

YOUR GUIDE TO *Selling*

with JBF North Indy



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.



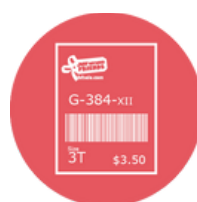
Gather



Sort



Inspect



Price



Prep



Drop Off

Table of Contents

Registration & Consignor Waiver-	2	Step 4: Pricing Guide-----	16
Step 1: Gather Items-----	3	Step 5: Prepare Your Tags-----	17
Item Limits-----	3	Tagging Supplies-----	18
100% of \$100 Bonus-----	4	Tagging Supply Pick Up Schedule---	18
Step 2: Sort Items-----	5	Prep Clothing-----	19
Step 3: Inspect Items-----	6	Prep Non Clothing Items-----	20
Clean Items-----	7	Prep Accessories & Shoes-----	20
Current Clothing-----	8	Prep Toys, Baby Supplies & Gear----	21
Current Specialty Clothing-----	9	Prep Books, Puzzles & Games-----	22
Current Non-Clothing-----	10	Prep Large Items-----	23
Current Mommy Mart/Kid Décor-	11	Packing & Clothes Categories-----	24
Current Large Items-----	12	Step 6: Drop Off-----	25
Complete Items-----	13	During the Sale-----	26
Compliant Safety-----	14	Consignor Pick Up/Donation-----	27
Compliant Crib, Car Seat & Sleep	15	Quick Links -----	28

YOUR GUIDE TO *Selling* with JBF North Indy



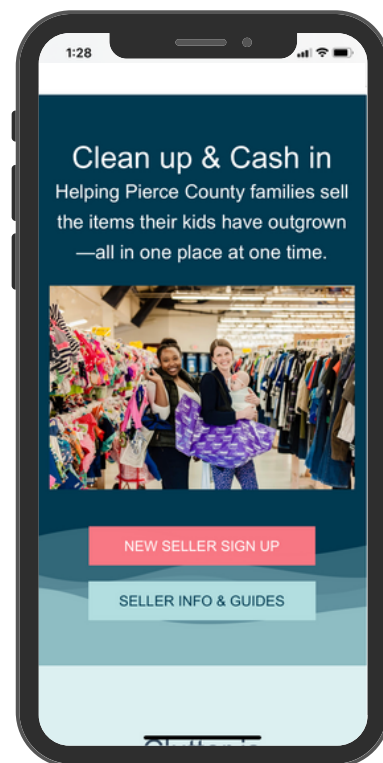
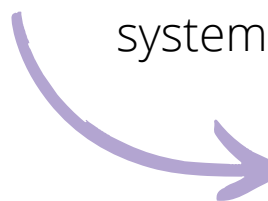
How to Sign Up:

.....

First Things First: REGISTER

Save your spot by registering as a Consignor
for our North Indy Sale Event

This step allows us to add your items to our
system



Consignor Waiver

Complete your waiver and choose your Drop off and Pick up

Questions? Join our Facebook Group: JBF North Indy Consignor Group or scan QR code



STEP #1

Gather



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
- changing tables

Feeding supplies

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

Outdoor toys

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



THERE ARE NO LIMITS

Questions? Join our Facebook Group: JBF North Indy Consignor Group or scan QR code



100% OF YOUR FIRST \$100



Shoppers Want to Buy YOUR Large Items!

Bring any 4 of these listed large items and
you can earn 100% of your first \$100

To be eligible, fill out our "100% of \$100"
form before Drop Off. Your 4 items must be clean
and compliant with our Safety & Recall standards.



**STROLLER
CARSEAT
CRIB
PACK & PLAY
BASSINET
BEDSIDE SLEEPER
HIGH CHAIR**

**SIT IN BABY WALKER
EXERSAUCER
BABY SWING
SIT IN JUMPAROO
MAMAROO
FULL SIZE PLAY KITCHEN
FULL SIZE OUTDOOR PLAYHOUSE**

Items that do not qualify: umbrella stroller, booster car seats, booster high chairs, clip on high chairs, portable high chairs, doorway jumpers/swings, push walkers.

