

# St. Paul's Lutheran Church

# SPRING



## Consignment Sale

## Consignor Agreement

### Dates and Times:

Thursday, March 22 (Volunteers and Consignors Only): 5:00 PM – 8:00 PM

Friday, March 23 8:00 AM – 5:00 PM

Saturday, March 24 (1/2 Price Sale): 8:00 AM – 12:00 PM

### Location:

St. Paul's Lutheran Church \* Fellowship Hall \* 205 St. Paul's Church Rd. \* Salisbury, NC 28146

### Contact Us:

704-633-0922 \* [consignsplc@gmail.com](mailto:consignsplc@gmail.com)



**St. Paul's Lutheran Church  
2018 Spring Kids Consignment Sale**

**Consignor Agreement**

St. Paul's Lutheran Church (SPLC) enters into a consignment agreement with you, the Consignor. The Consignor warrants that SPLC has full title to all the items consigned. The Consignor also warrants that all information regarding the items consigned is true and correct to the best of his or her knowledge.

By accepting this agreement, the Consignor acknowledges:

1. Consignor Rights and Responsibilities:
  - a. Consignor remains as owner of the items until purchased or donated. Consignor agrees that SPLC is hereby appointed, and is acting solely as an agent for the Consignor in selling the item(s).
  - b. That all accepted items will be kept at SPLC from the date of drop-off through either the sale of the item, donation of the item, or the return of the item to the Consignor.
2. Consignor Information and Documentation:
  - a. It is the Consignor's responsibility to provide valid information on the Consignor Information form and the Itemization Form.
  - b. Each form shall require a Consignor Number. This number will be generated by the Consignor by combining the first initial of the Consignor's first and last name and the month and day of the Consignor's birthday together. For example:
    - i. Jane Smith, birthday April 15 – JS0415
    - ii. Becky Doe, birthday November 03 – BD1103
3. Acceptance of Items for Consignment:
  - a. No item shall be accepted without the consignor agreeing to the current agreement.
  - b. SPLC reserves the right to refuse any items found having flaws during the intake process.
  - c. All items accepted must comply with the SPLC "Acceptable Items Policy." It is the consignor's responsibility to make sure they are aware of our "Acceptable Items Policy" before attempting to consign them.
  - d. Items under recall will not be accepted by SPLC.
    - i. Recall shall be defined as "items identified as unsafe by the United States Customer Product Safety Commission."
    - ii. It is the Consignor's responsibility, as seller of the items, to make sure none of their items have been recalled.
  - e. Prior to listing any of the items for sale, the Consignor shall establish a "List Price" for each item.
    - i. "List Price" shall be defined as "the price determined by the Consignor for sale of an item, separate from any fees and discounts."
  - f. Any items not accepted for consignment will be defined by SPLC as unacceptable.
    - i. Clothing items may be deemed unacceptable for the following reasons:
      1. Clothing that is ripped, faded, shrunken, torn, stained, soiled, has missing or broken buttons or zippers, odorous, or is deemed in a general state of disrepair.

- ii. Equipment and furniture items may be deemed unacceptable for the following reasons:
  - 1. Items that are missing pieces, are stained, soiled, unclean, heavily scratched, or are deemed in a general state of disrepair.
- iii. Books, movies, and toy items may be deemed unacceptable for the following reason:
  - 1. Items that are missing pages, are stained, soiled, unclean, scratched, without batteries (where applicable), or are deemed in a general state of disrepair.
- g. The consignment sale shall be for 3 days beginning on the date the sale starts.
  - i. This period will be broken into two phases:
    - 1. Phase 1: The first and second day of the sale where items will be sold at the full "List Price" determined by the Consignor.
    - 2. Phase 2: The third day of the sale where items (where approved by the Consignor) will be sold at half price of the "List Price."
  - h. At the time of this agreement the consignor can make the choice to have all of their unsold items returned to the consignor or to have them donated to a local charitable organization.
- 4. Payments from the Sale:
  - a. The Consignor will receive 60% of each item sold, minus an \$8.00 participation fee.
  - b. No cash will be exchanged. SPLC will calculate the Consignor's percentage and mail a check for that amount to the address provided on the Consignor Information form.
- 5. Termination of Agreement:
  - a. SPLC has the right to terminate or change this agreement at any time.

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**Consignor Information**

**Consignor Name:** \_\_\_\_\_ **Consignor #:** \_\_\_\_\_  
*Consignor number should be the first initial of your first and last name and the month and day of your birthday (i.e. JS0415)*

**Address:** \_\_\_\_\_ **Phone (H):** \_\_\_\_\_

\_\_\_\_\_ **Phone (C):** \_\_\_\_\_

**Email:** \_\_\_\_\_

Some or all items can be sold at ½ price? \_\_\_\_\_

Some or all items can be donated after sale? \_\_\_\_\_

\_\_\_\_\_ **I have read and agree to the guidelines within the Consignor Agreement.** *(Please initial)*

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*To be filled in by staff at the end of the sale.*

Number of items sold at regular price: \_\_\_\_\_ A. 60% of sell: \_\_\_\_\_

Number of items sold at ½ price: \_\_\_\_\_ B. 60% of sell: \_\_\_\_\_

Number of items donated: \_\_\_\_\_ A + B - \$8.00 Fee: \_\_\_\_\_

Staff sign-off: \_\_\_\_\_

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*To be filled in by staff at the end of the sale.*

Date/Time Items Picked Up: \_\_\_\_\_

Consignor Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

**(Please complete the top section and bring the form with your items at drop-off.)**