

## Valet Consignor Guidelines

The Valet Taggers (VTs) work hard to prepare your items for the sale. Due to the high volume and demand of this service, we are only able to accept items that meet our guidelines as listed below.

If items are not in the conditions outlined in this document, they will not be accepted or tagged and your deposit will not be returned. Please be sure to follow these steps!

### Before Dropping Off:

- Review the Basic Seller guide to ensure each item you intend to drop off with your VT is accepted. This guide can be found on the how to sell page of our website or in the “other helpful info” section on the Valet Tagging Request Form
- Clothing must be recently laundered, free of stains, tears/holes, animal hair, all smells (smoke/animal/etc), excessive wear, etc. All clothing must be sorted by gender and size and folded together before placing in boxes.
- All items that can be in a box must be in boxes of manageable size and weight. 16x16x16 is the preferred size. Weight should be no more than a pregnant woman can reasonably carry. TIP: You can get FREE boxes at Chick-fil-a!
- All boxes are labeled with your name and seller number. Any non-boxed items are labeled with painters tape and your name.
- Shoes must be clean and free of dirt/mud and include all parts (shoelaces & insoles)
- Outside toys/items must be wiped down and free of dirt/mud/water
- Before giving your items to a VT, please be sure all items are in working order (toys, etc), have all their parts/pieces, are clean, and do not have any rips/holes/stains/smells (smoke or pet) or hair.
- If you are selling a Car Seat (anything that rides in a car) or a standard crib (pack and plays and bedside bassinets NOT included), please complete the required waiver and bring the manual/instructions to your drop off appointment. See the Safety Manual in the request form for these waivers.

## Valet Payout Details

JBK pays out 60% of the total sales, of which you (the valet seller) keep 40% and pay 20% to your VT for their service (prepping, pricing, tagging, storing, transporting, and placing items on the sales floor).

There is a Non-Refundable \$10 Registration Fee for participating in the sale. Once your valet account has been accepted, you will be emailed the link to prepay this fee and select your pickup time if applicable. Failure to complete this step before the event will result in the \$12 late fee plus a \$5 administrative fee being removed from your profit check after the event.

At the time of drop off, you will pay a \$20 non-refundable/transferable supply deposit to your tagger. This deposit helps offset the cost of the supplies needed (hangers, card stock, safety pins, ink, baggies, etc) for the first 150 tags. Payment for any additional tags created on your behalf will be removed from your profit check after the sale at the rate of \$7 per 50 tags (over the first 150) and passed along to your VT to cover their expenses.

Any additional (avoidable) fees you may accrue will be removed from your profit check. Potential fees are as follows:

All battery powered items must have working batteries. If the VT must replace any batteries a \$1 fee will be deducted from your check for EACH battery.

As the seller, it is your responsibility to inspect your items to ensure they meet JBF standards before drop off. Any No Thank You (NTY) items dropped off will incur a .25 cent fee PER ITEM. Please be sure to inspect your items well! Additionally, all NTY items will be automatically donated on your behalf.

Any item returned to the sale because it is defective, is missing parts or does not work will incur a \$5 fee, which will be removed from your profit check.

## Other Important Info

As a consignor, you are eligible to shop early at the presale and the ½ price presale! Plus you get 1 guest pass, so bring your shopping bestie! Please see the seller details section at [Abilene.jbfsale.com/how-to-sell](http://Abilene.jbfsale.com/how-to-sell) for shopping dates and times as well as pick up information if you elect to pick up unsold items.

Any tags entered in the valet account, even, if entered personally, will be subject to valet rules and percentages. If you have items you would like to tag yourself, please create a secondary account to earn the full DIY percentage.

JBFC Consignor checks for valet sellers are emailed within 2 weeks of the last day of the sale. Checks are available for 90 days only. If you fail to retrieve and deposit your claim within 90 days, JBF will have to issue a stop check to the bank and send a new check. This service incurs a \$35 fee that is removed from your profit check prior to sending the 2<sup>nd</sup> time. Please be sure to cash your check within 90 days!!