

# YOUR GUIDE TO *Selling* with JBF Grand Rapids



Spring/Summer  
Edition

10/1/25

## 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.



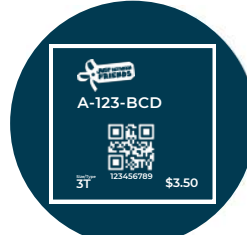
**Gather**



**Sort**



**Prep**



**Price**

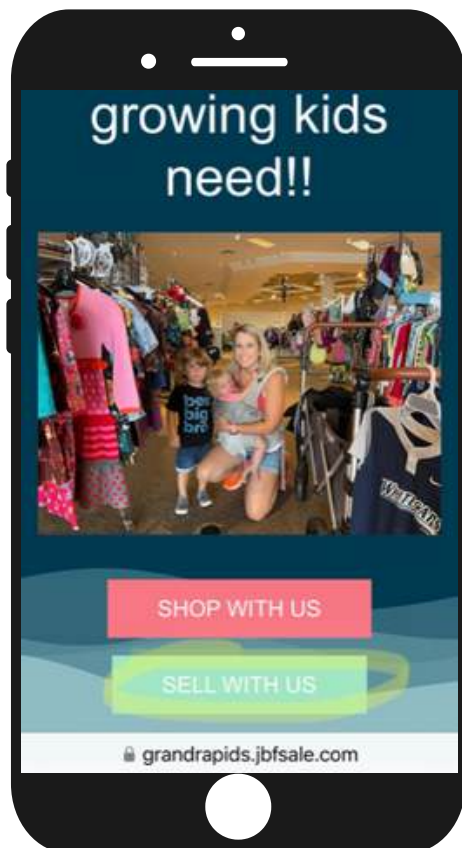
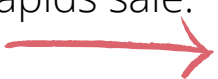


**Drop Off**

## First Things

### First: **1** **REGISTER**

Save your spot by registering as a Consignor (Seller) for the upcoming Grand Rapids sale.



## Seller Pay

**Rates:** JBF Sellers at the Grand Rapids sale earn 60% on sold items. Sellers who choose to help a minimum of 4 hours at the sale can earn up to 70% on sold items.

**Fees:** Sellers who choose to donate all of their unsold items pay a \$12 consignor fee. Sellers who chose to pick up their unsold items will pay \$17 consignor fee.

**Method:** Sellers receive an eCheck via email within 15 days after each sale. eChecks are printed at home and deposited like a regular check.

# STEP #2 TO *Selling*



with JBF Grand Rapids

## Second, Schedule Your Drop-off Time 2

Once you're registered at [grandrapids.jbfsale.com](http://grandrapids.jbfsale.com), you will be asked to select your drop-off time and choose your pick-up date if you opt not to donate all of your items at the conclusion of the sale. You will also select a presale shopping pass. We will let you know when the schedule is open and you will receive an email to sign up for your drop off time. **All consignors need a drop off appointment.**

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## Have Questions? Here are 4 ways to reach us!

Join our Facebook  
VIP Consignor Group



Click Here

Visit our "How To Sell" page  
on our website



Click Here

Text our Consignor Coaches  
616.528.8284



616.528.8284

Email our Consignor Coaches  
[grconsignorcoach@gmail.com](mailto:grconsignorcoach@gmail.com)



Click Here

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

# STEP #1 *Gather*



## 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're 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
- 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
- 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





# STEP #2 Sort



## 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, does not meet JBF standards or are not working). You can even donate some items you might toss.



## 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 items at our **Spring/Summer sale**. Sell cold weather clothing and items at our **Fall/Winter sale**.

Shoppers love current styles that are in fashion.

### 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. All of the Recalls & Safety Standards are listed at **grandrapids.jbfsale.com** for you to check each of your items before you sell on the bottom of the "Sell With Us" page of the website.



**Safety Waivers are Required** for all Cribs & Car Seats

**Safety Page**



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

# STEP #3 *Prep*



## 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
- Tide Pen
- Magic Eraser or wet wipes
- Zip lock bags
- Printer
- or Print at Staples/Library
- White Cardstock



## TOYS & GEAR

### Two Essentials:

- Tag is attached securely (won't fall off)
- All pieces secured together (won't separate; tape bags closed)

**Note:** Large Items will receive a large item tag at drop off

### WATCH TAGGING VIDEOS



# STEP #3 *Prep*



## CLOTHING

### Hanging & Tagging Clothing

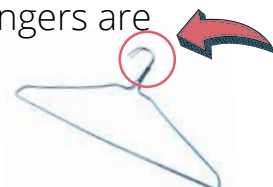
Put all clothing on a hanger. Bundle like items of socks, undies, mittens and others accessories in clear self-sealing bags. Attach JBF tag with safety pin or tagging gun to garment's tag on clothing, through a seam, under arm or tape to bags.

