



**Sort**



**Price**



**Prep**



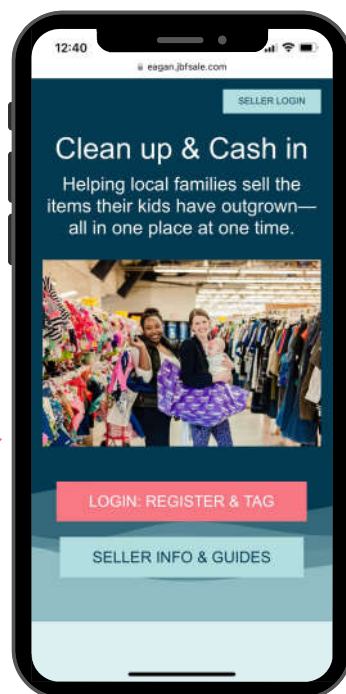
**Drop Off**

## First: REGISTER

Log into your JBF profile (or create a new account) and register as a Seller (Consignor) with JBF Eagan/Apple Valley.

## Second: GET TICKET

Prepay your Seller (Consignor) fee & choose your drop off time in RegFox.



## Seller Pay -

**Rates:** JBF Sellers at the Eagan/Apple Valley sales earn 60% on sold items.

**Fees:** Each sale, there is a fee per Seller. For Sellers who mark at least 75 of your tags to DONATE (if unsold), your fee is waived.

**Method:** Sellers receive an eCheck via email within 15 days after each sale. eChecks are printed at home and deposited like a regular check.

# STEP #1

# Gather



## Kids Grow Fast!

Each child cycles through a wardrobe every 6 months. So, if you're feeling like you have lots of outgrown clothes in your home, you're not alone!

Plus, you can also sell items you likely have around your home. Here are some places to look for more to sell.

## Check all over your home!

### Bedrooms

- clothing + shoes
- lamps + rugs
- gliders + rockers
- boppies + monitors

### Closets

- crib sheets + towels
- diapers + new supplies
- step stools
- infant items
- maternity wear

### Playrooms

- puzzles + games
- family DVDs
- dress up + costumes
- craft kits with supplies
- instruments
- gaming systems

### Bathrooms

- diaper disposal systems
  - bath toys + supplies
  - newborn tubs
- ...and check the garage!



## Have any of these hot-selling items?

### Large toys

- activity centers
- exersaucers
- play kitchen sets
- tool bench play sets

### Furniture

- toddler beds
- dressers + bassinets
- bouncers
- changing tables

### Feeding supplies

- new pacifiers
- dishes + lunch boxes
- sippy cups + boosters
- safety items

### Outdoor toys

- bikes + trikes
- scooters + skates
- ride-on toys
- playhouses

# STEP #2 Sort



## Keep | Toss | Sell

It's okay to **KEEP** the items that you just aren't ready to part with yet. **TOSS** the items that are too well-loved (stains, missing pieces, or are not working).

## SELL the items that meet these 4 C's:

**CLEAN** The newer it looks, the better it sells. Check carefully for stains and holes in clothing. Clean all clothing and non-clothing items thoroughly.

**CURRENT** Sell warm weather clothing and shoes at our Spring/Summer sale. Sell cold weather items at our Fall/Winter sale. Shoppers love current styles that are in fashion.

**COMPLETE** Be sure all parts & pieces are present before you tag items. Shoppers want to open their items when they get home and find everything in working order.

**COMPLIANT** Important Safety Guidelines apply to infant equipment & toys. All of the Recalls & Safety Standards are listed at [jbfsale.com](http://jbfsale.com) for you to check each of your items before you sell.





# WHAT TO SELL

# TEEN CLOTHING



## GIRLS

Acceptable teen brands



## BOYS

Acceptable teen brands

**WE WILL ONLY ACCEPT THE FOLLOWING BRANDS IN TEEN CLOTHING:**



- Abercrombie & Fitch
- Adidas
- Aerie
- Aeropostale
- American Eagle Outfitters
- Athleta
- Champion
- Columbia
- Forever 21
- Francesca's
- Gap
- H&M
- Hollister
- Hurley
- Jessica Simpson
- Justice
- Levi's
- Lucky Brand
- Lululemon
- Marmot
- Maurices
- Mountain Hardwear
- Nike
- The North Face
- Old Navy
- PacSun
- Patagonia
- Pink
- Princess Polly
- Silver Jeans Co.
- SO
- Tilly's
- Under Armour
- Union Bay
- Vans
- Wild Fable

## **CLOTHING WE WILL NOT CURRENTLY ACCEPT:**

We will NOT ACCEPT clothing designed and marketed for adult women or adult men. Just because your teen wore it, that does not mean that JBF will automatically accept it for resale. Your clothing inspector will use their discretion to give a final decision.