Questions? Join our Facebook Group: JBF North Indy Consignor Group or scan QR code



STEP #2 Sort



Keep | Toss | Sell



KEEP

It's okay to **KEEP** the items that you just aren't ready to part with yet! We have all been there and it's okay to hold onto those special items.

TOSS

TOSS the items that are too well-loved (stains, missing pieces, or are not working). Shoppers are wanting to buy pre-loved items with life still in them for their families to love.

SELL

Your "**SELL**" pile is your extra cash!!! You can start gathering for our sale anytime! **Pro Consignor Tip:** Keep an empty box or tote in your child's closet or play room to gather your "sell" items as they outgrow them.



STEP #3 *Inspect*



Inspect

The 4 C's: Our Quality & Safety Standard for Consigning

This is a crucial step as a Consignor. Even though we inspect your items at Drop Off, it's very important that each consignor carefully **inspects each item utilizing these four standards**. Grace will be given for the first 5 pulled items, but after 5, you'll be charged \$.25 per item. It's our mission to provide quality and safe items for our shoppers.



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

All seasons of clothing and shoes are welcome this sale! You can sell short sleeve, long sleeve, winter coats, shorts, and pants. All types of shoes are welcome including snow boots. Shoppers love current styles that are in fashion.

COMPLETE

Be sure all parts & pieces are present before you tag items. All electronics need to have working batteries. 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 **jbf sale.com** for you to check each of your items before you sell.



Safety Waivers Required for all Cribs & Car Seats



STEP #3

Inspect: Clean



Wash & Clean ALL Items

The newer it looks, the better it sells. A quick wash, or wipe down might be all it takes to get your items sale ready! Shoppers want to buy items in great condition for their family to use and enjoy!

Wash all clothing, bedding, and cloth items on equipment. Wipe down all non clothing items and clean shoes thoroughly. Magic Erasers work really well on shoes!



ITEMS TO DOUBLE CHECK:

ALL SHOES
BOTTOMS & SOCKS
OUTDOOR TOYS
BABY/INFANT TOYS
PACK & PLAYS
HIGH CHAIRS & BOOSTERS
STROLLERS
CARSEATS & BOOSTERS
POTTY CHAIRS
SIT IN BOUNCERS
BABY WALKERS





WHAT TO SELL CLOTHING

ALL SEASON

Short and long-sleeved
items: onesies, shirts,
dresses



Leggings
long pants, jeans
shorts, skirts



All pajamas
sleepers
sleep sacks



Shoes, boots
rain boots
Crocs, sandals



Jackets, coats
sweatshirts, sweaters
accessories



Swimsuits
lifejackets



ALL holiday outfits
costumes
dress up..



NO THANK YOU ITEMS

- non current styles
- holes
- stains
- non-cleaned items
- cat/dog hair
- too much wear
 - on knees of pants
 - elbow/cuffs of shirts
 - toes of shoes





WHAT TO SELL OTHER ITEMS

ALL YEAR

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

Plates, cups, utensils



NEW nipples, pacifiers
bottles with nipples
removed



Character or
animated stuffed
animals



Soft infant toys WITH
sound/rattle



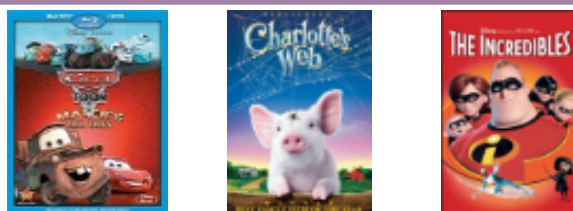
Cribs, toddler-twin beds
bed rails, co-sleepers
bassinets



