

Consignment Policy

The following policies shall apply to every consignor. By consigning items at the Post Thrift Shop you agree to Thrift Shop Consignment Policies. Before you can consign for the first time you must read and sign this form, we will keep a copy in your file and you will be given a copy for your records. *****There can only be ONE account per household*****

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
 - b. Retired members of the Armed Forces
 - c. Dependents of personnel in categories (a) and (b)
 - d. Civilian employees (active) of any element of the Department of Defense at Fort Meade
 - e. Reservists during the period that they have written authorization that allows them shopping privileges at the Post Exchange
 - f. One time consignment of military uniforms/equipment by people out of the military.
 - g. 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) 2nd & 4th Wed (6:00pm - 9:00pm) 1st Sat of the month (9:00am - 1:00pm) (When 1st Sat falls on a holiday, opening will be moved to the following weekend)	Wed (9:15am - 12:15pm) Consignments by appointment only Appointments will be 30 minutes long

5. If one appointment is missed without notification, the consignor will be suspended from consigning for 30 days.

6. The Thrift Shop will accept up to 10 items for consignment per consignor per appointment.
 - a. One appointment may be made online, by phone, or in person each month. After the 7th of each month, additional appointments may be made, if available.

7. 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 employee taking consignments. The lowest price for consignment is \$5.00. Items are to be priced in \$1.00 increments.

8. The Thrift Shop retains a 50% commission of the selling price on all items sold.

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9. Clothing, drapes, etc. must be laundered or dry cleaned, and pressed when brought to the Thrift Shop. All items must be in good repair.
10. 220 Volt appliances can be taken on a limited basis if space is available and with the Thrift Shop Manager's approval. Call the Thrift Shop before bringing your items in to see if those items are being accepted. All electric appliances must be marked "NOT TESTED."
11. Similar items will be bundled or placed into bags. ie. Dishes in box, small toys in a bag.
12. The consignor may look at their account to check on items during business hours with the assistance of the consignment clerk, when available.
13. Equivalent time is extended to the consignor in the event the Thrift Shop is closed for three consecutive operational days.
14. 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.
15. 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.
16. Payment for items sold will be by check. Checks will be mailed prior to the 15th of the month following the sale of items.
17. 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.
18. If a check must be reissued, the consignor will be responsible for the stop payment fee 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.
19. When moving, the consignor is responsible for providing an updated mailing address to the Consignment Clerk to facilitate payment of articles left on consignment.
20. 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.
 - a. Appointment must take place within 90 days of ETS/PCS date listed on consignor's orders.
21. THE THRIFT SHOP IS NOT RESPONSIBLE FOR LOSS, DAMAGE, THEFT, OR DESTRUCTION OF ANY ITEMS PLACED ON CONSIGNMENT.

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22. 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 (ie, 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		Account #
Item #	Description	Price \$
Serial Number		

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.

CONSIGNMENT ITEMS ACCEPTANCE DATES

CLOTHING:

October - first month to consign winter clothing
February - last month to consign winter clothing

February - first month to consign spring clothing
April - last month to consign spring clothing

April - first month to consign summer clothing
July - last month to consign summer clothing

July - first month to consign fall clothing
October - last month to consign fall clothing

ITEMS:

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

All holiday items must be picked up no more than 2 weeks after the holiday

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UNACCEPTABLE ITEMS FOR CONSIGNMENT

- Clothing; out of season, dirty, wrinkled, torn, showing excessive wear or worn out.
- Large household items to include but not limited to the following; air conditioners, trophies, 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 or any large furniture items. Strollers that cannot be collapsed, playpens that cannot be folded, assembled cribs, bassinets, large outside toys.
- Toothbrushes (electric or regular), water picks, contact lens cleaner, razors, cell phones, VHS tapes, 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, etc.
- Other items; paint, aerosol cans, sinks, soap, talc, nail polish, cosmetics, shampoo, perfume, cologne, infant swings, plants or food. Foam rubber 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.

Post Thrift Shop
 Building 392, Tel (410.672.3575)
 Fort George G. Meade MD, 20755

Consignment Contract

Account # _____
 Consignment Date _____
 Expiration Date _____

Name: _____ Phone: _____

Address _____

Description of Item <small>(size, color, style, gender, pattern – be as descriptive as possible. This helps us locate your item if the tag is lost)</small>	Size	Asking Price	Number
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10

The Post Thrift Shop is not responsible for the loss or damage of any item due to fire, theft or handling. After 30 days all items if not sold or removed by consigner per the Consignment Policies become property of the Post Thrift Shop.

ID Check

I have read and am aware of the current Consignment Policies and agree to abide by said rules and policies.

 Consignor's Signature

 Consignment Clerk Signature

 Date

****All Holiday items must be removed within two weeks after the Holiday****