#### Hanger Direction/Size

Be sure the hanger hook opens to the left, like a question mark, when hanging items. Attach JBF tag either through the garment's tag, or inside hem in neck area or under arm pit in the left seam of the item. Wire hangers are preferred as they move better on the racks.

#### Hanger Size:

- NB - 12m = any hanger is ok
- 18m & up = **NO infant hangers**, all other hangers ok



#### Creating Outfits

It's okay to bundle items into sets. Secure pieces to hanger using safety pins, using one hanger if possible. If not, 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 garment's original tag or an inside seam so that you do not damage the fabric. Do not use a tagging gun to attach the tag to the front of the garment...it will leave a hole.

[Tagging Gun Best Practices on the next page](#)





# Tagging Guns

JUST BETWEEN  
FRIENDS®



## 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 garment tag at the neckline, always puncture the garment tag when attaching your JBF tag



### 2 Clothing Inside Seam

If the clothing does NOT have a garment tag at the neckline, puncture the inside seam when attaching your JBF tag



### 3 Clothing Left Armpit Seam

If the clothing does NOT have a garment tag OR an inside seam at the neckline, 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)



**Never puncture fabric with your tagging gun needle**

# Tips and Tricks



**Tagging Gun Do's & Don'ts**  
DO puncture inside seam or garment's tag  
DON'T make a hole in the fabric



**Hanging Pants on Regular Hanger**  
Skirts & Shorts Too!  
**A How-To Guide**



## Safety Pin Do's

DO puncture inside seam or garment's tag

DO puncture heavy waistbands to attach pants, shorts, skirts to regular hangers



## Safety Pin Don'ts

DON'T make a hole in the fabric





# STEP #3 *Prep*



## Bundling in Bags

These can be multiple items and should be the same type of item like socks, underwear or mittens.

**Note: All items that can be hung should be hung in the clothing racks like onsies. Hangable clothing must be hung.** If not in a bag, use a tagging gun fastener or a safety pin to connect all items together. Attach tag directly to the set or to the bag. All bagged items may be opened at the hold desk for buyers to inspect.



## Accessories

Use clear bags to bundle sets like socks, hair accessories, infant mittens or undies.

Display neatly so shopper can see well.

Tape JBF tag to the bag. Most accessories will be hung using provided clips for easy shopping. Accessories are limited to 20 tags.



## Hanging Multiple Items on a Hanger

Multiple items—that are all the same size—can be hung on a single hanger. Use a safety pin or tagging gun fastener to attach pants/skirts to hangers. Keep in mind where you place the pin or fastener so that it does not leave a hole.



## Shoes and Books

Tag (white card stock) should be attached securely (won't fall off). Make sure pair is secured together with zip ties or curling ribbon. Use painters tape on books and attach tag on outside front or back cover.

# STEP #4 Price



## Shopper-Focused Pricing

Ask yourself, "What price would make me buy this item without hesitation...and brag about my bargain to my friends?" Choose to **REDUCE** when creating tags to sell even more on half price days.

Retail Price	JBF Clothing Price	Pricing Non-Clothing Items	
less than <b>\$10</b>	<b>\$1-4</b> <b>Value Brands:</b> Cherokee, Circo, Carters, Old Navy	Toys Books Baby Gear Furniture Electronics Strollers + Joggers Sporting Goods	 <p>Price a little higher for:</p> <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> Gap, Gymboree, Justice Children's Place, Nike	<b>60-80% off retail</b>	<p>Price a little lower for:</p> <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> Mini Boden, Crewcuts, Mud Pie, Matilda Jane	<p><b>Want to SELL Even MORE?</b></p> <p>Choose to <b>REDUCE</b>, which allows your items to sell at 50% off during discount sale days</p>	



## Bundle Items to Save Time

As you are thinking about prices, consider creating sets or bundles. Put an outfit together (same size/brand), 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 #4

## Price & Create Tags



### Creating Tags on the Computer

Now that you've inspected your items, it's time to log in to your JBF Profile and enter your tag data.

