

YOUR GUIDE TO

Selling

with JBF Kirkwood/Arnold

**JUST BETWEEN
FRIENDS**



Cash In & Clean Out!

Questions? Join our Facebook Group for quick Q&A. [facebook.com/groups/Just Between Friends Kirkwood/Arnold Consignor Community](https://facebook.com/groups/Just-Between-Friends-Kirkwood-Arnold-Consignor-Community)

Ways to sell



You're going to love clearing out your clutter and passing along great quality items to local families. We're here to show you how.

We offer 4 ways to sell with us:

DIY Seller: Sellers prep, price, create tags in our online tagging system, drop off, go through the inspection process & set out their items at the venue on drop off day. Seller earn 60% on their sold items.

Valet Seller: Sellers prep, organize and drop off items to one of our pro taggers. JBF Taggers will hang, price, create the tags and deliver the items to the sale. Seller earn 45% on their sold items.

Quick Cash Seller: Seller brings like new items to the sale venue and JBF will make an offer for the items. Payout is in the form of e-check or JBF Bucks.

Consignor Concierge Service: We offer three 3 options.

- **Drop Off only:** Seller preps & tags their own items. Seller contacts Tracy to arrange a Drop Off time prior to the scheduled Seller Drop Off day, TBA for Spring 2024. For a fee JBF will deliver the items to the venue, inspect & place the items on the sales floor for the seller.
- **Pick Up only:** Seller preps & tags their own items. Seller contacts Tracy to arrange a pick up time the week after the sale is completed. For a fee JBF will pack up & take all unsold items for sellers to pick up in the South County area.
- **Drop Off & Pick Up:** Seller preps & tags their own items. Seller contacts Tracy to arrange a drop off & pick up time. For a fee JBF will deliver the items to the venue, inspect & place the items on the sales floor and take all unsold items for the seller to pick up after the sale is complete.

Terms & Conditions for all seller types can be found on the website.

Questions? Join our Facebook Group for quick Q&A. [facebook.com/groups/Just Between Friends Kirkwood/Arnold Consignor Community](https://facebook.com/groups/Just-Between-Friends-Kirkwood-Arnold-Consignor-Community)

Seller Support



MEET THE OWNER & SALE ORGANIZER

Hi! My name is Tracy Warren. I am the owner of the Just Between Friends Kirkwood/Arnold franchise.

My husband, Nick & I have three sons and two grandkids. They keep us entertained & busy all the time!

I purchased the franchise in 2018 because I believe in the mission behind JBF! I enjoy being able to help families say "YES" to their kids through selling & shopping resale.

Reach out if you need help through the selling process. You can email me at tracywarren@jbfsale.com or text 314-498-9791.



Meet Krystyna Walleman, the JBFKA seller coach. Krystyna has been selling & shopping with JBF for eight years. She is committed to helping new sellers understand the selling process & to be successful!

Krystyna is available to help guide new sellers through the selling process. She can answer questions about tagging, offer tagging tips & tricks, and offers general encouragement along the way. Krystyna will be your biggest cheerleader!

To ask a question, email jbfbkasellercoach@gmail.com OR text 314-570-9026



Questions? Join our Facebook Group for quick Q&A. [facebook.com/groups/Just Between Friends Kirkwood/Arnold Consignor Community](https://facebook.com/groups/Just-Between-Friends-Kirkwood-Arnold-Consignor-Community)

Seller Incentives



SELLER REFFERAL PROGRAM

Refer someone to SELL with JBFKA! Refer a friend who has never sold with JBF before to sell at the upcoming sale and you & your friend will earn a \$10 bonus in your seller check.

Referral seller form must be completed before or at Seller Drop Off.

Bonus applies if both sellers register for the upcoming sale, tag & drop off items.
Referral is not valid for sellers immediate family members.



SHOPPER REFERRAL PROGRAM

Refer your friends to shop at the sale and WIN!

Write your name on your "guest pass" and share it with a friend to use during the Seller Presale.

When your friend turns in the pass you will be entered into a drawing to win a \$25 JBFKA gift certificate to be used at the Half Price Presale or Half Price Day.

Winner of gift certificate will be notified via text prior to the Seller Half Price Presale.

*JBFKA has the right to eliminate referral programs at any time.



