

# YOUR GUIDE TO Selling with JBF Fort Worth



HELPING FAMILIES SAY *yes!*

## 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**



### STEP 1: REGISTER TO SELL

Save your spot by registering as a Consignor on the website at the event(s) you prefer.

### STEP 2: SELECT YOUR DROP OFF APPOINTMENT

After you complete Step 1, you'll receive an email with a link to complete your registration.



### SELLER PAY

#### Rates:

Sellers at the Fort Worth sale earn 60% on sold items. Sellers who choose SmartPay (in-store credit for use at future JBF Fort Worth sales) earn 70%.

#### Fees:

Each sale, there is an \$18 fee per seller (or pay EARLY and get a reduced rate!) Your Seller Fee gives you and one Guest access to the Consignor Presale.

#### Method:

Sellers receive an eCheck no later than 2 weeks from the end of the sale. These checks are printed at home and deposited like a regular check.

**Questions?** Join our Facebook Group for quick Q&A. [facebook.com/groups/JBF817](https://facebook.com/groups/JBF817)

# STEP #1

# Gather



HELPING FAMILIES SAY *yes!*



## 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 are 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
- dress up + costumes
- crafts + supplies
- instruments
- gaming systems

### Bathrooms

- diaper disposal systems
- bath toys + supplies
- newborn tubs

Be sure to check the Garage and Attic!



### 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



## 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. Most shoppers prefer items that are no more than 5 years old.

**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. Visit [safety.jbfsale.com](https://safety.jbfsale.com) to check each of your items before you sell them.





**Safety Waivers Required** for all Cribs & Car Seats.  
Scroll down for waivers forms.

# 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?"

Retail Price	JBF Clothing Price	Pricing Non-Clothing Items	
less than <b>\$10</b>	<b>\$1-2</b> <b>Value Brands:</b> Cherokee, Circo, Faded Glory, Garanimals	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>\$3-6</b> <b>Standard Brands:</b> Carter's, Old Navy, Children's Place, Nike	<b>60-80% off retail</b>	Price a little lower for: <ul style="list-style-type: none"> <li>• infant clothing</li> <li>• play clothes</li> <li>• good condition</li> <li>• maternity</li> </ul>
more than <b>\$20</b>	<b>65-75% 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	