BOOKS: Soft, board
picture, chapter
educational, tween



DVDs: Rated
G, PG, PG-13 only



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 food
X medicine

X USED nipples
X USED pacifiers

X basic stuffed animals
X basic soft baby toys

X drop-side cribs
X crib bumpers
X baby wedges
X full+ size beds

X torn
X missing pages

X R-rated DVDs
X adult content DVDs
X VHS tapes
X CDs

Questions? Join our Facebook Group: JBF North Indy Consignor Group or scan QR code



STEP #3

Inspect: Current Non-Clothing

MOMMY MART

Item Limit: 10 Tags



Kitchen: New/Like New Items



Decor: Like New, Current & Trendy



Gifts: New & Unused Beauty, Bath, Hair Items, & Candles

KID'S ROOM DECOR

Current & Complete



Storage: Baskets & Organizers



Decor: Like New, Current & Trendy



Gifts: New/Like New Baby Shower Gifts



STEP #3

Inspect: Current Large Items

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.



Questions? Join our Facebook Group: JBF North Indy Consignor Group or scan QR code



STEP #3

Inspect: Complete



Check all Items are Complete

Go through items to make sure all pieces are together. Check all toys and games and **replace any batteries** to prevent battery supply fees (\$1/battery required) IF you have an item that is missing a piece and can still be used without that piece, please make sure you note it very clearly on the item and tag for shoppers to see. **Items that are missing crucial pieces will be pulled off the sales floor.**

TOYS & GEAR TO DOUBLE CHECK:

PUZZLES
GAMES
CRAFTS

FEEDING SUPPLIES
LG EQUIPMENT
BABY EQUIPMENT

TOYS
FLASH CARDS
EDUCATIONAL ITEMS



Questions? Join our Facebook Group: JBF North Indy Consignor Group or scan QR code



STEP #3

Inspect: Compliant



Safety Matters

Just Between Friends is dedicated to keeping families safe. That's why we want you to have up-to-date information on safety and recalls for items you're still using and for items you want to sell at JBF.

As a Seller, it is your responsibility to check all of your items for recalls. If an item is recalled, it cannot be sold at JBF. If you've installed the recall repair, it is safe to use and sell at JBF.

For the most up to date recall information, visit <https://www.cpsc.gov/Recalls>



TOP 10 SAFETY ALERTS



Bumbo Seats



Chico Polly High Chairs



4moms MomaRoo & RochaRoo



Summer Infant Baby Bather



Boppy Lounger



Infantino Infant Carriers



All Crib Bumpers



All Incline Sleepers



Macleran Strollers



B.O.B. Strollers

Visit our website for full safety guide: <https://northindy.jbfsale.com/how-to-sell>

For the most up to date recall information, visit <https://www.cpsc.gov/Recalls>

STEP #3

Inspect: Compliant



**Car Seat
& Crib
Waivers are
required**



CAR SEATS: WAIVER REQUIRED

All Car Seats must be checked for recalls before selling at JBF. www.cpsc.gov/Recalls

A completed **Car Seat Waiver is required** for all car seats, booster seats, and bases.

CRIBS: WAIVER REQUIRED

All Cribs made before June 28, 2011 are no longer considered safe for infants.

For cribs manufactured on or after this date: a completed **Crib Waiver is Required.**



INFANT SLEEP PRODUCTS



JBF accepts cribs, bassinets, cradles, bedside sleepers, and play yards that meet current Safety Standards set by the Consumer Product Safety Commission and JBF quality/condition standards.

For all other items marketed or intended to provide a sleeping accommodation for an infant up to 5 months of age, the product must have a stand, meet stability requirements, and have a side height of at least 7.5 inches.

All other infant sleep products are not accepted for resale at JBF.