Questions? Join our Facebook Group for quick Q&A. [facebook.com/groups/Just Between Friends Kirkwood/Arnold Consignor Community](https://facebook.com/groups/Just-Between-Friends-Kirkwood-Arnold-Consignor-Community)

STEP #1

Register



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.

First Things First:

Seller Registration is a TWO part process. Both steps can be completed through the QR code below.

Step #1: Create a JBF account or Login to your existing account. Find the upcoming Kirkwood/Arnold sale and click the sign up button.

Step #2: Sign the Seller Waiver, select a Drop Off appointment & pay the seller fee. Once you have completed both steps you are officially registered to sell with us. WELCOME TO THE JBFKA FAMILY!

Scan me



Seller Pay Rates:

DIY sellers earn 60% & Valet sellers earn 45% on sold items. Sellers who choose to help at the sale earn 5-10% more on sold items.

Fees:

Each sale, there is a low administrative fee per JBF seller number.

Seller Payout Method:

Sellers receive an E-Check within 2 weeks after the sale. E-Checks are printed at home and deposited like a regular check. In rare cases, sellers chose to request a paper check via U.S. mail. Choose your payment method when you schedule your Drop Off appointment.

STEP #2

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

- sheets + towels
- diapers + new supplies
- step stools
- pillows + blankets
- maternity wear

Playrooms

- puzzles + games
- family DVDs
- dress up + costumes
- crafts + 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

- exersaucers
- rockers
- play kitchen sets
- tool bench play sets

Furniture

- toddler beds
- dressers + bassinets
- rockers + 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



What to Sell - Spring



PLEASE BRING YOUR BEST HANGING CLOTHING ITEMS

Girls & Boys Preemie to Youth size 18

35 hangers of girls junior and 10 hangers of maternity clothes

Max: 3 of Identical New Items, (1 item = 1 tag)

We accept all season clothes for Preemie - 12 months & Maternity

Short-sleeved items,
long sleeve shirts that are
lightweight & pastel/light
color



Shorts, skirts, capris
summer dresses,
tank tops
jeans, athletic pants



Lightweight summer
pajamas and sleepwear



Sandals, rain boots,
Crocs, water/swim shoes,
tennis shoes, dress shoes



Cotton sweatshirts
and hoodies
lightweight jackets
raincoats & summer
accessories



Swimsuits and
swim accessories



Fan gear, Costume &
Dress Up, Wedding &
Formal Attire,
Holiday Outfits: St. Patrick's
Day, 4th of July, Easter



NO THANK YOU ITEMS

**There are some items
we know we cannot
sell right now.**

**To those items, we
say "no thank you"
for NOW—but
please check FALL
page list of items
when you CAN sell
these.**

X long-sleeve
shirts/sweatshirts/hoodies
jackets or coats that are
heavy fabrics (such as
fleece, flannel & cordory),
fall & winter patterns or
dark colors.

X Out of season holiday
clothing (Ex: Christmas,
Halloween, Easter,
Valentine's Day)

X used underwear

X flip flops

X fleece pajamas

X winter pajamas

X fleece sleepers & sleep
sacks

X snow boots

X winter jackets/vest or
snowsuits

X winter accessories

X non-maternity brand
clothing/adult clothing



tracywarren@jbfsale.com
FACEBOOK.COM/JBF.KIRKWOOD.FENTON

What to Sell - All Year



Safety First: All items must meet safety standards. Please check for recalls and be sure all safety straps are included. We can not accept baby gear, equipment or furniture that is over 6 years old.

Item Limits: Max of 5 blankets/sheets & 3 "NEW" Identical Items (1 item = 1 tag.)

Plates, cups, utensils, lunchboxes, backpacks & diaper bags



New pacifiers, bottles w/ nipples removed, bibs, bathtubs, potty chairs,



Animated stuffed characters, Disney, Build-a-Bear or Kohls Cares for kids characters with book



Soft infant toys **WITH sound/rattle**



Cribs, toddler-twin beds, bed rails, co-sleepers, bassinets



BOOKS: Soft, board picture, chapter educational & tween. Kids Arts & Crafts kits, Games, Puzzles, Movies & Video Games



Instruments, Toys & Sports Equipment



NO THANK YOU ITEMS

There are some items we know we cannot sell, no matter what the season due to safety concerns.

