

# JLN Consignor EZ Checklist

## PRE-SHOW

- ✓ Register at [www.JustLikeNewKids.com](http://www.JustLikeNewKids.com) for each show (Consignor # will always stay the same)
- ✓ Thoroughly review JLN website for important steps and information – It's easy and fun!
- ✓ Check [www.cpsc.gov](http://www.cpsc.gov) for recall / compliance of all items PRIOR to placing them in inventory
- ✓ Enter good & complete tag descriptions – Line1: Brand – Line2: As descriptive as possible
- ✓ Account for ALL parts and pieces and make sure that they are securely attached
- ✓ Consider each item for discount & donate – Getting something is better than nothing
- ✓ Anything that requires batteries, MUST have batteries
- ✓ Fill out & print JLN Carseat Form [www.JustLikeNewKids.com/k-download-resources](http://www.JustLikeNewKids.com/k-download-resources) for EACH carseat
- ✓ If applicable, fill out & print JLN Alternant PickUp Form [www.JustLikeNewKids.com/k-download-resources](http://www.JustLikeNewKids.com/k-download-resources)
- ✓ Help your TEAM JLN by sharing posters [www.JustLikeNewKids.com/k-download-resources](http://www.JustLikeNewKids.com/k-download-resources) with friends & family - Either by printing or by email
- ✓ Sign-Up for Drop Off Time Slot after it becomes available on website. (We will notify by email when available – 2wks out) Sign up for one slot per 250 items – Remember the 100 item CLOTHING limit

## DROP-OFF

- ✓ Within one week of the show – recheck [www.cpsc.gov](http://www.cpsc.gov) for any late recall additions
- ✓ Arrive at your designated time slot – Items will NOT be accepted if you have not signed up for slot
- ✓ Have items sorted by gender and size BEFORE arrival – This makes it much faster for you & others
- ✓ Pull up along the curb & unload – Park your vehicle in the main lot & then rejoin your JLN volunteer
- ✓ Check in at the registration table -- we will:
  - Confirm your email & mailing address
  - Have you sign the JLN Consignor Agreement Receive
  - your [JLN Alternant Pick-up Form](#) (If Applicable)
  - Drop off a [JLN Carseat Form](#) for each car-seat in show
  - Give you your Pre-View pass -- (1) per consignor
  - Answer any questions you might have
- ✓ Proceed to Item Quality Control
- ✓ After QC, a JLN Volunteer will orient you to the show floor and get you started placing your items
- ✓ Large Tupperware bins or large boxes, are helpful to get your items inside
- ✓ No racks allowed in the main parking lot – There have been too many accidents!

## PICK-UP

- ✓ Please don't arrive early **or** late – After 6:01pm all items will go on The Adams Rescue Mission truck
- ✓ Remember to bring picture ID – You will need it to get your items
- ✓ If you are having a designee pick up your items, ensure they are familiar with procedures
- ✓ Your JLN escort will take you to your consolidated items – Ensure you ONLY have YOUR items
- ✓ Check "Lost & Found" area for any items that might belong to YOU
- ✓ If desired and applicable, download and fill out your Tax Record Receipt - Adams Rescue Mission
- ✓ Mark your calendar for the next JLN show