# STEP #3 Price



## Shopper-Focused Pricing

Ask yourself, "What price would make me buy this item without hesitation...and brag about my bargain to my friends?" As a "sweet spot", we suggest items be priced 1/4 - 1/3 of original price. Even if items are new, the price should not be over 1/2 of retail.



## Bundle Items to Save Time

As you think about prices, we have a **\$3 minimum** for all items on a hanger. If an item is not worth that, create sets or bundles. Put an outfit of the same size together, or a set of same-size onesies. Bundle items such as accessories, socks or toys in clear bags. Shoppers love it, and you only have to create one JBF tag!

Retail Price	JBF Clothing Price	Pricing Non-Clothing Items	
less than <b>\$10</b>	<b>\$1-3</b> <i>(Combine on hanger for \$3 minimum)</i> <b>Value Brands:</b> Cherokee, Circo, Faded Glory, Giranimals	Toys Books Baby Gear Furniture Electronics Strollers + Joggers Sporting Goods	 Price a little higher for: <ul style="list-style-type: none"> <li>• new with tags</li> <li>• hot selling</li> <li>• like-new</li> <li>• large toys</li> </ul>
less than <b>\$20</b>	<b>\$3-8</b> <b>Standard Brands:</b> Carter's, Old Navy, Children's Place, Nike	<b>50-90% off retail</b>	Price a little lower for: <ul style="list-style-type: none"> <li>• infant clothing (NB-2T)</li> <li>• play clothes</li> <li>• good condition</li> <li>• maternity</li> </ul> 
more than <b>\$20</b>	<b>50-75% off retail</b> <b>Boutique Brands:</b> Crewcuts, Mud Pie, Matilda Jane	<b>Want to SELL Even MORE?</b> Choose to REDUCE, which allows your items to sell at 50% off during discount sale days	

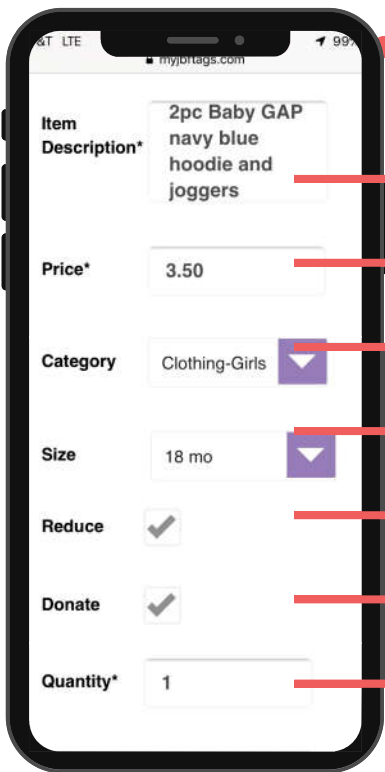
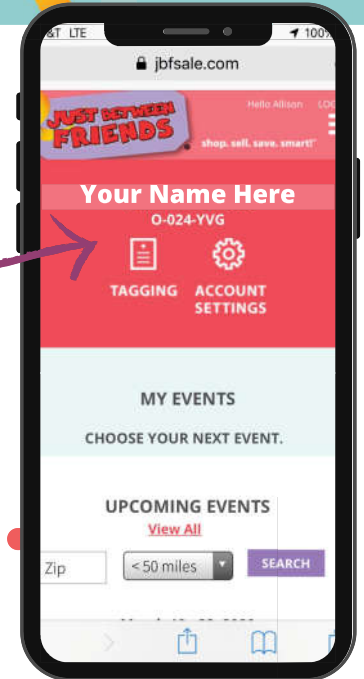
# STEP #3 Price



## Where to Create Your Tags

Now that your items are inspected and bundled, it's time to log in to your JBF Profile and enter your tag data.