**STEP 1:** Go to [jbfsale.com](http://jbfsale.com) & click on "Login" or create a JBF profile or go to <https://grandrapids.jbfsale.com/how-to-sell>

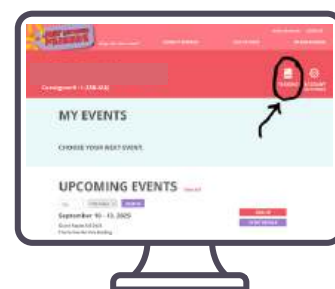
**STEP 2:** Click on the Tagging icon

**STEP 3:** Enter & Print Tags

1



2



3

Category <input type="text"/>	Size/Type <input type="text"/>	Description <input type="text"/>	Price <input type="text"/>	Reduce <input checked="" type="checkbox"/>	Donate <input checked="" type="checkbox"/>	Quantity <input type="text" value="1"/>
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Choose the **category** that best fits or leave it blank if there doesn't seem to be a good match.

Enter a **Description** that includes brand name, number of pieces, color or pattern, etc.

Choose the **Size or Type** that best describes your item. All clothing and shoes must have a size. Some non-clothing items will have type to choose from. For items with no type, you may leave this field empty.

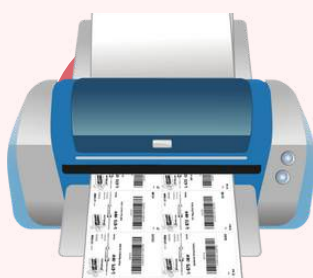
You choose the **Price**.

A check mark here will allow your item to **Reduce** to 50% off on Half Price Day.

A check mark here will allow your item to **Donate** to our local charity if unsold.

Use **Quantity** if you have more than one of the EXACT SAME item. This will print one tag with a unique QR code for EACH item.

### Printing Your Tags



Print your tags on 8.5"x11" white cardstock in portrait mode.

#### No Printer? No Problem!

When you finish creating your tags use the "Print PDF" option and upload the PDF file to an office supply store. It will save you ink and time. You can even ask them to cut your tags!



# STEP #4

## Price & Create Tags

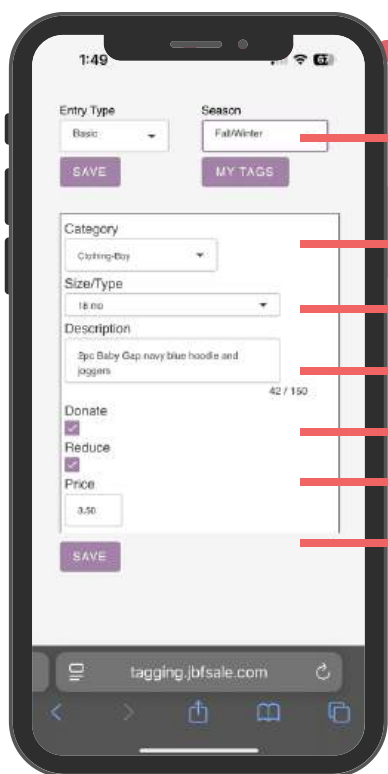
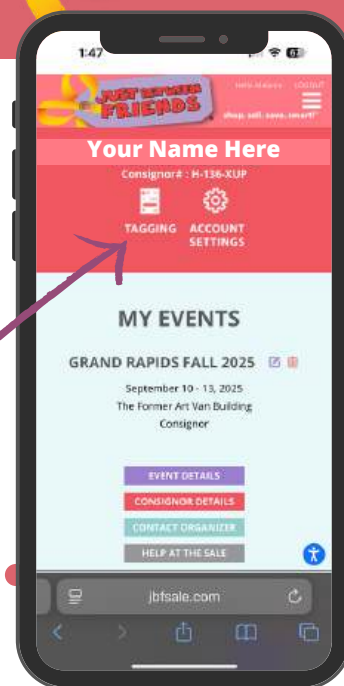
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### Creating Tags on your Phone

Yes you can also talk to text and prep your tags by talking into your phone. You will do it similar to tagging on your computer.

