



Thank you

For your interest in using the VIP tagging service with Just Between Friends Rochester. We are happy to help you be a part of the JBF experience and fun! Below are some reminders and tips for you to assist us in getting the Valet Tagging process started.

Reminders: Valet tagging is now open and items will be accepted and tagged on a first scheduled, first served basis. This will be an All-season sale and All-Season clothing items will be accepted. Please keep in mind, we set a goal, though not a guarantee, that our Valet Taggers price to sell at least 70% of your items. Our taggers use the JBF recommended pricing guidelines, **marking quality items for 1/4 - 1/3 of the retail price.**

You must answer YES to at least 2 of the following questions if you would like to be considered:

- Do you have at least 100 children's items? Y / N
- Are at least 80% of those items name brand? Y / N
- Would it be impossible for you to participate without Valet tagging assistance? Y / N

Fees: Consignors using our Valet Tagging Service will earn 45% of their sales. A \$20 consignor fee will be charged to valet consignors. This covers the fee to participate and basic supplies (printing, cardstock, tagging supplies). Consignors should provide hangers or pay \$1 for every 8 hangers used. Consignors should provide Batteries or pay \$1 for each battery supplied by the valet program. If Valet Tagging Team Member picks items up from consignor, .30 cents per mile will be deducted from check following the sale. All fees will be taken out of the consignor check at the end of the sale.

Clothing: This is an ALL SEASONS sale. Remember, clothes should be freshly laundered and either hung or folded. Socks should be matched and folded.

Shoes: Should be clean, with no scuffs or tears and pairs matched together.

Toys: Clean with working batteries (when required). If a toy has multiple pieces, bag them or have them grouped together.

Books/Puzzles/Board Games: Be sure the puzzles/games have All the pieces. Make sure books are not damaged.

Equipment: Wipe them down and be sure they are clean! If you can launder parts of them, do so prior to drop off. Also they need to have working batteries if required.

Car Seats: For JBF to sell car seats you must have a copy of the owner's manual. If you don't have it you need to go to the manufacturer's website and print off the English version. Car seats must be less than 5 years old at time of sale.

MISC:

- **All Garage and 'Clearance' Sale Tags MUST be removed prior to drop-off.** We will return any items to you with these tags still attached. They will not be tagged.
- Hangers/Batteries- If you choose not to provide hangers/batteries we will purchase as needed for you and deduct the price from your check (\$1 for every 8 hangers / \$1 for each battery)
- Items that do not pass inspection or can be donated on your behalf or you must pick up from your valet tagger before the sale.
- If you are selling bedding you must provide a clear large Ziploc bag or comforter bag or we will provide one for you at your expense.

CONSIGNOR PRE-SALE: As a valet consignor you and one guest will be allowed to shop early at the consignor presale slot on Thursday. Your name will be on our list at the door.

RETURNING: WANT TO BE A JBF GO-GIVER? Some of our consignors just want things 'out of their house' and are happy to donate the money earned on their sales to a local non-profit. Might this be you? Any funds donated from our Go-Givers program will be donated to Rochester's New Life and Family Services. Let us know if this describes you!

NEXT STEPS: Following is a copy of our Valet Consignor Waiver form for you to review. If, after review of the tips, reminders and waiver, you determine that YES, Valet Tagging is for you let us know. We'll have our Valet Tagging Team contact you to coordinate a drop off date and time. The Signed Valet Consignor Waiver form should be given to the Tagger at time of drop-off in order for tagging to begin. Thank you for your interest & the opportunity to serve you.

JBF ROCHESTER VALET CONSIGNOR WAIVER

| | | |
|--------------------|--------------------------------------|----------------------|
| Name | Email Address | Phone Number |
| Consignor # | JBF Password (so items can be | Season / Year |

| | | | | | |
|---|----------|--|--------------|--|--------------|
| I understand that my items will be marked to sell for 1/2 price during our 1/2 price sales | Y | I would like my unsold items to be donated following the sale. I understand that I will receive a tax deductible receipt for my donated items | Y / N | I would like to be a JBF Go-Giver. Please send earnings from my sales to New Life Family Services | Y / N |
|---|----------|--|--------------|--|--------------|

As a Valet Consignor with Just Between Friends of Rochester, MN please read & initial the following guidelines:

| | |
|---|--|
| Please initial below that you have read, understand and agree to the stated guidelines for using JBF Rochester's Valet Consigning | I understand and agree that Just Between Friends (JBF) is not responsible to reimburse me in the event of fire, loss, theft, or damage to my sale items. I trust JBF will do its best to ensure the safety of my items, and I understand there is no obligation to pay me for items that are not sold or returned to me at the conclusion of the sale. |
| | I understand that I will receive 45% of the selling price for my items and that a \$20 consignor fee will be deducted from my check for participating in the sale. |
| | I understand that if Valet Tagger picks items up from me rather than my dropping them off, .30 cents per mile will be deducted from my check following the sale. |
| | I agree to provide hangers for my hanging items and batteries for items requiring them, or pay the following: \$1 for every 8 hangers used on my items, \$1 for each battery used. I understand these fees will be taken out of my check at the end of the sale. |
| | I understand that once tags have been entered into the system I will be notified and given 2 business days to review these prices. I agree that I will contact the Valet Tagger to discuss, if I see any prices I'd like to request be revised. |
| | I understand that ALL ITEMS will be marked to sell at 1/2 price during the half-price sale. |
| | I agree that all items with "Donate" on the tag will be donated at the conclusion of the sale. They will not be sorted with my things, nor will I be able to reclaim them back once they are in the donation area. |
| | By appearing in a public venue as a shopper, consignor or volunteer, Just Between Friends has my permission to use my image in any Just Between Friends publicity avenue they choose. |
| | I also agree that as a condition of selling items in a Just Between Friends Consignment Sale, I represent and warrant the following to be true and correct: |
| initials | <ol style="list-style-type: none"> 1. I am the owner of the items to be sold, and I have full authority to sell the items offered by me for sale. 2. Each item offered for sale by me is in good operating condition, reasonable wear and tear expected, and is not defective, broken or damaged in any way. 3. Any repaired item was repaired by the original manufacturer or in accordance with the original manufacturer's warranty program; and 4. Each item complies with applicable law; and 5. No item is the subject of any pending or threatened recall notice or other consumer protection enforcement action; and 6. I know of no reason why any item offered for sale by me would cause any injury to another. |

I understand that it is my responsibility to come during the pick-up posted time or send someone in my place and that ALL ITEMS NOT PICKED UP during this time slot will be immediately donated to the charity. I understand that there will be NO exceptions made or items held for me after pick up ends.

Consignor Signature: _____ **Date:** _____

JBF STAFF USE ONLY:

Name of Valet Tagger _____
 Number of Tubs to be returned to Consignor _____ Starting item number (for returning consignors): _____
 Consignor Provided Hangers: Yes / No # hangers used: _____ (hanger cost will be deducted from final check) _____
 Consignor Provided Batteries: Yes / No # batteries used _____ (battery cost will be deducted from final check) _____
 Total Hanger Cost: \$ _____ Total hanger cost: \$ _____ Total # of miles driven: _____