- X formula
- X any item with food in it
- X medicine
- X make-up or nail polish
- X Any OPENED baby/child toiletry product
- X USED nipples
- X USED pacifiers
- X breast pumps or pump accessories
- X basic stuffed animals (they must have sound or movement. **Exceptions: Disney characters, Build-a-Bear and Kohls Cares characters with coordinating book**)
- X drop-side cribs
- X crib bumpers
- X baby wedges or
- X inclined sleepers of any kind
- X full+ size beds
- X comforters, duvet covers, quilts of any size
- X adult books/self-help books
- X cookbooks
- X library books, used coloring/activity books
- X adult craft kits
- X R-rated DVDs
- X Mature or Adult content video games& movies
- X DVD's or video games not in dvd/cd case
- X VHS tapes



tracywarren@jbfsale.com

FACEBOOK.COM/JBF.KIRKWOOD.FENTON

What to Sell - Large Items

**JUST BETWEEN
FRIENDS**

These items are a "YES!" at any of our sales (and they usually sell well)!

Safety First: All items must meet safety standards. Please check for recalls and be sure all safety straps are included.



tracywarren@jbfsale.com

[FACEBOOK.COM/JBF.KIRKWOOD.FENTON](https://www.facebook.com/jbf.kirkwood.fenton)

STEP #3

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 Back to School 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 car seats, cribs, infant equipment & toys. All of the Recalls & Safety Standards are listed at **jbfsale.com** for you to check each of your items before you sell.



Safety Waivers Required for all Cribs & Car Seats.

Find them on our website at kirkwoodarnold.jbfsale.com/how-to-sell

Inspection Watchlist

We will be looking for the following during seller inspection



STAINS



DIRTY



TEARS/HOLES



ODORS

SMOKE

MILDEW

PET



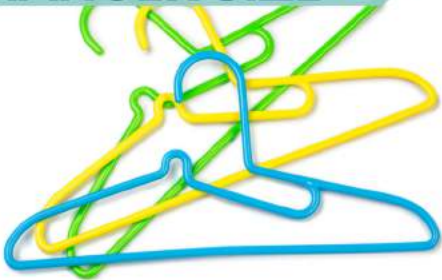
EXCESSIVE WEAR/PILLING



PREPPED INCORRECTLY



PROPER HANGER SIZE



JUNIORS: LIMIT 35



JUNIORS: BRAND LIST



MATERNITY: LIMIT 10



PRICED TOO HIGH



WRONG SEASON



Wowing

our Shoppers with Quality
Items at Incredible Prices!

Inspection Guidelines



Help us keep shoppers coming back by checking your items carefully

.....

We will inspect items on the sales floor to ensure they meet sale requirements for cleanliness, seasonality, functionality and recalls.

- Items must be clean, stain-free with no odors, no holes or other damage, not heavily worn or outdated styles and be the correct season for the current sale.
- If 2 or more items are pulled off the sales floor at any time due to stains, wear, broken/damaged, missing pieces then the seller will be charged .25 per item pulled. The item will be marked with reason for return & given back to the seller at pickup (unless it was marked for donate).
- Items that require batteries need to have working batteries included. If JBF needs to provide a battery/s to an item, a \$1-2 (based on battery size) fee will be deducted from the seller's check.
- Non-accepted items will be returned to the seller after the sale or donated to the charity partner based on how the tag is designated.
- If a shopper returns an item due to missing pieces or is defective/non-working a \$3 fee will be deducted from the seller's check. The sale transaction will be voided and the shopper will be issued a refund.
- JBF reserves the right to pull items from the sales floor that do not adhere to the 50-90% off retail prices that we advertise.

Questions? Join our Facebook Group for quick Q&A. [facebook.com/groups/Just Between Friends Kirkwood/Arnold Consignor Community](https://facebook.com/groups/JustBetweenFriendsKirkwoodArnoldConsignorCommunity)

Perfect Seller Program



About the Perfect Seller Program:

The program was created to reward sellers for bringing quality items acceptable to sell with JBFKA. Items are in season, in excellent condition and have not been recalled by CPSC.

PC list is published twice a year, prior to the Spring & Back to School sale.