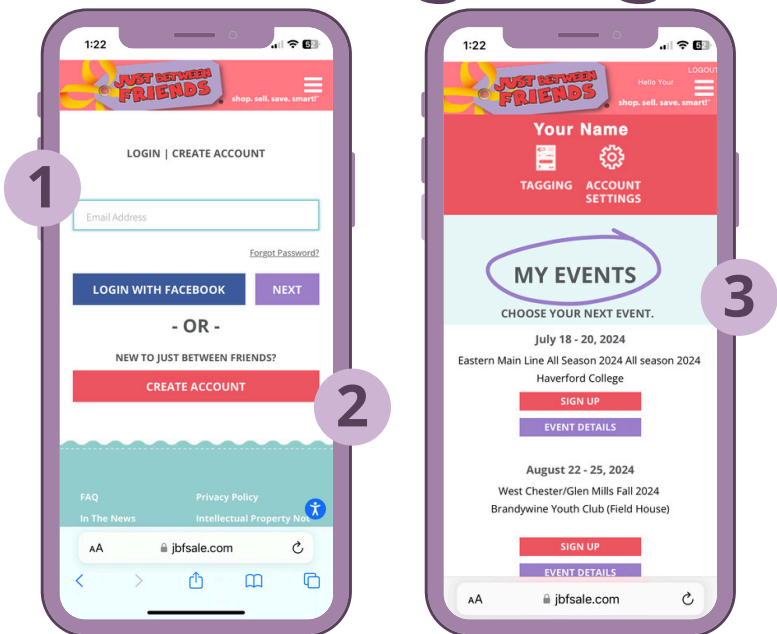
## Bundle Items to Save Time

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 #3 Price

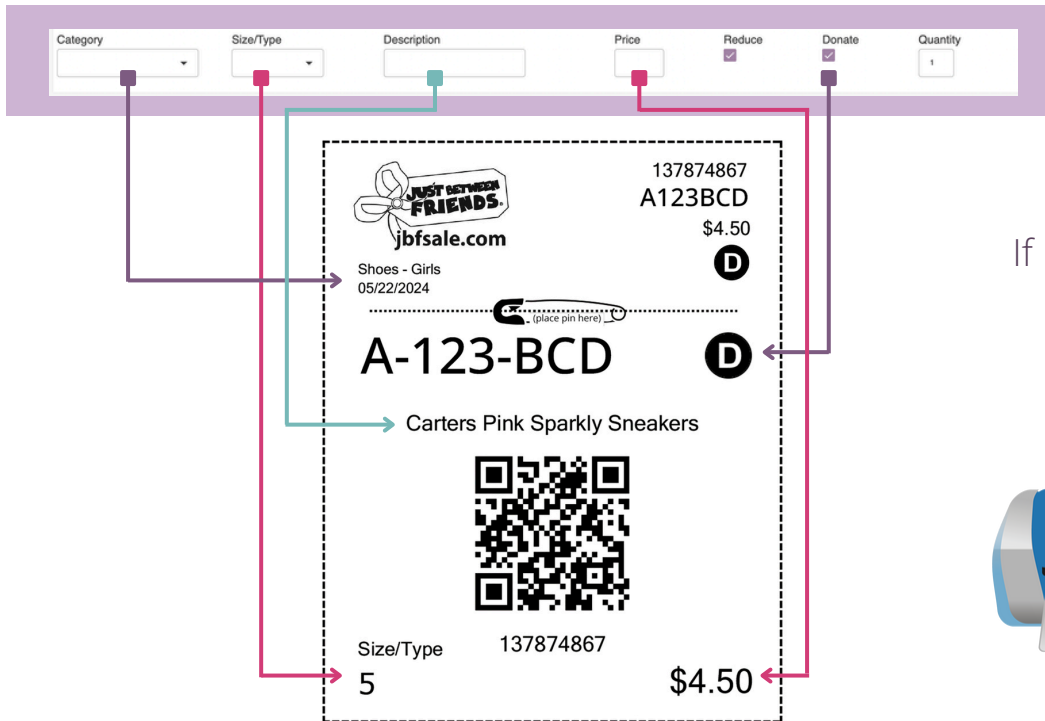


## Creating Tags



## Getting Started

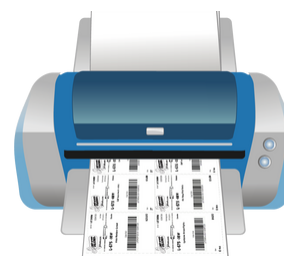
- 1 Go to [jbf.sale.com](http://jbf.sale.com) & click on "Login"
- 2 Login or create a JBF profile
- 3 Be sure that you're registered for our upcoming event in your JBF profile
- 4 Click on the tagging icon



### 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.

### Full Price Indicator:

In some cases, sellers do not want an item to be reduced during the JBF sale. In that case, UN-CHECK the "Reduce" box.

### Reduce



UN-CHECK the "Reduce" box.

This will cause the "Full Price" STAR to print on your tag. Tags without this indicator will ring up at reduced prices on the reduced price days of the sale.



Full Price

Full Price Star

# 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:

- 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

## SPRING 2025 TAG LIMITS

**BEDDING** - No crib/bedding sets. Crib/Toddler bed sheets/blankets still accepted (please hang)  
**MOMMY MART/ROOM DECOR** - 10 items  
**BOOKS** - 35 (no parenting/adult books)  
**STUFFED ANIMALS** - 5  
**SHOES** - 25 pair  
**MATERNITY CLOTHES** - 10 items  
**JUNIOR/MEN'S CLOTHES** - 10 total items (Men's sizes only through Medium & 34 Waist)  
**NB TO 18MO CLOTHING** - 100 total items  
**DVDs/VHS/CASSETTES** - not accepted  
**PUZZLES/GAMES** - in original boxes only (does not apply to wooden/peg puzzles)  
**ARTS & CRAFTS** - 5 items