1. [www.eagan.jbfsale.com](http://www.eagan.jbfsale.com)
2. login
3. click on TAGGING



## Creating Tags

Include brand, colors, number of pieces included

You choose the price

Choose the category that fits best (leave blank if you can't decide)

Indicate size for clothing and shoes

A check mark here will allow your item to sell at 50% off on Half Price Day

A check mark here will allow your item to be donated if unsold

This feature is if you have more than one of the exact same item and want to create several tags at once

## TIP! Talk-to-Text

If you are entering tags on your mobile device, use talk-to-text to go even faster.



## Print Your Tags

Print tags on 8.5"x11" white cardstock. Tags print 9 per page.





# STEP #4 Prep



## Preparing Your Items & Attaching Tags

Now that your JBF tags are printed, cut them apart and sort them by gender, type and size to make this step go smoother.

### Gather these supplies to make your prep faster:



- child & adult size plastic hangers • curling ribbon/string • zip-ties
- clear self-sealing gallon/quart bags (zip-loc) • clear (saran) wrap
- clear packing tape & blue painter's tape • scissors • hole-punch
- 1 1/2" & 2" safety pins or tagging gun & barbs • batteries



## CLOTHING

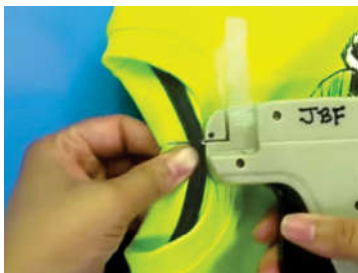
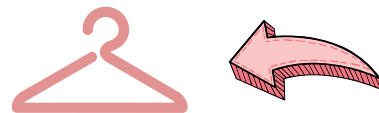
### Hanging & Tagging Clothing

Put clothing on a **plastic** hanger (size 7+ on adult size hangers). Items on wire hangers will not be accepted as they get tangled in the racks and poke holes in shopper bags.



#### Direction of hangers:

Be sure the hanger hook opens to the left, like a question mark.



#### Attach JBF tag to the item with:

- a safety pin: at the top right area of item
- a tagging gun: in garment tag or an inside seam

**NEVER puncture fabric with a tagging gun needle - it will make a hole in the fabric.**

# Tagging Guns



## Using a Tagging Gun to Attach JBF Tags

Many JBF Sellers find it much faster to attach JBF tags to items using a tagging gun instead of safety pins.



## Please follow these Tagging Gun Guidelines to prevent damage to your items.

### 1 Attaching To Garment Tag

If the clothing has a garment tag at the neckline, always use it when attaching your JBF tag.



### 2 Attaching To Inside Seam

If the clothing does NOT have a garment tag at the neckline, puncture the inside seam when attaching your JBF tag.



### 3 Attaching To Left Armpit Seam

If the clothing does NOT have a garment tag OR an inside seam at the neckline, puncture the item's LEFT armpit seam when attaching your JBF tag (so that your tag is closest to the shopper when the item is hung up).



**Never puncture fabric with a tagging gun needle - it will create a hole**



# Safety Pins



## **Hanging single or multiple pants/skirts/shorts**

With a LARGE safety pin, pin through the waistline of one or multiple same sized pants/skirts. Attach around the top angled part of a single hanger, NOT the bottom straight edge. This prevents the pants from sliding to one side of the hanger.



## **Putting together outfits**

It's okay to bundle items into sets. Items must be of the same size. Hang the shirt first. Pin second shirt or pants/shorts to the back side, pinning through the shirt PLUS the top angled part of the hanger so it doesn't pull on on the main shirt.



## **Hanging multiple onesies & thin strap shirts/swimsuits**

Pair up to 5 same size onesies for a set. Hang one of the onesies on a child size hanger. Arrange the others in a pile, use a LARGE safety pin to attach them to the back of the hanging onesie, going through the item PLUS the top angled part of the hanger. Pin thin strap shirts/swimsuits the same way.



# STEP #4

# Prep



## Accessories

Use clear self-sealing gallon/quart size bags (ziploc) to bundle sets of socks, tights, under garments, hair accessories and infant mittens. Display neatly so shopper can see well. Tape JBF tag to the outside of the bag (try not to tape over barcode) and tape the bag closed.



## Hats

Simply attach JBF tag to hats using a safety pin or tagging gun. No need to use a bag. The hats will be displayed by using accessory clips at the sale.



## Shoes

Must be in LIKE NEW condition with NO scuffed toes or dirty leather. Use a MAGIC ERASER to clean the show (see photo). Attach with string, ribbon or zip ties. Please do not use shoe boxes or ziploc bags.