The PC list can be found on the website and in the Facebook Consignor Community group.



Here are some tips on how to do that:

Sellers participating in the JBFKA sale are eligible to be a PC for the next season. Participate in the Spring sale = eligibility at the Back to School sale. Participate in the Back to School sale = eligibility at the Spring sale. If a seller chooses not to sell at the following sale the PC status is lost.

Sellers must have 5 or less "No Thank You" items during the sale. No thank you items are pulled during inspection and throughout the sale week.

We want everyone to be a Perfect Seller!

Here are some tips on how to do that:

Bring items that are clean, current and in excellent condition.

You are required to check your items for recalls prior to bringing them to the sale. Do this by checking the CPSC website.

When using a tagging gun or safety pins be sure not place permanent holes in the item by placing your tagging gun barb or pin in a safe location.

Bring items that are seasonally appropriate.

Perfect Seller Benefits:

Spot check inspection for clothing & shoes. This type of inspection will save you time at Seller Drop Off.

Questions? Join our Facebook Group for quick Q&A. [facebook.com/groups/Just Between Friends Kirkwood/Arnold Consignor Community](https://facebook.com/groups/Just-Between-Friends-Kirkwood-Arnold-Consignor-Community)

STEP #4 *Price*



Shopper-Focused Pricing

Ask yourself, "What price would make me buy this item without hesitation...and brag about my bargain to my friends?"

Retail Price	JBF Clothing Price	Pricing Non-Clothing Items	
less than \$10	\$1-2 Value Brands: Cherokee, Circo, Faded Glory, Garanimals	Toys Books Baby Gear Furniture Electronics Strollers + Joggers Sporting Goods	 <p>Price a little higher for:</p> <ul style="list-style-type: none"> • new with tags • hot selling • like-new • large toys
less than \$20	\$3-6 Standard Brands: Carter's, Old Navy, Children's Place, Nike	60-80% off retail	<p>Price a little lower for:</p> <ul style="list-style-type: none"> • infant clothing • play clothes • good condition • maternity 
more than \$20	65-75% off retail Boutique Brands: Crewcuts, Mud Pie, Matilda Jane	Want to SELL Even MORE? Choose to REDUCE, which allows your items to sell at 50% off during discount sale days	



Bundle Items to Save Time

As you are thinking about prices, consider creating sets or bundles. Put an outfit together, or a set of same-size onesies. Bundle 6 pair of socks together, or several superhero figures. Shoppers love it, and you only have to create one JBF tag!

Creating Tags

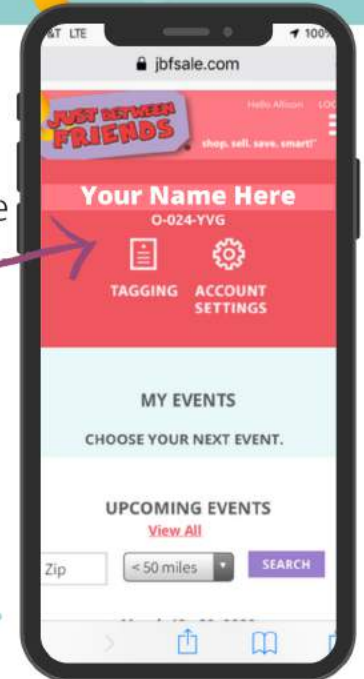
JUST BETWEEN FRIENDS



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. Go to <https://kirkwoodarnold.jbfsale.com>
2. Go to the Sell page
3. Select seller login drop down tab
4. Select Profile button
5. Click on TAGGING icon



Creating Tags

Item Description* 2pc Baby GAP navy blue hoodie and joggers

Price* 3.50

Category Clothing-Girls

Size 18 mo

Reduce ☒

Donate ☒

Quantity* 1

Enter an accurate description; Brand of Items, Color & Description

Vague descriptions prevent us from matching any lost & missing tags

You choose the price

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

Indicate size for clothing and shoes. Wrong or no sizes will prevent shoppers from buying items

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 save time.