## TAGGING ESSENTIALS

- #1 Tag is attached securely and won't fall off
- #2 If zip-tying a tag, reinforce the hole punched in the tag with packing tape
- #3 All pieces secured together - won't easily separate



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# STEP #4 Prep



## CLOTHING

### Clothing Limits:

NB-18MO - 100  
Junior/Men's - 10  
(largest men's size is  
Medium/waist 34)  
Maternity - 10

See previous page  
for other limits



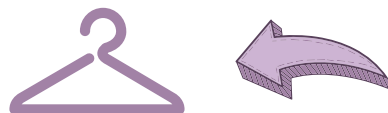
### Hanging & Tagging Clothing

Put ALL clothing on a hanger. Attach JBF tag with safety pin or tagging gun. If using a tagging gun or with delicate fabrics, please attach tag to item's manufacturer's tag or to an inside, underarm, or waist seam.

Accessories will be hung using hanger clips. Bundles work best in a ziploc bag (be sure to tape the bag shut). Used underwear bundles MUST NOT be in a ziploc bag but just pinned together.

### Hanger Direction

Be sure the hanger hook opens to the left, like a question mark. Attach JBF tag to front of item.



### Creating Outfits

It's okay to bundle items into sets.

Secure pieces to hanger using safety pins and then zip-tie hangers tightly together so outfit remains together as a set.



### Tagging Gun

If you use a tagging gun to attach JBF tags, only puncture the manufacturer's tag, or an inside, underarm, or waist seam so that you do not damage the fabric.

# STEP #4 Prep



## BUNDLING CLOTHING & ACCESSORIES



### Hanging Multiple Items on a Hanger

Multiple clothing items - **that are all the same size** - can be hung on a single hanger. Use a safety pin to attach pants/skirts to hangers. If attaching multiple items together will cause damage to the items, put them on separate hangers and zip tie the hangers together. Do not put multiple onesies in a bag because hanging clothing always sell better.



### Bundling Accessories in Bags

Single accessories do not have to be bagged. They will be hung up with provided hanger clips as shown below. Sets of socks, tights, hair accessories, etc. can be bundled together and put in a bag. That bag will be hung with a provided hanger clip.



### Some Accessories Do Not Need to be Bagged

Items like hats do not have to be bagged. Multiples of the same size can be pinned together and hung with a provided hanger clip.

**HANGER CLIPS**  
**(WE PROVIDE)**





# STEP #4 *Prep*



## TAGGING GUN DO'S AND DON'TS

### 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 **Clothing Garment Tag**

If the clothing has a manufacturer's tag at the neckline or waistline, always puncture the garment tag when attaching your JBF tag.



#### 2 **Clothing Inside Seam**

If the clothing does NOT have a manufacturer's tag at the neckline or waistline, puncture the inside seam when attaching your JBF tag.



#### 3 **Clothing Left Armpit/Waistband Seam**

If the clothing does NOT have a manufacturer's tag OR an inside seam at the neckline/waistline, 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) or a side waistband seam.



**Never puncture fabric with your tagging gun needle except in the spots mentioned above. It will ruin the item.**

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 Fort Worth

**MONDAY, 3/31 & TUESDAY, 4/1**

**BY APPOINTMENT ONLY (MADE DURING SELLER REGISTRATION)**

**MID-SALE DROP OFF - THURSDAY, 4/3, 7-8PM**  
**NO APPOINTMENT REQUIRED**

- 1** Plan for 60-minutes to drop off your items...longer if you have 250+ items to drop off. Before you park, look for Drop Off Entrance signs (these may not be the front doors of the venue.) Park, enter, and **Check In**...you will receive your Presale Passes.
- 2** Your first stop will be Clothing Inspection and then Shoe Inspection. Items that do not pass inspection will be waiting for you at the exit door. Now it is time to place your items on the selling floor. When you exit, don't forget to pick up any items waiting for you at the exit door.
- 3** All cribs, car seats, and car seat bases (including infant carriers that double as car seats) must have a completed Waiver/Checklist with them. These will be left with the item and our Recall Specialist will verify and collect them. If an item is missing this paperwork, it will be pulled from the sales floor along with any recalled items found at the sale.
- 4** On your final exit, pick up any items waiting for you at the door and leave your Inventory Control Card with the person at the door.

