

MINUTEMAN THRIFT SHOP POLICIES & REQUIREMENTS

Consignor Policies, Requirements & Terms Of Contract

Consignor policies & requirements may be temporarily or permanently altered due to base “high alert” status. The Minuteman Thrift Shop (MTS) reserves the right to check ID cards and to decline entrance to any person and/or item as it sees necessary. The MTS may close at any time without notice due to changes in base status, volunteer availability, inclement weather and environmental safety issues. The MTS may refuse service to anyone regardless of ID eligibility, rank or status. Customers or consignors who attempt or carryout actions of harassment or physical harm to any volunteer will be permanently banned from the shop and reported to security forces or Bedford Law Enforcement for further legal action, including civil penalties and potential loss of all base privileges. 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, sharing one sponsor (and, therefore, having just one consignor account) 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 consignor. There is \$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. Checks are NOT re-issued for any reason without proof of good cause.
- The consignor agrees to cash all MTS checks within 90 days of the date of issue & authorizes the MTS to stop payment or otherwise render non-negotiable any checks issued & not cashed within 90 days. If payment is stopped or rendered non-negotiable, 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 contains small parts, the consignor must package the item in a box/bag. The MTS is not responsible for packaging an item and will refuse to take any item which is not properly packaged. If an item has a cord, please wrap & 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. The MTS will not retrieve expired or soon to expire items for any reason including sickness, death or deployment reasons.
- No bartering or private sales permitted within 50 feet of the MTS.

- The MTS reserves the right to revoke any consignors privileges for any reason.
- For privacy and identity fraud reasons, no account info will be given out over the phone.
- The MTS & the Hanscom Spouses Club (HSC), their officers, employees or volunteers **are NOT responsible for consigned articles that are lost, broken, mis-sold, or stolen while in the store.**

PCS Move Policies and Requirements

- Consignments for PCS moves are processed by appointment only and must be scheduled.
- Consignors are allowed one PCS consignment of up to 60 items. More items may be accepted depending on approval by the MTS Manager/s.
- Consignors must provide a copy of their orders and leave forwarding address info.

Guidelines for Accepting Consignments and Donations

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 customers' safety & protection against purchasing useless items, but also for the safety & protection of the MTS Volunteers against handling potentially dangerous items. Please read this list carefully and comply with it. We will remove any item/s found unacceptable from the sales floor. If an item is removed, the consignor will have 30 days to reclaim the item. Consignors are responsible for checking the consignor communication board on a regular basis to determine if any of their items have been recently removed 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 or donated.

Acceptable Items for Consignments and Donations

- All items must be CLEAN. The MTS does not accept dirty, dusty, rusty, stained or smelly (musty, smoky, etc.) 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.
- Cosmetics, oils, perfumes, lotions, etc. must be new & in factory-sealed containers.
- Collectible bottles (such as Avon) 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.
- Books must have a cover and no missing pages. The MTS is not responsible for books that come apart when sold as a set or books which are delicate in nature.
- Audios/Videos/DVDs must be original. NO home recordings.
- Computer software must be original and contain all instructions.
- Dishes, glassware, cookware, etc. must be free of chips & 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 X-mas glasses).
- Personal care appliances must be new and factory-sealed. These include, but are not limited to, the following: razors, shavers, hair trim kits, electrolysis kits, dental care kits, etc.
- Electric rollers, curling irons, and blow dryers are acceptable if totally clean & free of hair.
- 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. Please note that we do not provide batteries for testing, however you may bring in batteries & then remove after successful product demonstration.

- Shoes must be in like new condition & have little to no wear on soles.
- Clothing must be in like new condition, free of holes, rips, stains. Zippers must work & all buttons must be present. Only clothing of the same size & intended to be coordinates may be sold together. If clothing is different sizes it must be priced separately. Clothing must be hung on plastic hangers provided by the MTS. Clothing which is declined by the MTS must be removed from the premises by the consignor and will not be accepted for donation.
- The MTS does not accept socks, underwear, swimwear or lingerie unless they are new with tags still attached. This includes, but is not limited to, bras, underwear, girdles, hosiery, teddies, bathing suits, cloth diapers, training pants, rubber pants, etc.
- If an item is seasonal, it must be in season at the time of consignment. Seasonal décor expires the day of the holiday & 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. Check the consignor communication board/consignment desk to reclaim your items.
- The MTS discourages grouping several 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 MTS is not responsible for lost or separated sets/items.
- Furniture is acceptable if the MTS currently has floor space. Stained and dirty furniture is unacceptable. Please call the MTS at 781-274-8079 for permission prior to bringing in large items.
- Stuffed animals are not accepted. The only exception is new with tags and collectibles.
- Magazines & calendars must be less than 1 year old.

The MTS cannot accept the following items:

- Firearms, weapons or ammunition
- Hazardous materials & flammables such as paint, oils, solvents, lighter fluid, gasoline, their containers & most chemicals
- Mattresses bigger than crib size
- Bed pillows
- Live items (plants, animals)
- Food or other perishables
- Large appliances (stove, refrig, etc.)
- Rugs larger than 8'x10'
- Breast pumps
- Infant & child carseats
- Diaper pails, training potties
- Encyclopedia sets
- Computers (except, monitors, keyboards, some exceptions by Manager)
- ANY ITEM FOR ANY REASON AT ANY TIME BY MTS MANAGER

IF THE MTS DOES NOT ACCEPT AN ITEM FOR CONSIGNMENT, IT DOES NOT ACCEPT THE ITEM FOR DONATION EITHER.

I understand the terms and conditions of this consignment contract. All consignments I make in the future will be regulated by these terms and conditions. I fully understand and agree to abide by the terms and conditions of the contract and 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 Manager/s and resolved according to the above provisions.

Name _____ Account # _____

Signature _____ Date _____

MTS Volunteer Acknowledgement _____