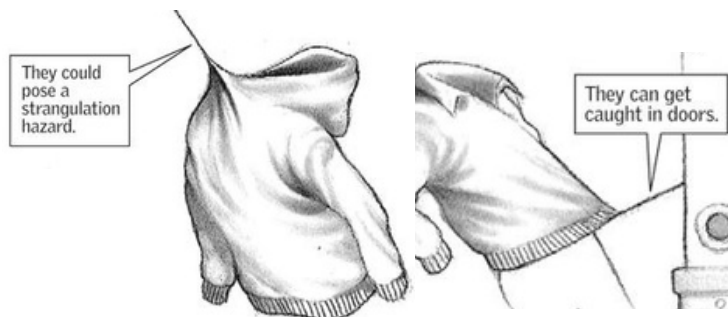
HELP STOP TIP OVERS



All furniture over 27-inches will be sold with safety straps to anchor furniture to the wall safely.

We will provide safety straps for your items when you drop it off at the JBF sale.

DRAWSTRING SAFETY



Upper Outerwear WAIST Drawstrings should be 3-inches or shorter and sewn to garment at mid-point so string cannot be pulled to one side.

Upper Outerwear NECK Drawstrings should be removed completely.

For the most up to date recall information, visit <https://www.cpsc.gov/Recalls>



ITEMS NOT ACCEPTED

SAFETY

Due to safety concerns/risks, the following items are not accepted at any JBF Sales.



Homemade Masks

Due to safety risks and concerns, only factory-sealed masks or face coverings can be sold at JBF sales.



Incline Sleepers

Due to risk posed to infants, incline sleepers can no longer be accepted at Just Between Friends sales. A notice was provided by the CPSC on November 11, 2018 in which these sleepers were deemed unsafe after repeated incidents of infant suffocation.



Cribs made before June 28, 2011

All Cribs made before June 28, 2011 are no longer considered safe for infants—that includes all dropside cribs as they pose significant risks to infants. They cannot be sold or donated.

For cribs manufactured on or after June 28, 2011, a completed **Crib Waiver** is Required.



Crib Bumpers

All types of Crib Bumpers are no longer considered safe for cribs. These will not be accepted or sold at Just Between Friends Sales.

STEP #4

Pricing Guide



Shopper-Focused Pricing

Ask yourself, "What price would make me buy this item without hesitation...and brag about my bargain to my friends?" We want you to have the **highest sell thru rate**! If you have questions about pricing, reach out to our consignors on our Community FB Group!

Retail Price	JBF Clothing Price	Pricing Non-Clothing Items	
less than \$10	\$1-2 Value Brands: Cherokee, Circo, Cat & Jack, Garanimals	Toys Books Baby Gear Furniture Electronics Strollers + Joggers Sporting Goods	 Price a little higher for: <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	Price a little lower for: <ul style="list-style-type: none">• infant clothing• play clothes• good condition• maternity
more than \$20	65-75% off retail Boutique Brands: Janie & Jack, 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!



STEP #5

Prep: Tags

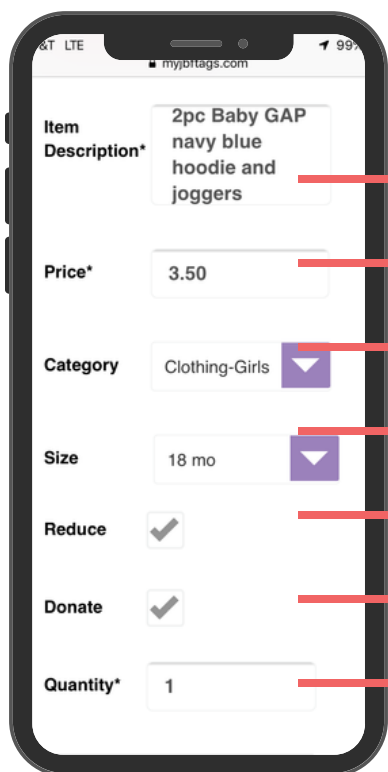
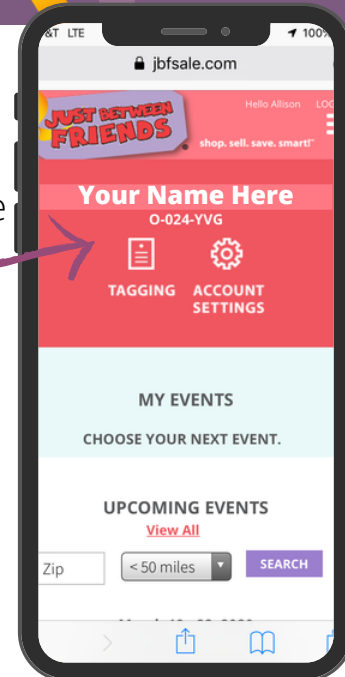
JUST BETWEEN FRIENDS



