

Valet Consignor Merchandise Prep Guidelines, Sign Up & Drop Off Details

Our taggers work hard preparing your items for the sale. Due to the high volume, we are only able to accept items that meet our guidelines and are properly folded and packed.

We will do a quick inspection at drop off to ensure items meet our acceptable list and are ready for tagging. If your items are not included in the list below OR are not in the condition specified we **WILL NOT ACCEPT THEM** and you will have to sign up for a later drop off if time and space permits. Please follow the steps below to ensure your items are accepted.

How Valet Works and Payout:

1. Valet is NOT THE MOST PROFITABLE way to sell with JBF, but is the **easiest**! Don't have the time or desire to tag yourself...valet is for you!! If you are looking for the biggest seller check please see DIY options online at www.sanangelo.jbfsale.com/how-to-sell
2. As a valet seller/consignor, you will register online to sell, prepay your registration and supply fee (covers up to 150 tags), minimally prep your items (see below for details) and then drop your items off with a valet tagger once your account has been claimed. Your tagger preps, prices, tags, stores, transports to the sale, and places your items on the sales floor for you.
3. Valet sellers earn 60% of sold items. 20% of this is paid to your tagger for their service. Valet sellers also prepay the registration fee and a supply fee to cover your first 150 tags. If you have more than 150 tags (not items), the remaining supply fee will be deducted from your seller profits after the event.

General Guidelines & Info:

1. Create or sign into your account at <https://www.jbfsale.com/myjbprofile/> and register for the upcoming event as a consignor. This is your seller account where you will be assigned a unique ID (A-123-BCD) and access your free tagging site.
2. **Change your password** to JBFValet so your tagger has access to create tags. You will need your user ID (email) and Consignor Number (A-123-BCD) to complete your registration and prepay fees, so please write this information down.
3. Register as a valet seller and prepay your event fee and supply deposit at <https://JBFWestTexas.regfox.com/sadropoffpickup>
4. Follow Prep Guidelines below and INSPECT AND CLEAN your items. All sellers are charged **25 cents per item** that is pulled for not following guidelines. You can find all guidelines on what is acceptable or not here: <https://tinyurl.com/4j4fwxaa>
5. Place all items in manageable sized BOXES or totes that are clearly labeled with your name. Boxes/Totes will not be returned to you. If you need boxes, you can get some from free from Chick-fil-a that are a great size. Large item that will not fit inside a box

(baby gear, ride on toys, etc.) must have your name on them using a non-damaging tape (painters or otherwise).

What We Accept and How to Prepare Your Items:

Please review the Seller Guide for the Full List of Accepted Items:

<https://tinyurl.com/bdfn5cb6>

1. Clothing: please freshly launder your items and then sort by GENDER, SIZE, and TYPE. Check our Seller guide for a visual on categories for clothing:
<https://tinyurl.com/5n7x5hxa>
 - a. Please see updated TEEN list for help with brands allowed:
<https://tinyurl.com/3w4hahnu>
 - b. **INSPECT YOUR ITEMS** for stains, rips/holes, or excessive wear and remove all items that do not meet the 4C guidelines (clean, current, compliant, complete). Please note: Homemade items are not accepted as they do not meet current safety standards. Fold remaining clothing and place in boxes in gender, size and type order (**you do not need a box per size**, just rotate sizes or place a piece of paper between sizes). Outfits should be folded together to ensure they are sold together.
2. Shoes: Clean and free of dirt, mud, and other outside evidence. Must have insoles and laces to be sold. TIP: Shoes that have been washed can sell for more!
3. Indoor/Outdoor Toys: Items need to be clean, complete, and have working batteries. If JBF replaces batteries there is a **\$1 fee for AA/AAA batteries and \$2 for larger sizes**. If your toy has multiple parts, please put all parts into a secure bag (grocery, zip loc, etc) so all pieces make it to your tagger together.
4. Books/Puzzles/Games: Count items to ensure all pieces are included! Books need to be damage free and include all pages. NO adult or self help books please. If an item is returned at the sale for missing parts/pieces a **\$5 fee** will be assessed, so please check all items.
5. DVD/Electronic Games: Ensure the disk is clean, without scratches, works, and is in the case. DVDs are accepted up to PG13
6. Baby Equipment: Wipe down all equipment to be sure they are free of dirt, food, etc. If you can launder parts of the item, please do so. Check to make sure all parts necessary are intact and batteries work if needed.
7. Car Seats: For a car seat, booster seat, and/or base to be sold at JBF **three rules** must be followed:
 - a. You must provide a copy of the owners manual. If you do not have the original, you can print a copy of the English version online or create a QR code for the manual.
 - b. There must be at least 1 year before the expiration date FROM THE LAST DAY OF THE SALE. For instance, if the sale is Oct 29th-Nov 3rd the seat/base must have at least one year from Nov 3rd.