1. <https://grandrapids.jbfsale.com>
2. click sell/login (create profile if you have not yet)
3. click on **TAGGING**



### Creating Tags

- Basic/Rapid Entry and Season: This feature is if you have more than one of the exact same item and want to create several tags at once and choose the season of the item
- Choose the category that fits best
- Indicate size for clothing and shoes
- Include brand, colors, description (**B.C.D**) + number of pieces included
- A check mark here will allow your item to be donated if unsold
- A check mark here will allow your item to sell at 50% off on Half Price Days (**HIGHLY RECOMMENDED!**)
- You choose the price

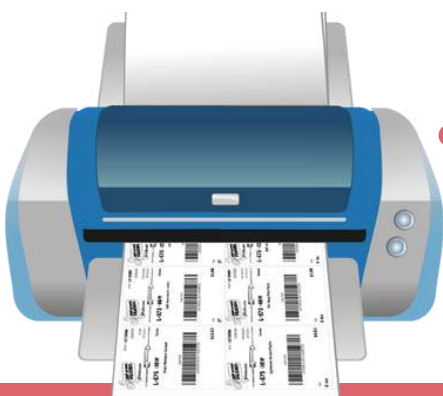
### TIP! Talk-to-Text

If you are entering tags on your mobile device, use talk-to-text to go even faster!!



### Print & Attaching Tags

Print tags on **8.5"x11" white cardstock**. Tags print 9 per page. Now that your JBF tags are printed, cut them apart and sort them so attaching the tags to your items is easier. See the Facebook VIP page for more details on printing and cutting tags for quick attaching.



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

## STEP #5

# Drop Off



### You did it!

Now that your items are tagged, you'll want to pack items **organized by type, size and gender** so that your Drop Off process is easy and fast. A drop off detailed email will be sent about a week before drop off...watch for that.

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## Seller Drop Off for JBF Grand Rapids IS TYPICALLY THE SUNDAY & MONDAY LEADING UP TO THE SALE - SEE WEBSITE FOR MORE SPECIFIC DROP OFF DETAILS

1

Plan for 60-minutes to drop off your items. A drop off appointment will be required for each consignor. It may take longer if you have 250+ items to drop off. Drive to the venue...Follow the Signs...Park...Enter...and **Check In**...your Presale shopping information will be validated at drop off!

2

Random/Selected Clothing Inspection will take place at drop off. If you are selected, leave your clothing items with the inspector while you place all of your non-clothing items where they belong on the sales floor. Then, return to Clothing Inspection to pick up your items. You'll hang all clothing by gender/size on the racks. There are alphabets on all the racks and you will hang your items to the **right** of the of the first letter of your consignor number.

3

All items that a child sits in, is carried in, or sleeps in will be inspected by our recall specialists so please check the safety of these items before arriving. You can click **HERE** to check for safety recalls.

4

For your Large Items, you will place those in the large item area. Large Items will get a large item tag attached when you bring them to that drop off area. Make sure these are all checked for recalls before you arrive!

*That's It! You're Done!*

# During the Sale



## Coaches Corner



### CONSIGNOR COACH CONTACT INFO

GRCONSIGNORCOACH@GMAIL.COM  
616.528.8284

### CONSIGNOR FACEBOOK PAGE

FACEBOOK.COM/GROUPS/JBFGVIP



### 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 shopping experience of JBF this week!



### Unsold Items Donated to Charity

All remaining items are distributed to help local families through our charity partner, In The Image. You can print a donation receipt for tax purposes from the tagging site.

## CONSIGNOR SHOPPING DATES

### MARCH 10-14

### Presale Shopping | March 10

Staggered Seller Shopping Times, you'll choose your Presale Tickets when you schedule your drop off appointment. Bring 1 Guest!

*Note: Presale is an adult only shopping time. Presale shopping ends at 9pm.*

### Public Shopping | March 11-14

*Note: Opening day for shoppers has a \$3 entry without ticket. Tickets recommended for free entry and tickets are free.*

### Half Price Presale | March 12

- Team Members | 5pm - 8pm
  - Consignors | 6pm - 8pm
- Bring 2 guests! All ages welcome*

### Public Half Price Days | March 13-14

*All are welcome to shop and you will sell so much during the half price days. **Tip:** let your items sell for half price.*

### Seller Pick Up | March 15

*If items are not donated. Must have a pick up appointment selected.*  
Sun. | March 15 | 11am - 1pm