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. www.northindy.jbfsale.com
2. consignor login
3. click on TAGGING



Creating Tags

Include brand, colors, number of pieces included

You choose the price (refer to our pricing guide above)

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.



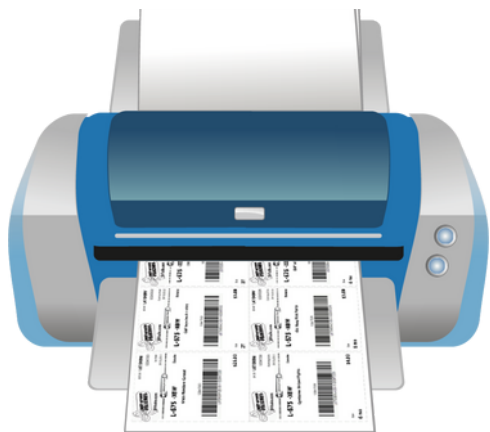
STEP #5

Prep: Supplies



Print Your Tags

Print tags on 8.5"x11" **white cardstock**. Tags print 9 per page. Use the PDF format on Portrait mode.



Tagging Supplies

Preparing Your Items & Attaching Tags

Now that your JBF tags are printed, cut them apart and sort them by categories to make your next step smoother.

Gather these supplies to make your prep faster:



- hangers
- clear self-sealing bags (zip-loc)
- ribbon/string
- zip-ties
- clear tape & painter's tape
- clear (saran) wrap
- scissors
- safety pins or tagging gun
- hole-punch



STEP #5 *Prep*



CLOTHING

Hanging & Tagging Clothing

Put all clothing on hangers. We will hang all clothes organized by gender, then size, and finally into categories (tops, bottoms, pajamas, outfits, etc.) for easy shopping.



Set hanger direction for all clothing like a question mark



Creating Outfits and pin to hanger or zip tie hangers together



Attach Tags on clothing tag or inseam with pin or tagging gun



All hangers need to face the right direction



Items will be damaged if you attach outfits with tagging gun



Fabric will be damaged if tagging gun is used incorrectly



STEP #5 *Prep*



HANGING ITEMS

Items sell best when they are hanging and secured with safety pins.

Items to have on hangers: Bedding, Blankets, Crib Sheets, Changing Pad Cover, Towels, Nursing/Car Seat Covers, Baby Carriers/Wraps, Diaper Bags, Backpacks, Swaddles, Burp Cloths, Nursing Pillow Covers, Shopping Cart Covers, etc.



ACCESSORIES & SHOES

- **Shoes**-Clean and attached securely together with zip tie or safety pin with tag visible.
- **Accessories**-We will display all accessories on accessories rack using our clips. If you use a zip lock bag please tape tag to bag or pin on item in the most convenient area.



Pro Tip- Use cardstock for smaller items for easy display. For the bows, we cut 2 pieces and clipped the bows to cardstock so shopper can easily see each bow.



STEP #5 *Prep*



TOYS, BABY SUPPLIES & GEAR

Tagging Essentials:

- Tag is easily visible and attached securely (won't fall off)
- All pieces secured together (won't separate; tape bags closed)
- **Pro Tip**-Use cardstock for small pieces for easy display in bags.