**Questions?** Join our Facebook Group for quick Q&A. [facebook.com/groups/JBF817](https://www.facebook.com/groups/JBF817)

# 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

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, FW Metro, Arms of Hope, and Pregnancy Lifeline. Email JBF for a tax receipt.



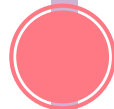
## Presale Shopping

**Tuesday, 4/1/25\***

We have early shopping opportunities for Team Members (employees) & Guests, Influencers, VIP Ticketed Shoppers, Platinum Ticketed Shoppers, and Social Ambassadors.

**Wednesday, 4/2/25\***

Consignor and Guest Presale



## Public Shopping

**Wednesday, 4/2/25\***

Gold Public Shopping  
New Baby Family Shopping

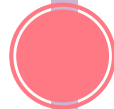
**Thursday, 4/3/25\***

Bronze Public Shopping

**NEW MERCHANDISE ARRIVES!**

**Friday, 4/4/25\***

Freebie Friday Public Shopping

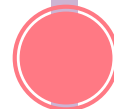


## Half Price Presale

**Friday, 4/4/25\***

We have early 1/2 Price shopping times for Team Members & Guests, Influencers, VIP & Platinum Ticketed Shoppers, Social Ambassadors, Consignors & Guests, New Baby Families, & Teacher/School Admins.

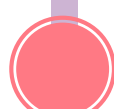
Early Bird 1/2 Price Sale



## Public Half Price Day

**Saturday, 4/5/25\***

After Public 1/2 Price shopping, Team Members have the opportunity to shop "donate" items at 75% off for 1 hour.\*\*



## Sellers Pick Up Unsold Items

**Sunday, 4/6/25\* (by appointment)**

\*Please check Tickets link on website for time details

\*\*Want to shop this time? Email us for details.

**Questions?** Join our Facebook Group for quick Q&A. [facebook.com/groups/JBF817](https://facebook.com/groups/JBF817)

# SAFETY Matters

## JBF SAFETY STANDARDS



See  
Waivers  
on  
Next Pages



### CAR SEATS: WAIVER REQUIRED

All Car Seats must be checked for recalls before selling at JBF.

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

They could pose a strangulation hazard.



They can get caught in doors.