Questions? Join our Facebook Group for quick Q&A. facebook.com/groups/JustBetweenFriendsKirkwoodArnoldConsignorCommunity

Printing Tips



Printing Tags:

Print tags on 8.5" x 11" **white cardstock (not regular copy paper)**

Tags automatically print 9 to a page

1. Select the checkboxes next to the pages you want to print
2. Hover over "print tags" and select "PDF"

Keep in mind that printed tags cannot be altered without reprinting them! We will not accept tags with handwriting on them. If you decide later to reduce an item, you will need to reprint the tags as placing a sticker or marking out the star on the tag doesn't reduce the item.

NOTE:

If you are printing from a mobile device you will have to print in a HTML format. However, we do not recommend printing in this format as it causes issues at the register when scanning the barcodes.

You can download the PDF tags and take them to your local library or office supply store for printing. Bring your own cardstock to save money. We also offer printing of tags for a small fee. Email tracywarren@jbfsale.com for more information.



Printing Issues:

Is your ADOBE PDF up to date? You can download the latest version for free.

Printing works best in FIREFOX. Try a different web browser.

When using a Mac you may have to download tags first, then print them from the download. Try Google Chrome if you are using a Mac.

STEP #5 *Prep*



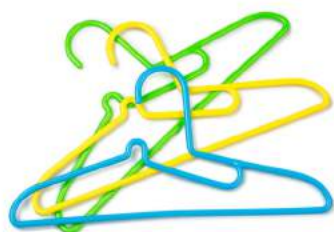
Preparing Your Items & Attaching Tags

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:

- hangers
- zip-ties
- hole-punch
- white card stock
- Scotch, packing & painter's tape
- clear self-sealing bags (zip-loc)
- clear (saran) wrap
- Magic Eraser
- safety pins or tagging gun
- ribbon/string
- scissors
- Clorox wipes



Get tagging supplies in one spot to save time!
Scan the QR Code to access tagging supply order form.



STEP #5 *Prep*



Hangar Direction & Size

- Be sure the hanger hook opens to the left, like a question mark.
- Attach JBF tag to front of item.
- Use kids hangers for Infant to 5T and adult hangers for kids size 6 and up.



Creating Outfits

- Bundling items into sets is a great way to sell.
- Secure pieces to hanger using safety pins.
- Tape hangers tightly together so outfit remains together as a set.

Please DON'T use rubber bands or zip-ties to bundle hangers together as they can easily fall off or be removed by a shopper.



Proper Use of a Tagging Gun

- If you use a tagging gun to attach JBF tags, only puncture the manufactures tag, inside seam or at the seam under the right armpit so that the fabric is not damaged.
- We can't accept items that have been damaged due to improper use of a tagging gun.



Hanging Multiple Items on a Hanger

- Multiple items that are all the same size can be hung on a single hanger.
- Use a safety pin or tagging gun fastener (through a sturdy waistline) to attach pants/skirts to the top portion of the hanger.

STEP #5 *Prep*



Clothes, Sheets, Blankets, Etc.

- Hang all clothing items, sheets & blankets,, nursing, car/shopping cart covers, and infant carriers in lieu of placing them in clear bags.
- Use a small safety pin to attach the blanket together around the hanger.



Boys & Girls Accessories

- Use clear bags to bundle sets of socks, hair accessories, kids jewelry, new underwear and infant mittens.
- Display neatly so shopper can see well.
- Place JBF tag inside and tape bag closed.



Hats, Gloves, Belts

- Attach tag to items using a safety pin or tagging gun.



Shoes

- Use zip-ties or curling/balloon ribbon to attach the tag and shoes together.
- For shoes that don't have shoe strings, such as rain boots, rubberband them together. Tie or staple on the tag.

Juniors/Young Men Clothing Brand List



These are brands that we will accept for Juniors & Young Men
Please size all Juniors clothing using S, M, L, XL or Plus on your JBF tags.
Teen boys please list the waist size in the description,
S 28-29, M/30-32, L/34-36, XL/38-40. We will accept any Sports Teams.