- c. You must complete a waiver and turn it in at the time of drop off FOR EACH CAR SEAT, BOOSTER, AND BASE. You can find these waivers at <https://safety.jbfsale.com>
8. Cribs: For a crib to be sold at JBF **three rules** must be followed:
 - a. You must provide a copy of the instruction manual. If you do not have the original, you can print a copy of the English version online or create a QR code for the manual.
 - b. The crib must be manufactured after 2011 (when safety standards changed)
 - c. You must complete a waiver and turn it in at the time of drop off. Waivers can be found here: <https://safety.jbfsale.com>
9. Bags: JBF accepts diaper bags, purses, wallets, back packs, lunch boxes and more. Please be sure to check all pockets and make sure the bag is free of trash and dirt. Additionally, it is against the law to sell knock off items, so please ensure all name brand purses meet this guideline.
10. Accessories: Items that fit this category may be bows, ties, hats, jewelry, etc. Please ensure these items are not broken/damaged in any way. If you have items you want sold together, please package them together.
11. Feeding/Baby Care: Bottles, warmers, diapers (cloth/disposable) plates, spoons, etc. all fit in this category. Please ensure the items are clean and without excessive wear. We do not accept breast pumps but do accept pump accessories (feeding bags, pumping bras, etc).
12. Bedding: All size bedding is allowed, but please inspect it thoroughly to ensure no stains or excessive wear. Sheets, blankets, swaddles, quilts, pillows, and comforters all fit this category.
13. Bath: Bath toys, bath tubs, towels, unopened shampoo, potty seats, stools, anything your child uses in the bathroom. Please be sure items are clean and not recalled! You can check for recalls here: <https://safety.jbfsale.com>
14. Scrapbook/Art/Teacher: Please ensure all items are complete and in good condition.
15. Stuffed Animals: No generic stuffed animals allowed. Must be licensed characters (Disney, Nickelodeon, etc.), oversized, or talking plush.

List of UNACCEPTABLE items NOT listed above:

- VHS & Cassette tapes
- All Recalled or Expired Items (expl: Rock & Plays, Inclined Sleepers, crib bumpers, teething crib rails, boppy loungers, any items designed for sleep that is not flat) Please review this website for more details: <https://safety.jbfsale.com>
- Any items 5+ years old
- Free shirts (expl: VBS shirt), or dated shirts more than 5 years (expl: Old Navy 2018)
- Free toys (McDonalds toys, etc.)
- Adult Clothing: Please see our list of approved brands for guidance here: <https://tinyurl.com/3w4hahnu>

HOW TO SIGN UP FOR A DROP OFF:

- Once you have signed up in your account and prepaid your fees, your information is dropped into the shared spreadsheet for our taggers. Once your account has been accepted by a tagger you will be sent the sign up for the next Drop Off Week.
- Drop Offs are accepted 1 week a month. If you miss that week you will need to wait until the following drop off timeframe.
- Once you sign up for Drop Off Week your tagger will reach out to coordinate a day/time within the drop off week that works for you both.

DROPING OFF ITEMS:

- Prepare your items as outlined above and ensure all items are in manageable sized/weight BOXES or totes that are **clearly labeled with your name**. Boxes/Totes will not be returned to you. Large item that will not fit inside a box (baby gear, ride on toys, etc.) must have your name on them using a non-damaging tape (painters or masking work great).
- Meet your tagger at the arranged time and location. Please be courteous of their time and contact them if you are lost or need further directions. If something comes up, please reach out to your tagger as soon as you can to respect their schedule as they are working moms just trying to help you sell your items while running their households too. Thank you!