**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. (Sizes 2T-16)

**Upper Outerwear NECK Drawstrings** should be removed completely. (Sizes 2T-12)

# JBF Consignor Car Seat Waiver (Please use One per Car Seat)

Car Seat Brand & Model: \_\_\_\_\_ Model# or Serial # \_\_\_\_\_

Date on Car Seat: \_\_\_\_\_ OR Expiration Date: \_\_\_\_\_

**Thank you for your commitment to safety!**

Car Seat Safety Checklist Questions	Circle answer and follow instructions.	
1. Are you the original owner of the seat?	Yes – Continue	No – <b>Destroy Car Seat</b>
2. Does the seat have a label with the date of manufacture and the model name/number?	Yes – Continue	No – <b>Destroy Car Seat</b>
3. Is the car seat expiration date one year or more from now?	Yes – Continue	No – <b>Destroy Car Seat</b>
4. Has the seat been recalled for a safety defect?	Yes – Continue to #4b	No – Continue to #5
4b. Has the defect been remedied?	Yes – Continue to #5	No – <b>Destroy Car Seat</b> or Remedy then Continue
5. Has the seat been involved in any vehicle crash (even a minor one)?	Yes – <b>Destroy Car Seat</b>	No – Continue
6. Are there any cracks, bends, or breaks in the plastic shell?	Yes – <b>Destroy Car Seat</b>	No – Continue
7. Is the metal frame rusted, bent or broken?	Yes – <b>Destroy Car Seat</b>	No – Continue
8. Do you have a copy of the manufacturer's instructions?	Yes – Include printed instructions with item, then Continue	No – Include website URL or QR Code to access instructions, then Continue
9. Does the seat have all of its parts including harness straps, harness clip, seat cover, tether, padding, shield and bolts?	Yes – Continue	No – <b>Destroy Car Seat</b> or Obtain replacements, then Continue
10. Are the harness straps worn or frayed and/or have the straps ever been washed in a washing machine?	Yes – <b>Destroy Car Seat</b> or Obtain replacements, then Continue	No – Continue
11. Have the car seat and/or straps been cleaned only per the manufacturer's instructions?	Yes – Continue	No – <b>Destroy Car Seat</b> or Contact Manufacturer to verify integrity has not been compromised, then Continue
12. Does the buckle or any other metal part show signs of rust?	Yes – <b>Destroy Car Seat</b> or Obtain replacements, then Continue	No – Continue
13. Is the car seat clean with no visible stains, holes, or tears?	Yes – Continue	No – Clean and repair or <b>Destroy Car Seat</b>
14. When buckled, does the mechanism lock securely and remain locked when in use?	Yes – Complete bottom portion to consign car seat	No – <b>Destroy Car Seat</b> or Obtain replacements then complete bottom portion to consign car seat

## In order to sell a car seat please read, verify and sign the following:

I am the original owner of the car seat that I am selling through Just Between Friends Children's Consignment Sales Event and verify that it has never been in an automobile accident, has not been broken in anyway, has all of its parts, contains the identification label and is 1 year or more from expiration. I verify that the car seat has not been recalled to the best of my knowledge and if so, has been corrected to meet Motor Vehicle Safety standards. I verify that the car seat has all its harness straps, harness clip, seat cover, padding, shield and bolts and that the locking mechanism locks securely.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Consignor Number

# Consignor Crib Checklist - One for each crib consigned

1	Was the crib manufactured on or after June 28, 2011?	<input type="checkbox"/> Yes – continue to 4	<input type="checkbox"/> No – continue
2	Was the crib manufactured between July 23, 2010 and June 28, 2011?	<input type="checkbox"/> Yes – continue to 2b	<input type="checkbox"/> No – continue to 3
2b	Do you have a certificate of compliance from the crib manufacturer or original crib retailer?	<input type="checkbox"/> Yes – attach a copy to this form and continue to 4	<input type="checkbox"/> No – obtain a certificate of compliance or DESTROY
3	Was the crib manufactured before July 23, 2010?	<input type="checkbox"/> Yes – DESTROY	<input type="checkbox"/> No – answer questions 1-2b and continue
4	Is the date of manufacture on the crib?	<input type="checkbox"/> Yes – continue	<input type="checkbox"/> No – DESTROY
5	Has the crib been recalled?	<input type="checkbox"/> Yes – continue to 5b	<input type="checkbox"/> No – continue to 6
5b	Has the crib had the manufacturer approved recall fix?	<input type="checkbox"/> Yes - continue	<input type="checkbox"/> No – acquire the fix or DESTROY
6	Do you have a copy of the manufacturer's instructions?	<input type="checkbox"/> Yes – continue	<input type="checkbox"/> No – obtain instructions
7	Does the crib have all of its original parts?	<input type="checkbox"/> Yes – continue	<input type="checkbox"/> No – obtain all parts or DESTROY
8	Do you know the history of the crib?	<input type="checkbox"/> Yes – USE CRIB!!	<input type="checkbox"/> No – DESTROY

Consignor Name \_\_\_\_\_ Cons. # \_\_\_\_\_

Date on Crib \_\_\_\_\_

Model # \_\_\_\_\_ Serial # \_\_\_\_\_

**In order to sell a crib, please read and sign the following:**

\_\_\_\_ I am the owner of the crib that I am selling through Just Between Friends Children's Consignment Sales Event and verify that the crib was not manufactured prior to July 23, 2010. I have attached an original copy of the manufacturer or retailer's certificate of compliance if the crib was manufactured between July 23, 2010 and June 28, 2011. I verify that the original manufacture date is on the crib.

Signature \_\_\_\_\_

Date \_\_\_\_\_