- 7 for all Mankind
- Abercrombie
- Adidas
- Aerie
- Aeropostale
- American Apparel
- American Eagle
- American Rag
- Arizona Jean Company
- Athleta
- Billabong
- Bebe
- Blessed Girl
- Calvin Klein
- Carhart
- Champion
- Charlotte Rouse
- Chinese Landry
- Columbia
- Converse
- Diesel
- DKNY
- Espirit
- Forever 21
- Free People
- GAP
- Guess
- H&M
- Hollister
- Hurley
- Juicy Couture
- Levi's
- Life is Good
- Lucky Brand
- Lululemon
- Mudd
- Madewell
- Nike
- The North Face
- Old Navy
- Patagonia
- PINK
- Puma
- Paul Frank
- Quicksilver
- Rampage
- Reebok
- REI
- Roxy
- Rue 21
- Russell
- Steve Madden
- Simply Southern
- SHEIN
- Timberland
- Tommy Hilfiger
- True Religion
- Urban Outfitters
- Ugg
- Under Armour
- Vans
- Vineyard Vines
- Wrangler Jeans
- XOXO

STEP #5 *Prep*



Toys

- Use clear bags for small toys or groups of toys. Tape tag to the bag & tape the bag shut to secure.
- For larger toys tape tag directly to the item with painters/packing tape. For toys with multiple pieces, place items in clear bags and attach to the toy with zip-ties or tape.



Books & Games

- Attach tag to books & games with painters tape as it won't damage the item.
- Bundle a group of books together with curling/balloon ribbon.
- Tape game boxes shut to secure the item.



Puzzles

- Place puzzles in clear plastic bags. Tape the bag shut and tape the tag to the bag.
- Tightly wrap larger puzzles in clear saran wrap and use packing tape to secure the saran wrap. Tape the tag to the saran wrap, not the puzzle pieces to avoid damaging the puzzle.

TAGGING VIDEOS



STEP #5 *Prep*



Large Items

At seller drop off you will place a yellow claim ticket on large items (see large item list on next page). During the sale shoppers will claim the item by detaching the lower portion of the claim ticket & giving it to the cashier upon checkout.

How -To

Refer to the graphic for details on how to use the Large Item Claim Tickets.

- Create your tags online
- Don't attach them to the item, instead put them in an envelope and bring them to Drop Off.
- Pick up a Yellow Claim Ticket at the Recall Station during Drop Off.
- Attach the top of your white tag to the top of the yellow tag.
- Attach the bottom of your white tag to the bottom of the yellow tag
- Tape or Zip tie the yellow Claim Ticket to your item. (Supplies will be provided at Drop Off)



Questions? Join our Facebook Group for quick Q&A. [facebook.com/groups/Just Between Friends Kirkwood/Arnold Consignor Community](https://facebook.com/groups/JustBetweenFriendsKirkwoodArnoldConsignorCommunity)

Yellow Claim Ticket Items



Here is a list of items that would require a claim ticket. These items are not easy for shoppers to carry around while shopping.

- Bikes, Tricycles & Scooters
- Bike Trailers
- Cozy Coupes
- Wagons
- Play Tents
- Large Rocking Horse
- Train Tables
- Tool Benches
- Floor Doll Houses
- Floor Art Easels
- Play Kitchens
- Trampolines
- Basketball Goals
- Water & Sand Tables
- Slides
- Bounce House & other Large Outdoor toys
- Toyboxes & other Large Toy Storage items
- Furniture - Dressers, Changing Tables, Gliders, Cribs, Toddler Beds, Crib Mattress, Table & Chair set, Bed Rails, Safety Gates, Bean Bag Chairs, Desks
- Baby Equipment - Pack N Play, Bassinets, Co-Sleepers, High Chairs, Strollers, Exersaucers, Jumpers, Swings, Car Seats, and Bouncers

Examples of items that DO NOT require a claim ticket are;

- Toddler Ride On Toys
- Princess Castles & Racetracks
- Infant & Toddler Activity Tables or Push toys
- Infant Sit Me Up seats and Activity mats
- Safety Gates

Contact Tracy at 314-498-9791 if you are unsure if an item needs a claim ticket.

100% on
your

1ST




















\$100 in
Sales



Pick 5



JBF PICK 5: Earn 100% on your first \$100 earned
Bring 5 or more of the items listed below to qualify!

