

Account # \_\_\_\_\_

The following policies shall apply to every consignor. By consigning items at the Post Thrift Shop you agree to Thrift Shop Consignment Policies. Prior to the first consignment, this policy must be read in full and then signed. The Post Thrift Shop will retain a copy of your signature in your file as well as provide a copy for your records.

***\*\*There can only be ONE account per household.\*\****

**Eligible Consignors**

1. The following categories of personnel shall be authorized to consign items for sale, subject to item acceptance at the Post Thrift Shop:
  - a. Active Duty members of the Armed Forces and their dependents
  - b. Retired members of the Armed Forces and their dependents
  - c. Civilian employees (active) of any element of the Department of Defense at Fort Meade
  - d. Reservists during the period that they have written authorization that allows them shopping privileges at the Post Exchange
  - e. One-time consignment of military uniforms by servicemember post-separation
  - f. Post-recognized organizations
2. Members of the Armed Forces are required to show their Military identification card to consign merchandise.
3. Civilian employees will be required to present the official identification card obtained from their duty offices to certify employment at Fort Meade.

4. Hours

Sales	Consignments
Tues/Wed/Thurs (9:00am – 2:00pm)	Wed (9:15am - 12:15pm)
1st Sat of the month (9:00am - 1:00pm)	Consignments by appointment only
(When 1st Sat falls on a holiday, opening will be moved to the following weekend)	Appointments will be 30 minutes long

5. The consignor may request to check their account and consigned items during business hours with the assistance of the consignment clerk, when available.

## **Appointments**

6. One appointment may be made online, by phone, or in person each month. After the 12th of each month, one additional appointment may be made, if available.
7. Consignors must contact the Thrift Shop as soon as possible if an appointment needs to be cancelled or rescheduled. If three (3) appointments are missed without notification, the consignor will be suspended from consigning for 30 days.
8. The Thrift Shop will accept up to 10 items for consignment per consignor per appointment.
  - a. A person who is ETSing or PCSing in or out, upon presentation of their orders, is allowed to consign up to 60 items. This would be on a one-time basis and the individual must call to book this type of appointment. Appointment must take place within 90 days of ETS/PCS date listed on consignor's orders.
9. The consignor shall set the selling price of merchandise consigned; however, the Thrift Shop is authorized to reject any article which is priced too high or otherwise deemed unacceptable by the Consignment Clerk. The lowest price for consignment is \$5.00. Items are to be priced in \$1.00 increments.
10. The Thrift Shop retains a 50% commission of the selling price on all items sold.
11. Equivalent time is added to the consignor's contract in the event the Thrift Shop is closed for three consecutive operational days.
12. At the end of the consignment period (30 days), all items will become Thrift Shop property if not sold or removed. If the 30th day falls on a day the store is normally closed, and you wish to remove your items, they will need to be removed by the end of the following open day.

## **Checks and Consignment Contracts**

13. A 10% removal charge on the original price will be made when items are removed from the Thrift Shop prior to the expiration date of the consignment. The consignor is responsible for pulling items and bringing them to the consignment clerk for removal.
14. Payment for items sold will be by check. Checks will be available for pickup at the Post Thrift Shop prior to the 15th of the month following the sale of items.
  - a. Payees are required to pick up issued checks within sixty (60) days. Checks must then be deposited or cashed within thirty (30) days of receipt. Failure to comply with these timelines may result in a check being voided, and a replacement check may require additional processing time and fees.
  - b. If a check must be reissued due to loss or damage, the consignor will be responsible for the stop payment fee (\$30.00) unless the original check is returned to the Thrift Shop. The fee will be deducted from the consignor's profits. If the check is less than the stop payment fee, no check will be reissued.

Account # \_\_\_\_\_

**Checks and Consignment Contracts, cont'd**

- 15. Any amount due to a consignor under \$5.00 will be held over for one month and be added to the next month's check. If it still would not come to at least \$5.00, it will then revert to the Thrift Shop profits to go back to the community via the Fort Meade Spouses' Club.
- 16. When moving, the consignor is responsible for providing an updated mailing address to the Consignment Clerk to facilitate payment of articles left on consignment.

