



Valet Seller - Item Prep Checklist

Thank you for your interest in the Valet Selling Service with JBF Kirkwood/Arnold.

We appreciate the opportunity to help you sell your items at the upcoming sale. Please review the Valet requirements before you prepare your items to drop off to your tagger.

Please read this entire checklist as it's important you fully understand the expectations of using our Valet Selling service.

1. Items must be free of pet hair, smoke smell, stains, dirt, holes, excessive wear, out of style or with broken and/or missing zippers or buttons. All items must be in working condition with all parts and pieces. All electronic items must have working batteries. **PLEASE TAKE THE TIME TO WASH AND CLEAN ALL ITEMS BEFORE DROP OFF, AS IT IS NOT THE TAGGERS RESPONSIBILITY TO WASH, WIPE-OFF/CLEAN OR SANITIZE ANY ITEM.**
2. The Valet Tagger will inspect and notify Valet Seller of any items that were found to be unacceptable & unable to be tagged due to stains, dirt, pet hair, defects, etc. If rejected items exceeds more than 5% of the number of consigned items JBF will impose a rejection fee of 50 cents per item.
3. Items must be sorted by category and brought in boxes and/or bins labeled with your name. **THE BOXES/TUBS WILL NOT BE RETURNED.** No BAGS please, they are more difficult to label and do not stack, and your items are not protected as well. You can look on FB marketplace for free boxes or ask grocery local grocery stores. Banana boxes work great.
4. All your Items must be dropped off at one time, (if more than one trip is necessary because of space, you must discuss this with your tagger/you may not drop off, and then weeks later, drop off more unless it has been arranged with your tagger)
5. If Valet Seller does not provide batteries and/or hangers, JBF will charge the seller for them. Fees are listed below. These fees will be taken out of the Valet Seller's check.
6. All items will be marked to be sold at 50% during the Consignor Half Price Pre-sale and the Public Half Price sale. Pricing is set by the Valet Tagger per JBF guidelines.

7. Valet Sellers cannot set their own prices and are not allowed to adjust pricing. If you are choosing to sell a very expensive item, please discuss pricing of that item with your tagger at your drop off meeting.

8. Please check all your items for recalls. You can refer to our Product Safety guide (found on our website) and the Consumer Product Safety Commission website (<https://www.cpsc.gov>)

9. Valet Sellers have the option of picking up their unsold items or donating them at the end of the sale. It is NOT the responsibility of the tagger to pick up the seller's unsold items.

Please be courteous of our valet taggers' time and efforts as they are working hard to put cash in YOUR pocket! Your quality items should be dropped off in "sale ready" condition sorted by size and gender and outfits together.

CLOTHING

- Clothes need to be sorted by size & gender
- Pair outfits (include accessories and/or shoes if applicable) together by folding them or using ribbon to keep them together (sizes MUST match--cannot pair size 5 and 6 even if same brand)
- All clothing needs to be freshly laundered--no pet hair or cigarette smoke
- We cannot accept any clothing with stains, tears or holes, NO EXCEPTIONS
- If you are providing your own hangers, please remember that size 5 and smaller should be on children's size hangers, size 6 and larger should be on adult size hangers.
- If JBF is providing hangers for you the cost is \$.12/hanger. Hanger fees will be deducted from the seller's check.
- Refer to the "What to Bring" guide for list of acceptable clothing items, sizes and item limits.

SHOES

- Shoes must be VERY clean and in VERY good condition. The tread must be good, no worn toes, major scuffs or muddy/dirty soles, etc.
- Refer to the "What to Bring" guide (on website) for list of acceptable items and item limits.

TOYS

- Toys must be clean and in good working condition. Working batteries are required so the tagger & shopper sees that the item works. If the tagger has to provide and/or replace a battery JBF will charge \$1/battery for size AA or AAA and \$2/battery for C,D or any other type of battery. Battery fees will be deducted from the seller's check.
- Pieces that go with certain toys should be attached to the toy, (bagged if small) so the tagger clearly knows what items go together.
- Refer to the "What to Bring" guide (on website) for list of acceptable items and item limits.

BOOKS/PUZZLES/GAMES

- Puzzles and games must have all their pieces. We will not sell them if they are missing pieces.
- Books should not be damaged, missing pages, or marked in. You can use white out to cover up any writing that might be on the inside cover of the book.

DVD's/CD's/ELECTRONIC GAMES

- Please make sure these items work. It is so disappointing to a shopper's kids to pop in a DVD and to have it not work. Make sure the DVD/CD is clean and in the case. No DVD/CD will be accepted with scratches, broken or not in the case.
- Nothing over PG will be accepted; and all games/etc must be rated family friendly/Everyone, as we are a family friendly sale.
- Refer to the "What to Bring" guide (on website) for list of acceptable items and item limits.

EQUIPMENT

- All infant equipment should be very clean, no food residue, stains, dirt or spit up on the fabric. If fabrics can be laundered, please do so prior to dropping off.
- Make sure the item is in good working condition, that the wall plug works and is attached to the item (or placed in baggie). Please make sure the item has working batteries as well.
- Equipment needs to have all parts & pieces.
- Equipment should not have rips, holes, stains or broken pieces.
- Cribs (including convertibles that become toddler beds) made before June 2011 will NOT be accepted.
- Cribs need to be complete with all hardware. A crib waiver will need to be signed and given to your tagger at your drop off appointment.

CAR SEATS, BOOSTERS & BASES

- We do not accept car seats (boosters or bases) that are expired. Car seats (boosters and bases) have an expiration date either printed or stamped into the car seat, or google the make/model/serial number.
- Please make sure the fabric is stain free and that the car seat /booster is clean.
- For JBFKA to sell car seats (including boosters and bases), you must be the original owner and provide a copy of the owner's manual. If you do not have it, you can go to the manufacturer's website and print one.
- We also have a car seat checklist and waiver that will need to be signed and given to your tagger at your drop off appointment.

MISCELLANEOUS

- Additional items (such as feeding, bedding, bathing, nursing, etc) may be boxed together. Please make sure all items are clean and in good working condition. Working batteries are required.
- Refer to the “What to Bring” guide (on website) for list of acceptable items and item limits for bedding, blankets, etc.
- We only accept infant, kids & teen room décor – No mommy mart items such as home décor, purses, etc.
- Kids furniture must be in good condition, clean, no stains or major scuffs, etc.
- All hardware must be included with furniture

REJECTED ITEM FEES

Our taggers tag for many sellers, and these requirements are in place to help you make the most money and to respect the taggers time. Your items will be spot checked at drop off. If your items are NOT sorted & clean according to the above standards, we will not be able to accept it at the drop-off appointment. If your tagger receives your items but upon further evaluation, they do not meet our requirements, your tagger will notify you to pick up your items. You will be asked to take them home to sort them properly and then return them to the tagger within 2 days. If your items are not properly sorted at drop off and you are asked to take them back for sorting, then we cannot guarantee we will have time to tag all of your items for you.

We will inspect the items and tag everything that meets our standards. Our Valet inspectors are looking for the best quality items staying true to our JBF standards. If you incur a rejected item fee as noted in the Item Prep Checklist, fees will be deducted from your seller check.