

Kaiserslautern-Landstuhl Spouses Association (KLSA)
Landstuhl and Pulaski Thrift Shops Consignment Contract
Effective 1 August 2015

I. Terms and Conditions

1. Only holders of a **valid US Military ID or NATO ID** card may consign goods at the Thrift Shop. Each consignor must sign a Consignment Contract. Consigners with no activity for a six (6) month period will be made inactive and deleted from ConsignPro.
2. The KLSA Thrift Shop sales commission is forty percent (40 %) of the selling price of each item.
3. The consignment period is six (6) weeks from the date the item is placed on consignment. The days consigned items are for sale will be fewer during the holiday periods when the Thrift Shop is closed.
4. Checks due to the consignor are available for pick up on the tenth (10th) day of the month for the prior month's sales.
5. Only consignor accounts with a balance of ten (10) US dollars or more will receive a check. Balances of less than \$10 US dollars will be carried over to the next month until the threshold of \$10 US dollars is attained or the account is closed by the Consignor.
6. Consignors on PCS orders must leave self-addressed, stamped envelopes with the Consignment Specialist. Checks due after the consignor leaves the area will be sent by US mail.
7. Consignors are responsible for picking up his/her check at the location where the items were consigned. If anyone other than the contracted consignor picks up a check, a Power of Attorney must be presented. This includes spouses, even if the spouse is the sponsor on file.
8. The Thrift Shop is not responsible for notifying the consignor or his/her designee of the status of the consigned items, sale proceeds or availability of consignment checks.
9. Checks are valid for ninety (90) days following the date on the check and **MUST BE PICKED UP AT THE THRIFT SHOP**. Expired checks (i.e. those not picked up or cashed within 90 days) become void and all monies revert back to the Thrift Shop. Checks will NOT be reissued for any reason.
10. The Consignor is responsible for reporting his/her income from consignments to the Internal Revenue Service (IRS).

II. Consignment Policies

1. The Consignor may have only one account per the sponsor's social security number.
2. Consignments are accepted **ONLY** during designated consignment hours.

3. All consignment items must have a minimum consigned price of \$5.00 and must include a minimum of five (5) items.
4. Please complete consignment lists prior to arriving at the Consignment Desk.
5. Consignor may reduce the price of consigned items at any time during the consignment period. Consignor must notify the Consignment Specialist of the price reduction during the designated consignment hours.
6. Consignor has the responsibility for locating the item, changing the price tag, and initialing the price tag. Prices may NOT be reduced below \$5.00.
7. Consignment items may be withdrawn up to the expiration date. A withdrawal fee of five percent (5 %) of the original consignment price will be charged for all withdrawn items.
8. Items not sold or withdrawn by the consignment period expiration date becomes Thrift Shop property. The Thrift Shop may sell or dispose of these items at the discretion of the Manager.
9. Any items that have been withdrawn may NOT be re-consigned at either Thrift Shop for at least thirty (30) days.

III. Consignment Items

1. **REFER TO THE ADDENDUM FOR ITEMS ACCEPTED FOR CONSIGNMENT AND ITEMS EXCLUDED FROM CONSIGNMENT.**
2. A limit of fifteen (15) items may be consigned per business day, not to exceed 200 items per month.
3. KLSA members in good standing (current dues paid) may consign up to twenty-five (25) items per day as space permits.
4. Consignors with PCS orders may be granted a ninety (90) day period to consign twenty-five (25) items per business day with a monthly maximum of 300 items. PCS orders must be presented to the Consignment Specialist at the time of consignment.
5. The Manager may revise the Consignment Items Accepted and Excluded list at any time.
6. The Manager may close the Thrift Shop to consignments at any time deemed necessary.
7. The Consignor is responsible for attaching price tags to consigned items. All items must be priced before being placed on the floor for sale. If the price tag is not attached or missing, the manager will refuse to sell the item until the price is determined.
8. Items found to be unacceptable after processing are listed in the computer as “rejected” and must be claimed by the consignor within seven (7) days. Items are forfeited after the seven (7) day period.
9. Holiday consignment dates are:
 - Valentine’s Day: 10 Jan – 10 Feb
 - St. Patrick’s Day: 10 Feb – 10 March
 - Easter: 25 Feb – 25 March
 - Independence Day (4 July): 30 May – 30 June
 - Halloween: 20 Sept – 20 Oct
 - Thanksgiving: 10 Oct – 18 Nov

