



HOHENFELS COMMUNITY AND SPOUSES' CLUB  
THRIFT SHOP CONSIGNMENT CONTRACT



### ELIGIBILITY OF CONSIGNMENT ACCOUNTS

- a. Only valid ID card holders (U.S. Military, Civilian, DOD and NATO) may consign and/or purchase goods at the HCSC Thrift Shop with only one (1) account will be issued per family (limited to two (2) people).
- b. Consignors may not consign items for another person/account except for organizations.
- c. Consignors must be at least **18** years of age.
- d. Consignment privileges will be revoked if the consignor: a) sells any items directly to the public while on the HCSC Thrift Shop Premises (including the parking lot) b) uses the HCSC Thrift Shop to operate continuous resale (home-based-business) c) misbehaves in any manner.

### CONSIGNING ITEMS

- a. **HCSC Members** may consign thirty (30) items per month, with no more than ten (10) being seasonal clothing/shoes/boots with proceeds being **75%** to the consignor. **Members** are exempt of the five (5) percent withdrawal fee.
- b. **Non-Members** may consign fifteen (15) items per month with no more than five (5) being season clothing/shoes/boots with proceeds being 70% to the consignor. A withdrawal fee of five (5) percent of the original consignment price will be charged for each item withdrawn.
- c. Withdrawals are processed through the cashier. Withdrawn items may not be consigned again for another thirty (30) days.
- d. PCS orders from the Hohenfels area will be allowed sixty (60) items with ten (10) allowed to be seasonal clothing/shoes/boots. *PCS consignments privileges will be granted not earlier than six (6) weeks prior to PCS. A copy of your PCS orders must be given to the Manager to be kept in your file.* PCS Consignors may receive their checks via mail after they have moved provided prior arrangements have been made. Consignors are responsible for providing three (3) self-addressed stamped envelopes for payments.
- e. Items are consigned for a maximum of sixty (60) calendar days, expiration date to be determined by the HCSC Thrift Shop program with the exceptions noted in items E and F below.
- f. Holiday items such as Easter, Halloween, etc.... will only be accepted six (6) weeks prior to holiday. *The sixty (60) day consignment period does not apply to Holiday items.* Any holiday items not sold must be withdrawn five (5) days after the Holliday ends or they automatically become TSP property. These items may be withdrawn without paying the withdrawal fee of five (5) percent.
- g. Spring/summer items will expire on **21<sup>st</sup> August** and Fall/Winter items will expire the **21<sup>st</sup> March** regardless of date of consignment. Seasonal clothing items not withdrawn by consigner prior to COB on these dates will automatically become Thrift Shop Property. These items may be withdrawn without paying the withdrawal fee of five (5) percent.
- h. All items must be clean, and in good shape. Mechanical and Electrical items must be clean and in good working condition. The HCSC Thrift Shop will not accept items with damaged cords/plugs or items with missing parts. Battery Operated items must have working batteries and Light Fixtures must have working light bulbs.
- i. Furniture must be clean and in good repair and all wood furniture must be void of all wood worm signs.
- j. All Furniture Consignments require an appointment made ahead of time with Thrift Shop Management.
- k. Consignors will be notified about items found to be unacceptable after processing and must be claimed by the consignor within five (5) days from notification. Items will be forfeited after the fifth (5<sup>th</sup>) day.
- l. Items not sold or withdrawn by the close of business on the expiration date will become the property of the HCSC Thrift Shop.

September 25, 2022



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- m. Consignment hours are one hour after opening and one hour before closing on any day the Thrift Shop is open or on an Appointment basis.
- n. The HCSC Thrift Shop may curtail consignment hours due to the absence of staff and/or volunteers.
- o. The Thrift Shop will not consign any items on the Exclusion list at any time. The HCSC Thrift Shop will periodically update the Exclusion list of things that are never accepted.
- p. The HCSC Thrift Shop has the right to limit the amount of a certain item the consignor can bring in at any given time.
- q. It is the Consignors job to make themselves aware of Holiday Closures. The Thrift store will remind the public of these times via Facebook and Website. The Consignor is responsible for monitoring all account activity.

**PRICING & EXTENSION OF CONSIGNMENT**

- a. Consignor may not price anything below what the store may price an item for of more than \$5.00. i.e.: if a tsp transformer is \$60, consignor may not price their transformer below \$55.
- b. Consignor must not price an item lower than \$5.00
- c. Consignor may extend consignment once at a decreased profit of five percent (5%) making the new profit seventy percent 70% for the consignor.

**PROCEEDS OF SALES**

- a. Consignment sales checks will be available no later than the tenth (10<sup>th</sup>) business day of the month. Consignment sales checks may be claimed at the Cashier Desk only by the account holder(s) whose name appears on the checks, unless a Power of Attorney or Authorization Letter is provided.
- b. Checks must be cashed within ninety (90) days of issue. After this deadline, account holders have thirty (30) days to request a check reissued from the Thrift Shop Manager or the Thrift Shop Board as deemed appropriate.
- c. Lost checks are subject to a reissue fee of ten dollars (\$10.00). Said fee will be deducted from the value of the original check.

\_\_\_\_\_ I hereby give permission for my mechanical, electrical, or other item that cannot be properly tested in the store to be released to a customer on a *HOME HOLD* for a period of one (1) or two (2) Thrift Shop business days.

**THE HCSC THRIFT SHOP RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE WHO VIOLATES ITS PROPERTY, RULES OR REGULATIONS. THE HCSC THRIFT SHOP IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS, OR ITEMS DAMAGED FROM FIRE, WATER, BREAKAGE OR ERROR IN PRICING. ITEMS ARE CONSIGNED AT THE OWNER'S RISK.**

I have read this contract and agree to the conditions.

Consignor's Name (printed) \_\_\_\_\_ Co-Consignors Name (Printed) \_\_\_\_\_

Consignors Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Consignors Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

Office use only: CONSIGNOR NUMBER \_\_\_\_\_