 Bike/Tricycle	 Car Seat *Booster Seats Excluded	 Glider
 Pack-n-play	 Full Size High Chair	 Full or Portable Swing *Doorway Swings Excluded
 Bedside Sleeper or Bassinet	 Mamaroo	 Full Size Play Kitchen
 Toddler Slide	 Infant Walker *Push Walker Excluded	
 Cozy Coupe	 Stroller *Umbrella Strollers Excluded	
 Picnic Table	 Wagon *Ride-In Only	
 Play House	 Jumparoo or Exersaucer *Doorway Jumpers Excluded	
 Water Table	 Outdoor Play Center	

- All Items must meet JBF quality and safety standards and be priced according to JBF Guidelines.
- PICK 5 is applicable to DIY sellers only (Valet & Quick Cash sellers are excluded)
- Seller must fill out Pick 5 form at Seller Drop Off at the Safety & Recall Station to qualify for the program
- JBF Kirkwood/Arnold has the right to amend or eliminate this program at any time

Tips & Tricks



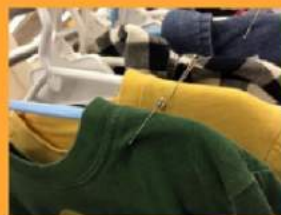
Safety Pin Do's & Don'ts

DO puncture inside seam or garment's tag
DON'T make a hole in the fabric
DO puncture heavy waistbands to attach pants, shorts, skirts to regular hangers



Safety Pin Don'ts

DON'T make a hole in the fabric



Hanging Pants on Regular Hanger

Skirts & Shorts Too!

A How-To Guide



Questions? Join our Facebook Group for quick Q&A. [facebook.com/groups/Just Between Friends Kirkwood/Arnold Consignor Community](https://www.facebook.com/groups/Just-Between-Friends-Kirkwood-Arnold-Consignor-Community)

Tips & Tricks



Tagging Gun Do's & Don'ts

DO puncture heavy waistbands to attach pants, shorts, skirts to regular hangers



DO puncture inside seam or garment's tag
DON'T make a hole in the fabric



Tips & Tricks



Safety pin infant carriers, backpacks and diaper bags to a hanger so they don't fall off.



Safety pin the front & back of the blanket so they don't fall off the hanger.



Use a Magic Eraser to clean dirty shoes & muddy soles.



Safety pin straps to the hanger so they don't fall off.

Questions? Join our Facebook Group for quick Q&A. [facebook.com/groups/Just Between Friends Kirkwood/Arnold Consignor Community](https://facebook.com/groups/JustBetweenFriendsKirkwoodArnoldConsignorCommunity)

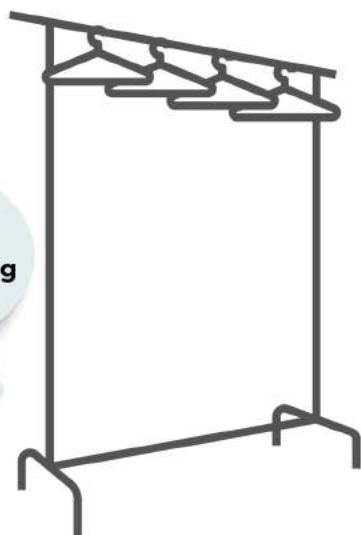
Organizing for Drop Off



PRO TIP: Label Totes, Boxes & Bags for a faster Drop Off



FYI...
We will have a
limited # of rolling
racks to use



PRO TIP:
Bring a wagon,
dolly or cart to
transport items!



Please Note: We are not able to store personal totes or containers at the venue. Make sure to break down your boxes & take them with you. Boxes, bags & totes will be checked upon exiting the building. Our goal is to keep your items safe & secure.

Questions? Join our Facebook Group for quick Q&A. [facebook.com/groups/Just Between Friends Kirkwood/Arnold Consignor Community](https://facebook.com/groups/JustBetweenFriendsKirkwoodArnoldConsignorCommunity)

STEP #5

Drop Off



You did it!

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



**SCAN THE QR CODE TO
SCHEDULE A DROP OFF TIME**



1

Sign up for a Drop Off appointment on our website. Plan for 60-120 minutes to drop off your items. Longer if you have 250+ items or are a new seller to drop off. Park and bring one tagged item to the Check In desk to be scanned. Grab a rolling rack and unload your vehicle.

2

Your first stop will be Clothing Inspection. Leave your clothing items here while you place your non-clothing items at our convenient DROP ZONES. Return to Clothing Inspection to pick up your items. You'll hang all clothing in gender/size/category areas on the racks.