- Christmas: 1 Nov – 3 Dec
10. Holiday items must be withdrawn on the last business day **PRIOR** to the holiday.
 11. Consignment dates for Valentine’s Day, St. Patrick’s Day and Easter may differ due to yearly changes in holiday dates. Please check with the Manager.
 12. Oversized items such as furniture or exercise equipment may be consigned only if prior arrangements have been made with the manager.
 13. No private transactions or private arrangements between customers, volunteers and/or employees will be permitted within the vicinity of the thrift shop. Violators may be barred from the Thrift Shop.
 14. Parents must control their children. If unable to do so, the Manager may ask the consignor to leave the premises. Consignors are responsible for any damage caused to consigned items or thrift shop property and may be asked to pay for such damage.
 15. Consignors may **NOT** sell goods made with components obtained duty-free through an Army Post Office or within six (6) months after purchase from an AAFES facility. Consignors may not sell new merchandise; all items consigned must be “used items.” (USAREUR Private Organization and Fundraising Policy)
 16. The Thrift Shop reserves the right to refuse any merchandise for consignment.
 - 17. ITEMS ARE CONSIGNED AT THE CONSIGNOR’S RISK. THE THRIFT SHOP IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS OR DAMAGE RESULTING FROM FIRE, WATER, OR ACCIDENTAL BREAKAGE.**
 18. The privilege to consign items is governed by this Contract. The Consignor must sign this contract before consigning any items. Failure to abide by the terms of this contract may result in the suspension of consignment privileges.

This is the whole and only agreement between the parties. I, as the Consignor, have read this contract including the Addendum. I understand and agree to the terms and conditions specified in this contract.

 Thrift Shop Representative Date

 Consignor Date

 Co-Consignor Date

ADDENDUM ACCEPTED ITEMS

- High end clothing, jackets, gowns, shoes and winter coats*
- Collectables such as steins, paintings, antique (old) military items, coins, stamps, bills, crystal
- Jewelry and Pocket watches
- Furniture
- Fans – 220 only**
- Kitchen items such as knives, pots, pans (lightly used)
- Antiques
- Place settings – must be full set
- Transformers, extension cords, and adapters**
- Kitchen appliances – 220 only**
- Other items as approved by Consignment Specialist and/or Manager

*Clothing and shoes must be clean, in good shape, in style, and in season.

**Electrical items must be clean and in good working order. The Thrift Shop will not accept items with damaged cords/plugs or items with missing parts.

EXCLUDED ITEMS

The following items are excluded:

- Toys and puzzles (if open)
- Clothing and shoes (except as above)
- Swimwear – adult and children
- Cemetery items including urns
- Knock-off purses or other items
- Broken or dirty items
- Tires and auto parts (exception – warning triangles)
- Tools including gas-powered lawn equipment
- Propane tanks, gas cans, and/or any flammable items
- Fire extinguishers
- Wigs and hair extensions
- Hair curlers including electric hairbrush dryers
- Baby bottles, nipples, breast pumps, Sippy cups, potty chairs/seats, diaper pails
- Children’s bicycle or car seats, booster seats, and helmets
- Pillows and mattresses
- Candles (used)
- Soaps, lotions, and cosmetics (unless in the original AND sealed packaging)
- Dog shock collars
- 110 volt baby monitors
- Body piercing jewelry
- First Aid Kits
- Stuffed animals

Office Use Only TS Rep Account no. Last Name

THIS PAGE IS RETAINED BY THE THRIFT SHOP

My signature below and the accompanying demographic information confirm that I received a copy of the Consignment Contract.

Thrift Shop Representative Date

Consignor Date

Co-Consignor Date

Printed Name(s)

Phone Number

Email address

Mailing Address