Clearly Visible



Pieces Attached



Tag is Secured



Items are blocked by tag on one side & bag label on other



Right bagged items are not clearly visible inside worn bag

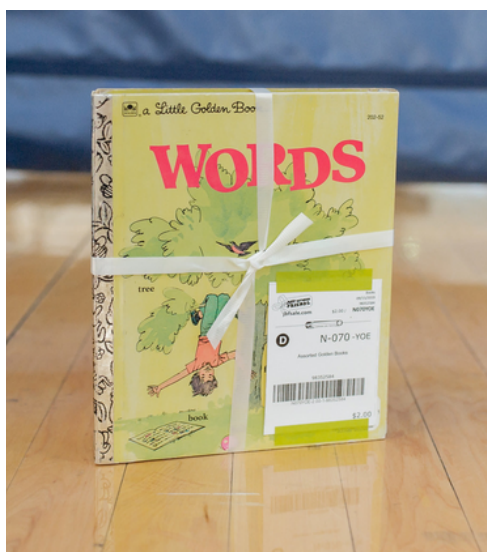


STEP #5 Prep



BOOKS, PUZZLES & GAMES

Painter's Tape is strongly encouraged when attaching your tag to books and games/puzzles in boxes. Clear tape causes damage and can leave residue. Bundle books with string, use bags for games without boxes and saran wrap for loose puzzles.



STEP #5 Prep



LARGE ITEMS

We provide **Yellow Claim Tags** for large items that might be too big or heavy for shoppers to carry with one arm. Yellow Tags will be available at Consignor Drop Off. **Secure & attach multiple parts** and print extra tags with counts added to description (1 of 3, 2 of 3, 3 of 3) so shoppers know what belongs with your item.

DO NOT REMOVE TOP PORTION

No. _____

TAKE BOTTOM PORTION TO BUY



1/1/2025
8868955
shop, sell, save, smart!
jbfsale.com

\$25.00 / v949xvg

Buyer _____
Phone _____
Date/Time _____

ITEM IS SOLD IF TAG
↓ **BELOW IS MISSING** ↓

TAKE THIS TO CLAIM ITEM

No. _____



V-949-XVG
Fisher Price High Chair

6972733

10-25-00-0-6972733

\$25.00




Pro Tip- Keep your large item tags separate (do not attach to items) so you can easily create your Yellow Claim Tags at Consignor Drop Off.



STEP #6

Packing

JUST BETWEEN FRIENDS

Let's Get Your Items Packed Up



You did it!

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

Clothing Categories:

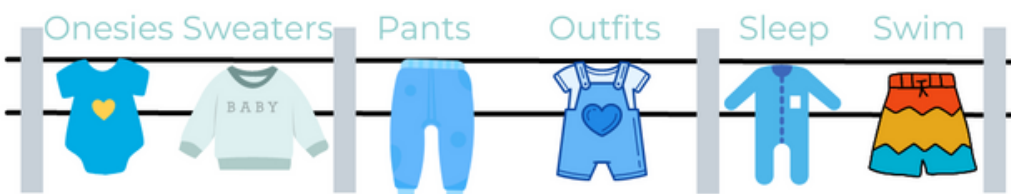
Clothing Sizes Preemie/NB - 24mo



Girls Clothing Sizes 2T - 20



Clothing Sizes Preemie/NB - 24mo



Boys Clothing Sizes 2T - 20



Please note: We are not able to store any personal totes or containers at the venue. Make sure to bring your totes/containers home after all items are put out on the sales floor. Boxes, bags, and totes are subject to checking upon exiting the building. We want to keep your items safe & secure!

