

# Valet Consignor Merchandise Prep Guidelines, Sign Up & Drop Off Location 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 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](http://www.sanangelo.jbfsale.com/how-to-sell)
2. As a valet seller/consignor, you minimally prep your items (see below for details) and drop them off at our valet office. You are then assigned a tagger who preps, prices, tags, stores, transports to the sale, and places your items on the sales floor for you.
3. Valet sellers earn 40% of sold items less a \$15 consignor fee that all sellers pay. You pay your tagger 20% of your sold items for their services (JBF takes care of this for you after the sale).
4. There is an upfront supply deposit of \$20 for the first 150 tags (not items). A \$7 supply fee will be removed from your seller check for each 50 additional tags created for you.

## General Guidelines & Info:

1. Sign up **for the sale** online at <https://www.jbfsale.com/myjbfprofile/> and register as a valet consignor.
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 paperwork, please write this information down.
3. Pay the **\$20 supply deposit** FRIENDS AND FAMILY on PayPal ([bonniebouher@jbfsale.com](mailto:bonniebouher@jbfsale.com)) or Venmo (@Bonnie-Bouher). Please be prepared to show your confirmation at time of drop off. Cash is accepted at time of drop off, but no items will be accepted without a deposit.
4. Inspect and Clean your Items: You will be given 10 "whoops I missed that one" items. **Starting at 11 items** you will be charged .25 cents PER ITEM.
5. Follow Prep Guidelines below and place all items in 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 otherwise).

## What We Accept and How to Prepare Your Items:

6. **Seasonally Appropriate\* Clothing**: please freshly launder your items and then sort by GENDER and SIZE. Check our “What to Sell” guide for details:  
[https://sanangelo.jbfsale.com/SA\\_F20\\_What\\_to\\_Sell\\_Guide-1.pdf](https://sanangelo.jbfsale.com/SA_F20_What_to_Sell_Guide-1.pdf)
  - a. **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 and size 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.
  - b. \*All season items (clothes, shoes, holiday, etc) can be dropped off and stored for you until the next seasonally appropriate event at **\$5 per month**. Example: if you drop off spring items in August they will be held for you until Spring drop offs begin in Nov and a \$15 storage fee will be assessed.
7. **Seasonally Appropriate Shoes**: Clean and free of dirt, mud, and other outside evidence. TIP: Shoes that have been washed can sell for more!
8. **Indoor/Outdoor Toys**: Items need to be clean, complete, and have working batteries. If JBF replaces batteries there is a **\$1 fee for each battery** assessed. 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.
9. **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.
10. **DVD/Electronic Games**: Ensure the disk is clean, without scratches, works, and is in the case. DVDs are accepted up to PG13
11. **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.
12. **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 29<sup>th</sup>-Nov 3<sup>rd</sup> the seat/base must have at least one year from Nov 3<sup>rd</sup>.
  - c. You must complete a waiver and turn it in at the time of drop off FOR EACH CAR SEAT, BOOSTER, AND BASE.

13. 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
14. 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.
15. 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.
16. 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).
17. 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.
18. 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!
19. Scrapbook/Art/Teacher: Please ensure all items are complete and in good condition.
20. 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:**

- Home Décor
- 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: [cspc.gov](http://cspc.gov)
- Any items 5+ years old (bicycle helmets no more than 3 years old)
- Free shirts (expl: camp shirts), or dated shirts (expl: Old Navy 2018)
- Free toys (McDonalds toys, etc.)

### **SIGN UP FOR A DROP OFF DATE:**

- Please go to this website to select a drop off time:  
<https://www.signupgenius.com/go/60B0E48A8AB29ABFC1-jbfvalet>

## **DROP OFF INFO:**

- Please be sure to have paid your \$20 supply deposit before arriving and have a picture of your confirmation to show the drop off staff. Cash will be accepted at the time of drop off but no items will be accepted without the supply deposit.
- Ensure all items are in 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).
- Prepare your items as outlined above and head to the Sunset Mall. Our Valet Office is an **OUTSIDE entrance** between the Conns and Dillard's (loop/Chili's side of the mall). The door is located behind the fence with the letter F (where the mall turns). If the door is not open please knock HARD as it is difficult to hear inside.