## Books

Use blue painter's tape to attach JBF tag to the BACK of the book. Books that are too worn, have long inscriptions or have pages written on WILL NOT be accepted. Short inscriptions are acceptable or can be covered neatly with a white sticker.



## Games

Make sure ALL pieces are included. Games must be in the ORIGINAL box. Tape the game box shut & include working batteries if needed. Tape JBF tag to the back of the game box.



## Puzzles

Put together the puzzles to ensure ALL pieces are included. Puzzles must be in the ORIGINAL box. Tape the tag onto the back of the puzzle box. For wooden puzzles, fully cover the puzzle in plain saran wrap & tape the overlap securely so you can see the puzzle and keep it together.



# STEP #4 *Prep*



## TOYS & GEAR

### Three Essentials:

- Items clean with working batteries
- Tag is attached securely (won't fall off)
- All pieces included & secured together (won't separate; tape bags closed)



## LARGE ITEMS

### Preparation:

Make sure to clean the items thoroughly. Machine wash any padding that can be separated from the item. An item that is too large to be put in a blue IKEA bag will need a yellow claim ticket.

### At Drop Off:

Bring your printed JBF tags unattached. You will staple them to yellow claim tickets at Drop Off. Then attach the claim ticket to the actual item. This allows shoppers to claim the item without having to carry it around.





STEP #5

# Drop Off



## You did it!

Now that your items are tagged, you'll want to pack items **organized by type and size** so that your Drop Off process is easy and fast.

## Seller Drop Off for JBF Eagan MONDAY 4/28 & TUESDAY 4/29

**EAGAN CIVIC ARENA  
3870 PILOT KNOB ROAD; EAGAN**

- 1** Buy a Consignor ticket on RegFox to prepay your consignor fee which reserves your spot then choose a drop-off and pick-up time.
- 2** All first-time Consignors will bring their items to the Education Station to have the items inspected. Items that are pulled due to being stained, unacceptable or overpriced will be sorted and bagged separately with your unsold items to collect at pick-up.
- 3** You'll hang all clothing in gender/size areas within the categories (Tops, Bottoms, Dresses, Onesies, Pajamas, Jackets) on the hanging racks. Gymnastics/Dance, Swim Wear and Team Apparel are hung in separate sections. Then you'll bring the non-clothing items to the appropriate Drop Zone or where they belong on the sales floor.
- 4** Remember for your Large Items, you will attach your printed JBF tag to a yellow claim ticket. Then you put the yellow claim ticket on the items.

*That's It! You're Done!*

# During the Sale



Make time to  
**SHOP**

MAKE SURE YOU GET THE BEST  
DEALS FOR YOUR FAMILY!



## Watch Your Consignor Check Grow

You can view your sold items!  
Log in to your JBF Profile, click  
on TAGGING, then choose  
REPORTS.



## Share Free Tickets

Time to tell everyone to shop!  
The more you share, the bigger  
your consignor check will grow.  
Be sure all families in your life  
know about the resource of JBF  
this week!



## Unsold Items Donated to Charity

Distributed to help local families  
through our Charity Partners:  
Marie Sandvik Center, Wakota  
Life Care Center and ISD 196.  
You'll receive a donation receipt  
for tax purposes.



## Presale Shopping - sign up

- **Wednesday | April 30**

PrimeTime | 4:00pm

Educators | 5:00pm

Families of: Military/Police/Firefighter/  
EMT/Nurses | 6:00pm

1st Time Parents | 7:00pm

*\*\*No children under 10 allowed at Presales  
(infants worn in a front carrier are allowed)*



## PUBLIC SHOPPING - sign up

- **Thursday | May 1 | 10-7pm**

- **Friday | May 2 | 10-5pm**

*FREE ticket online*



## SECOND DROP-OFF (optional)

- **Thursday | May 1 | 7-8pm**

*non-clothing items only*



## HALF-PRICE PRESALE - sign up

- **Friday | May 2**

PrimeTime | 6:00pm

Educators | 6:30pm

Families of: Military/Police/Firefighter/  
EMT/Nurses | 6:30pm

1st Time Parents | 7:00pm



## PUBLIC HALF-PRICE DAY - sign up

- **Saturday | May 3 | 10-4pm**

*FREE ticket online*

*\*\*Children are allowed at Half-Price Presales  
with an adult shopper.*



## SELLER PICK-UP - sign up

*(If unsold items are not donated)*

- **Sunday | May 4 | 3-6pm**