3

Check for recalls at the Safety & Recall Station and place a yellow claim ticket on large items. Claim tickets and instructions will be available at Drop Off.

4

Make sure you stop by the check in desk on your way out!

Congrats...You are a Rock Star Tagger!

Drop Zones



What are Drop Zones?

We utilize 4 drop off zones during seller drop off: Books, Games /Puzzles, Toys & Shoes. The goal of drop zones is to have sellers presort items so that our team members can match up like items and make the sale floor look amazing for our shoppers.

Sellers are responsible for taking their items to the correct zone where you will leave them in the appropriate labeled bins. The team members will put them out for you. Sellers will place the rest of their items in the appropriate areas on the sales floor.



What about Security & Loss Prevention?

We have a robust system for stewarding your items well during the time they are in our possession. You can ask ANY drop zone leader for assistance with high value or easy to take items. You can make use our locking case, or add security tags to your high value items. Below are some more specifics about how you will secure high value items.

Diaper Bags/Infant Carriers: When tagging, use zip ties rather than pins to secure high value items to hangers. Please ask for a security tag if you would like one.

Clothing: Security tags can be placed on high value clothing/accessories. Please ask for a security tag if you would like one.

Strollers/Wagons/Car Seats: Every item in this section will need a security tag and a claim ticket. Strollers will be zip tied individually to a chain, and shoppers will need to tear the bottom of the claim tag to purchase. Please remember to fill out car seat and crib waivers (see safety guide).

Toys/Games/Media/Etc: Any high value or easy to steal item in these sections can either be locked in our security case, or have security tags added. It is your responsibility to reach out to a zone leader if you wish to have these accommodations for an item.



We value progress over perfection. We want to keep your wait times low and ask you to categorize at home to help this. Patience and understanding are appreciated.

Optional Mid Sale Drop Off



Refer to this list for acceptable items for Mid Sale Drop Off.

- Books
- Games
- Puzzles
- Large indoor/outdoor toys
- Baby Equipment (EXCEPT - Strollers, Car Seats/Boosters, Cribs & Toddler Beds)
- Infant Items - play mats, bathtubs, potty chairs, diaper genie, feeding items, baby carriers, etc.
- Sports Equipment
- Accessories - hats, belts, socks, etc.
- Backpacks, Lunchboxes & Suitcases
- Diaper Bags
- Arts & Crafts
- Toys
- Gaming Systems
- Movies
- Room Decor
- Nursery & Kids furniture



Visit the website for Mid Sale Drop Off date & times.

Please contact Tracy at 314-498-9791 if you need clarification on an item for Mid Sale Drop Off.

Sale Week



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

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



Unsold Items Donated to Charity

Are distributed to help local families through our Charity Partners, Feed My People & Books for Newborns. You can request a donation receipt at drop off to use for tax purposes.



Presale Shopping

Refer to the website for Presale shopping times.



Public Shopping

Refer to the website for dates and times. Free admission tickets can be found there too.



Second Drop Off (optional)

Refer to the website for dates times and what's accepted.



Half Price Presale

Refer to the website for dates and times.



Public Half Price Day

Refer to the website for dates and times. \$5 admission p/p 18+ or access free admission ticket on website.



Seller Pick Up

Refer to the website for Pick Up date & times.

SCAN THE QR CODE TO
ACCESS JBFKA WEBSITE



Seller Pickups



**SCAN THE QR CODE
FOR PICK UP TIMES**



1

CHECK IN:

To receive a pick up form & instructions

2

MISSING TAG STATION:

Items whose tags were separated during the sale will be here

3

CLOTHING:

Pick up all clothing by your seller number

4

TABLETOP ITEMS:

Pick up these items by your seller number

5

CHARITY DONATION:

Donate any additional items to our charity partner

6

CHECK OUT:

A team member will do a double check of your items upon exit

Pick Up Reminders

Double check that all items match your seller number!

Items not picked up by the deadline will be automatically donated to our charity partner. Sorry NO exceptions!

Donating ALL of your items? No need to pick up. Thank you for blessing other local families with your items!



Checks will be emailed/mailed two weeks after completion of sale.