

Heidelberg 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.
- B. One (1) account will be issued per family (limited to two (2) people). Consignors may **not** consign items for another person/account. Consignors must be at least 18 years of age.
- C. Consignment privileges will be revoked if the consignor: 1) sells any item 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 (a home-based business), 3) misbehaves in any manner.
- D. By recommendation of the USA Garrison Baden-Württemberg, individuals should not use the HCSC Thrift Shop as a continuing resale outlet.

The privilege to sell items in the HCSC Thrift Shop does not permit the operation of a business enterprise by individuals. Individuals may not repeatedly purchase or manufacture goods and use the Thrift Shop as a proxy to resell those goods, nor should they take goods from the Reuse/Recycle Center for the purpose of reselling them. Those who do so are violating Army Regulation 215-1 and USAREUR Regulation 210-70 by engaging in a commercial enterprise on a military installation and will lose all Thrift Shop privileges. The regulations are clear that such commercial enterprise is not allowed. The USA Garrison Baden-Württemberg has the authority to view our records concerning this matter.

Consignors' initials

II. CONSIGNING ITEMS

- A. **Sixteen** (16) items may be consigned **per day**, with a monthly limit of one hundred (100) items. Consignors with **PCS** orders from the Heidelberg area (not to include ETS within Germany) will have a sixty (60) day period to consign thirty-two (32) items per day, with a monthly maximum of two hundred (200) items. (PCS orders must be presented to Customer Service personnel.)
- B. Consignments are limited to **four** (4) items of the same **CATEGORY** per day (i.e., four pieces of men's clothing, four housewares, etc.). Exceptions are: One (1) pair of footwear, one (1) pair of sporting goods footwear, and one (1) coat/jacket per day.
- C. Items are consigned for a maximum of **eight (8) weeks**, expiration date to be determined by the HCSC Thrift Shop.
- D. **Holiday** items such as Easter, Halloween, Thanksgiving, Christmas, etc. are only accepted during specific periods (see Customer Service or the website for dates), and must be withdrawn on the last business day **prior** to the holiday. (**8-week consignment does not apply to Holiday items**).
- E. **Clothing** must be **clean**, in good shape, in style, and in season (HCSC Thrift Shop will post dates for seasonal clothes). **Military uniforms** must have all name, rank, insignia, and medals removed (rank, insignia, medals may be consigned separately).
- F. **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.

I hereby give permission for my mechanical, electrical, or other item that cannot be properly tested in the store to be released to a customer on a HOME HOLD for a period of one (1) or two (2) Thrift Shop business days.

Consignors' initials

- G. **Books** must be consigned separately, unless part of a set. Exceptions will be thin books and magazines, which may be bundled in sets of five (5).
- H. **Bicycles** must be in good **working** condition.
- I. **Furniture** must be clean and in good repair, with wooden items treated for woodworms if necessary. **Government furniture** will require a signed affidavit claiming ownership. **All large items require an appointment.**
- J. Items found to be unacceptable after processing will be listed in the computer as a **PICKUP** and must be claimed by the consignor within fourteen (14) days; items will be forfeited after the fourteen (14) day limit. **The consignor is responsible for monitoring all account activity.**
- K. Items not sold or withdrawn by the close of business **prior** to the expiration date will become the property of the HCSC Thrift Shop. Expiration dates can be determined on the inventory printout, which can be obtained for a small fee.
- L. The Consignments area closes **one (1) hour prior** to the store closure. The HCSC Thrift Shop may **curtail** consignment hours do to absence of staff and/or volunteers (according to the HCSC Thrift Shop SOP).
- M. All stickers must be in place, clothing zipped, buttoned and on hangers, cords rubberbanded and Inventory sheet filled out before you can proceed to take a number for screening.

- 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. This list is compiled the last business day of the week and is applicable for the specified dates. The exclusion list and other valuable information can be found at www.hcsc-heidelberg.com.
- O. The HCSC Thrift Shop will periodically update the “**Unaccepted Items**” list of things that are not accepted for consignment. Please check with Customer Service for regular updates.
- P. The HCSC Thrift Shop will be **closed** for spring and winter school recesses. These closures will **not** extend the consignment period. Items expiring during the closed periods must be withdrawn on the last business day **prior** to the closure.

III. PRICING AND MARKDOWNS

- A. All items must be in **increments of 25¢**, with a **minimum** consignment price of **\$1.00**.
- B. Prices of your consigned items may be marked down **twice** during the consignment period. However, this does **not** extend the consignment period or expiration date. All markdowns are processed through Customer Service.
- C. A **withdrawal fee** of **5%** of the **original** consignment price will be charged for each item withdrawn. Withdrawals require proof of ownership and are processed through the Cashier. Withdrawn items may be consigned again after thirty (30) days.

IV. PROCEEDS OF SALES

- A. The HCSC Thrift Shop sales commission will be **30%** of the selling price of each item.
- B. Consignment sales checks will be available by the **10th** of each month for the preceeding month's sales. Consignment sales checks may be claimed at Customer Service, **only** by the account holder(s) whose name appears on the checks, unless a Power of Attorney is provided.
- C. Checks **must** be cashed within ninety (90) days of issue. After this deadline, monies revert back to the HCSC Thrift Shop. Checks will **not** be reissued.
- D. Deployed or TDY personnel should contact the HCSC Thrift Shop to make arrangements concerning their checks and/or assign a monitor for their account (Power of Attorney is required for monitor to pick up checks).
- E. Consignors who are PCSing may receive their checks via mail after they have moved. Consignors are responsible for making arrangements **PRIOR** to their departure to have checks mailed by providing the new address and a **\$2.25** handling/mailing fee to Customer Service. It is **not** Thrift Shop policy to send checks to the local mailing address for forwarding.
- F. The HCSC Thrift Shop has the right to collect outstanding debts from consignors (i.e. NSF check fees, etc.) from the balance due the consignor for items sold.

Consignors' 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, OR BREAKAGE. ITEMS ARE CONSIGNED AT THE OWNER'S RISK.

Sponsor's Name (Printed) & Last 4 SSN (for eligibility purposes)

I have read this contract and agree to the conditions.

Consignor's Name (Printed)

Consignor's Signature

Date

Co-Consignor's Name (Printed)

Co-Consignor's Signature

Date

Office use only: Thrift Shop Rep Account Number Last Name