STEP #7

Drop Off

JUST BETWEEN
FRIENDS

Consignor Drop Off:

WEDNESDAY | AUGUST 16 | 9-9 PM

1

Plan for 60-minutes to drop off your items. **Drive** to the east side of the building, **Park** in the parking lot facing the semi to unload your items (do not pull up where the semi is parked), **Follow** the check in signs (all other doors will be locked), **Enter** through the double doors near the "Consignor Drop Off" sign, **Check In** at the **purple tent** with the Team Member for specific drop off instructions. Presale Tickets and checks will be sent via email!

2

After you check in, you will be placing your own items out on the floor in their designated areas. All you do is walk to the appropriate "areas" (girls toys, shoes, boys clothes, etc.) and follow the signs.

3

Our shoppers are looking for the best quality items for their families. Items pulled as "no thank you's"; stains, holes, too much wear, broken zippers, missing buttons, recalled, etc., will be charged \$.25/pulled item fee.

4

For your Large Items, you will attach a yellow claim ticket to these items. Claim tickets will be at the self serve claim ticket station and helps make it easier for shoppers to purchase your items during the sale.

That's It! You're Done!

Questions? Join our Facebook Group: JBF North Indy Consignor Group or scan QR code



During the Sale

**JUST BETWEEN
FRIENDS**



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
Partner, Good Samaritan.
Donation receipts for tax
purposes are available.

Presale Shopping

Thursday | August 17

12p | Employees 12+ hour worker

1p | Gold Pass \$20 entry or 8+ hour
worker

2p | Silver Pass \$15 entry or 4+ hour
worker

3p | Consignors

4p | Bronze Pass \$10 entry

5p | First Time Parents & Grandparents,
Foster & Adoptive Parents

6p | Educators, Military, First
Responders, & Healthcare Workers

*Paid Shoppers receive a Half Price
Presale Ticket. Sale closes at 9p

Public Shopping

Friday | August 18 | 9a-9p

\$2 Admission without shopping ticket.

Half Price Presale

Saturday | August 19 | 9-11a

Team Members, Consignors & Paid
Shoppers

Public Discount Days

Saturday | August 19 | 11a-9p

50% Off tags without a ★

Seller Pick Up

Sunday | August 20 | 7p-8p

If items are not donated



STEP #8

Pick Up



Consignor Pick Up:

SATURDAY | AUGUST 20 | 9-9 PM



Plan for 20-30 minutes to pick up your items. Longer if you have 100+ of unsold items. Enter through the doors you checked in at for drop off.

1

Your first stop will be collecting your **Hanging Items**. Grab a rolling rack and get your clothes sorted by Consignor Number. Check through all of your clothes to ensure they are all yours (yes there can be missorted items in your clothing-- we are not perfect)

2

Next you will collect your **Non-Hanging Items**. Stop at the tables to get your bagged items. **DO NOT GO BEHIND THE TABLES**, a team member will get your things for you. Check your bagged items to make sure everything is yours (yes there can be missorted items in your bags-- we are not perfect)

3

Grab your big items

4

Check our **Lost Tag** items & **No Thank You** items to check if you have any items in those areas that have lost their tags during the sale.



If you have chosen to donate your items, you will not have to come to pickup. Our charity partner, Good Samaritan, will pick up your items.



Checks will be sent out via email within 10 business days of the conclusion of the sale!

Congratulations on a Successful Fall Sale!

Questions? Join our Facebook Group: JBF North Indy Consignor Group or scan QR code



Quick Links



Just Between Friends North Indy



COMPLETE CONSIGNOR GUIDE

[Pick 5 Discount](#)

[Car Seat Waiver Form](#)

[Charity Partner Information](#)

[Consignor Facebook Group](#)

[Consignor Shopping Tickets](#)

[Consignor Waiver](#)

[Crib Waiver Form](#)

[Facebook Page](#)

[Instagram Page](#)

[Location & Directions](#)

[Safety & Recall Guide](#)

[Sale Schedule](#)

[Shopping Tickets](#)

[Tagging Videos](#)

[Valet Completion Form](#)

[Website](#)

