

Minuteman Thrift Shop Consigner Policies, Requirements and

Terms of Contract

The Minuteman Thrift Shop welcomes consignment items, however, the MTS reserves the right to decline consignors and/or items as it sees necessary. Please remember that the MTS may close at any time without notice due to changes in base status, volunteer availability, inclement weather and/or safety issues. The MTS manager/s is the final authority and decision making body for any and all issues, complaints, and questions regarding operation and procedures of the shop.

- Consignors must possess a valid DoD ID card.
- A family unit is limited to consigning a maximum of **16 items per week**. Limits may further be restricted by category and/or quantity allowed each week based on space available in the store at the time. MTS reserves the right to stop accepting consignments at any time.
- A copy of the consignment policy will be given to each new consignor.
- The consignor fills out the contract and sets the prices.
- The consignment period is 6 weeks, with time allowed for holidays and closures.
- Prices may be marked down ONCE during the consignment period. The consignor must come in to do the markdowns in person.
- The minimum selling price is \$2.00. The maximum selling price is \$300.00.
- 65% of the selling price goes to the consignor and 35% to the MTS.
- All checks are mailed to the consignor. There is a \$1.00 check processing fee to cover postage and handling. Only one check will be issued per month, mailed by the 15th of the month.
- The consignor agrees to cash all MTS checks within 90 days of the date of issue and authorizes the MTS to stop payment or otherwise render non-negotiable any checks not cashed within 90 days. If payment is stopped, the consignor waives and relinquishes any claim to such proceeds thereafter – those proceeds become MTS funds.
- **The consignor must make sure that all items to be consigned are in good working condition and CLEAN. The MTS reserves the right to reject any item/s for any reason/s.**
- **The consignor is responsible for making sure that the items being consigned are packaged properly.** If an item has a cord, please wrap and secure.
- Items may be withdrawn before their expiration date for a fee of \$0.25.
- It is the responsibility of the consignor to make note of the contract's expiration date and to keep track of when his/her items expire. MTS DOES **NOT** NOTIFY YOU BEFORE YOUR ITEMS EXPIRE! On the expiration date of the contract, the items become property of the MTS and the owner can only reclaim the item by purchasing it at the current price.
- No bartering or private sales permitted within 50 feet of the MTS.
- The MTS reserves the right to revoke any consignor's privileges for any reason.
- The MTS and the Hanscom Spouses Club, their officers, employees or volunteers **are NOT responsible for consigned articles that are lost broken, mis-sold or stolen while in the store.**

Guidelines for Accepting Consignments

The MTS has established standards for items accepted for consignment in order to provide its customers with useable items which are worth buying. These guidelines are not only for the customer's safety and protection against purchasing useless items, but also for the safety and protection of MTS volunteers against handling potentially dangerous items. We will remove any item/s found unacceptable from the sales floor. If the item is not claimed within 30 days it will be destroyed. The following restrictions apply to all items being consigned.

Acceptable Items for Consignments

- All items must be CLEAN. The MTS does not accept dirty, dusty, rusty, stained or smelly items. All items will be inspected and politely declined if they are not reasonably clean. Human and/or pet hair may not be left on any item for health and safety reasons.
- Collectible bottles must be empty and clean.
- Jigsaw puzzles must be new, have no missing pieces and be sealed in original package.
- Children's toys must be clean and have no missing pieces.
- Computer software must be original and contain all instructions.
- Dishes, glassware, cookware, etc. must be free of chips and cracks. Glassware must come in a set of at least 4 if they are standard patterns, 2 if they are special occasion (i.e. champagne) or singly if they are unique collectibles (i.e. German Steins or Waterford Crystal).
- Personal care appliances must be new and factory-sealed. These include, but are not limited to, shavers, dental care kits, hair trim kits, electric rollers, curling irons and blow dryers.
- Household items must be in good shape and in working condition.
- All electronic or battery operated items must be fully functional. The consignor must demonstrate that these items work before they will be accepted for consignment.
- If an item is seasonal, it must be in season at the time of consignment. Seasonal decor expires the day of the holiday and will be removed from the sales floor at the end of business day. There will be no withdrawal fee, but items must be picked up within 30 days or they become MTS property.
- The MTS discourages grouping several unrelated items together in sets, as the items may become separated. Matching sheet sets or dishes are fine, but 3 mismatched mugs are not. The MTS has the final word on what constitutes a set. Again, the MTS is not responsible for lost or separated sets/items.
- Furniture is acceptable if the MTS currently has floor space. Severely stained or dirty furniture is unacceptable. Please call the MTS for permission prior to bringing in large items.
- Stuffed animals are not accepted except for new collectibles.

The MTS cannot accept the following items:

- Clothing
- Shoes
- Books
- CD's, DVD's, or VHS
- Firearms, weapons or ammunition
- Hazardous materials and flammables such as paint, oils, solvents and most chemicals
- Mattresses bigger than crib size
- Bed pillows

- Live items (plants, animals)
- Food or other perishable/consumables
- Large appliance (stove,refrig.)
- Breast Pumps
- Infant and Child Car Seats
- Diaper pails, training potties
- ANY ITEM FOR ANY REASON AT ANY TIME BY THE MTS MANAGER

I understand the terms and conditions of the consignment contract. All consignments I make in the future will be regulated by these terms and conditions. I agree to abide by the terms and conditions of the contract and understand that any statement made by an MTS volunteer does not negate or change any of the provisions or terms contained herein. I also agree that any dispute will be solved in finality by the MTS Manger/s and resolved according to the above provisions.

Minuteman Thrift Shop Consigner Agreement

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Name: _____ Account # _____

Adress: _____

Phone # _____

Signature: _____ Date: _____

MTS Volunteer Acknowledgement: _____