**Preparing Items for Consignment**

- 17. Large appliances & furniture may only be consigned with prior approval from the Consignment Clerk.
- 18. Clothing, drapes, etc. must be laundered or dry cleaned when brought to the Thrift Shop. All items must be free of tears, stains, and heavy wear/staining.
- 19. Similar items will be bundled or placed into bags by consignor prior to appointment, e.g. dishes in a box, small toys in a bag.
- 20. A piece of masking tape or sticky label needs to be placed on all items with the consignor's information. This is our backup in case tags are lost. Items CANNOT be sold without proper labeling and tags. It is the consignor's responsibility to label their items before bringing them into the Shop for consignment. If you are selling something with multiple pieces (e.g., a 3-piece suit) each piece must be labeled. Additionally, under item number list 1 of 3, 2 of 3, 3 of 3. The label must use the following format:

Date mm/dd/yy	Account #
Item #	Price \$
Description of Item	

Donations are always appreciated. All profits earned through Thrift Shop sales and consignments are donated back to the Fort Meade Community through the Fort Meade Spouses' Club in the form of Scholarships for Military Dependents and other worthwhile community projects.

## UNACCEPTABLE ITEMS FOR CONSIGNMENT

- Clothing; out of season, dirty, wrinkled, torn, showing excessive wear or blemishes/stains.
  - Winter clothing: accepted October - February
  - Spring clothing: accepted February - April
  - Summer clothing: accepted April - July
  - Fall clothing: accepted July - October
  - Holiday items: may be accepted for consignment as early as 6 weeks prior to the holiday and no later than 2 weeks prior to the holiday.
  - Children's clothing: must be NWT or name-brand in excellent condition
- Unacceptable clothing brands (not an all-inclusive list):
  - "Fast-fashion" brands such as: SHEIN, Lularoe, H&M, Fashion NOVA
  - Generic store brands such as: Time & True, Terra & Sky, Wonder Nation, No Boundaries
- Large household items to include but not limited to the following;
  - Air conditioners, washers, dryers, refrigerators.
  - Bicycles, weight benches, weights, ski machines, treadmills or other exercise equipment.
  - Sofas, chairs, large coffee tables, dining room tables, entertainment centers, desks, dressers, bed frames or any large furniture items.
  - Strollers that cannot be collapsed, playpens that cannot be folded, assembled cribs, bassinets, large outdoor toys.
  - Exception: Some large appliances, furniture & workout equipment may be consigned with prior approval from the Consignment Clerk.
- Outdated electronics such as older cell phone models, VHS tapes, film viewers, etc.
- Unsanitary items; toys that cannot be washed, baby plastic pants, nipples, pacifiers, bathing suits and caps, socks, tights, underwear, diapers, breast pumps, wigs, hair curlers, hair brushes, toilet seats, adult sleepwear, toothbrushes (electric or regular), water picks, contact lens cleaner, razors, etc.
- Other items, including but not limited to: paint, aerosol cans, sinks, soap, talc, nail polish, cosmetics, shampoo, perfume, cologne, infant swings, plants or food. Foam products to include pillows or bed pads. Carpets larger than 6x9'. Luggage or large bags of miscellaneous toys or other items. Automobile parts, tires, rims, hubcaps, etc. Garage door openers.
- Firearms, crossbows, hunting knives and all other weapons are prohibited from being sold or brought into the Thrift Shop.

**MANAGEMENT RESERVES THE RIGHT TO REFUSE ANY ITEM AT ANY TIME TO INCLUDE ITEMS NOT LISTED.**

**MANAGEMENT RESERVES THE RIGHT TO REFUSE A CONSIGNOR WHO DOES NOT ABIDE BY THE RULES OF THE POST THRIFT SHOP.**

**THE THRIFT SHOP IS NOT RESPONSIBLE FOR LOSS, DAMAGE, THEFT, OR DESTRUCTION OF ANY ITEMS PLACED ON CONSIGNMENT.**

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**I agree to abide by these policies for any and all consignments conducted through the Post Thrift Shop.**

**Consignor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

