

Hohenfels Community and Spouses Club Thrift Shop Consignment Contract

I. 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 to be issued per family (limited to two (2) people). Consignors may **not** consign items for another person/account with the exception of organizations. Consignors must be at least 18 years of age. 100% ID check for all consignors.
- B. Consignment privileges will be revoked if the consignor: 1) sells any items directly to the public while on the HCSC Thrift Shop premises (including the parking lot), 2) uses the HCSC Thrift Shop to operate continuous resale of a home based business, 3) misbehaves in any manner.

II. CONSIGNING ITEMS

- A. **All CONSIGNORS** may bring **TEN (10)** items for consignment per **Month**, with no more than **five (5)** being seasonal clothing/shoes/boots with proceeds being 70% to the Consignor. A **Withdrawal** fee of 5% of the original consignment price will be charged for each item withdrawn. **Withdrawals** are processed through the Cashier. Withdrawn items may be consigned again after thirty (30) days. **HCSC Members** may bring 15 items per month and receive 75% proceeds from consignment sales. **Members are Exempt** from the 5% withdrawal fee.
- B. **ALL CONSIGNORS** are responsible for making arrangements PRIOR to their PCS to have checks mailed by providing the new address and 3 self-addressed stamped envelopes or pay a \$2.00 handling/mailing fee to the Cashier.
- C. Items are consigned for a maximum of sixty(60) days, expiration date to be determined by the HCSC Thrift Shop program with the exceptions noted in items E and F below.
- D. Holiday items such as Easter, Halloween, etc. will on be accepted SIX (6) WEEKS prior to holiday. **THE SIXTY (60) DAYS CONSIGNMENT PERIOD DOES NOT APPLY TO HOLIDAY ITEMS. Any holiday items not sold must be withdrawn within five (5) business days after the holiday.**
- E. Clothing must be clean, not faded, in good shape, in style and in season. **Thrift Shop employees have the right to REFUSE any item they feel does not meet the standards of the thrift shop.**
- F. **Spring/Summer items will expire on 21 August and Fall/Winter items will expire 21 March, regardless of date of consignment.** Seasonal clothing items not withdrawn by consignor prior to COB on these dates will automatically become Thrift Shop Property. These items may be withdrawn without paying the Withdrawal Fee.
- G. 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.**
- H. Books must be consigned separately, unless part of a set.
- I. Bicycles must be in good working condition and already assembled.
- J. Furniture must be clean and in good repair, with wooden items treated for woodworms, if necessary. **ALL furniture consignments require an appointment.**
- K. **The consignor is responsible for monitoring all account activity.**

- L. Items not sold or withdrawn by the close of business on the expiration date will become the property of HCSC Thrift Shop.
- M. The HCSC Thrift Shop may curtail consignment days due to absence of staff , volunteers and COVID regulations.
- N. The HCSC Thrift Shop publishes a weekly “Exclusion List” of regularly accepted items that **cannot** be accepted for a specific time period due to overstock.
- O. The HCSC Thrift Shop will periodically update the “Unaccepted List” of things that are never accepted. Please Check with Customer Service for regular updates.
- P. The HCSC Thrift Shop will be closed for two weeks in December and January in accordance with the Post Christmas break as well as two weeks during the summer for block leave.

III. PRICING AND MARKDOWNS

- A. All items must be increments of 25 cent with a minimum consignment of \$5.00.
- B. Prices of your consigned items may be marked down twice (2) during the consignment period. **This does not extend the expiration date of the consignment period.**

IV. PROCEEDS OF SALES

- A. Consignment sales checks will be available on the 5th business day of the month. Consignment checks may be claimed at Cashiers Desk, only by the account holder.
- 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 Thrift Shop Board as deemed appropriate.
- C. Lost checks are subject to a reissue fee of \$25.00. Said fee will be deducted from the value of the check.

I hereby give my permission for my mechanical, electrical or other items that cannot be properly tested in to store to be released to a customer on a Home Hold for a period of up to two (2) business days.

Customer’s initials: _____

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 these conditions.

Consignor’s Name (Printed)_____

Co-Consignor’s Name (Printed)_____

Consignor’s Signature_____Date_____

Office Use Only: Account number: _____ Last Name: _____

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