Consignor’s instruction sheet

**Cost to consign is $15.00, with an increase to $20.00 effective June 1, 2024.** Renewal fees are due each September. If you sign up in June, July or August, you don’t pay your renewal until the following September.

**You will receive 60%** of the selling price of your items if priced under $100.00 and 70% of the selling price if priced over $100.00.

**Items remain in the shop for 2 months** and during that time there is a discount policy of 10% for the 2nd month. You may withdraw your items after 6 weeks and you will have a final deadline to withdraw of 2 months from the date that your consignment was on display in the shop. Please call the shop during business hours to make an appointment to pick up your unsold items Monday through Friday, 11am – 2 pm. **After this time the items automatically become shop property and a donation to the local charities we support. We appreciate your donations.**

Christmas items must be withdrawn between January 2nd and January 15th unless your withdrawal date is earlier. After January 15th, they automatically become shop property regardless of when they were brought in.

**You may bring in up to 20 items each consignment** in two medium sized boxes. Please make sure that your items are clean and wrapped for protection if fragile. Your 20 items **may include** two larger items (a picture or small piece of furniture) that do not fit in your two boxes. Please keep at home any boxes for items you want to have if the items don’t sell. We do not have storage space to keep boxes while your items are on display. In our experience, boxed items, unless the item is very visible through the packaging, do not sell as well as unboxed pieces. Please note: sets of items, like matching glasses or candlesticks, are treated as 1 item.. Please mark your boxes and any large items not in boxes with your consignment number.

**Please provide a *detailed* list** of your items for consignment (i.e., vase - blue, ceramic, 6 inches or necklace - sterling, Tiffany, 18 inches). Include your name, telephone number and consignment number and date at the top of your legibly written or printed list. Please number the items on your list. WE CANNOT PROCESS ANY CONSIGNMENT WITHOUT A LIST. We will price your items or if you prefer you may put guide prices on all or any of your items.

Consignors will be mailed a list of the processed consignment and payment of sold items during the following month. ***Please cash all checks within 120 days. After this time your check will be invalid and will be considered a donation.***

**You may bring in your FIRSTconsignment any Monday, Tuesday or Saturday from 9am-10:30am.** Dues are payable at that time if you are a new consignor. Once you bring in your first consignment you should ask to be put on the waiting list for future drop offs. We will phone you when we are ready for your next consignment. **Please bring in your next consignment within a week of receiving the call.** If you miss a consignment drop off opportunity, you will need to call the shop during business hours (Tues.-Sat. 11-3) to put yourself back on the waiting list. Once you get the call to bring in your next consignment choose a day and time on Monday, Tuesday or Saturday between 9 am - 10:30 to bring in your items.

**We accept the following items:** *worth more than $3.00 in clean good order*

* Artwork
* Antiques
* Books (coffee table or local interest only)
* Children’s Toys (excluding stuffed animals)
* Furniture (small)
* Glassware (please limit large sets of glassware to one per consignment)
* Home Décor (baskets and photo frames only accepted if worth $10.00 or more)
* Jewelry
* Kitchen items
* Lamps (working)
* Purses (high end designer only)
* Silver and silver plate serving items

**Seasonal items should be brought in** **during their season.** **Thanksgiving and Christmas items accepted a maximum of 11 weeks before the holiday they are associated with. Other seasonal items such as Hallowe’en and Easter should be picked up within 21 days of the date of the holiday regardless of the date of the consignment.**

**We DO NOT accept**

* **China sets, dishware or place settings**
* **Clothing (other than scarves and gloves)**
* **Bedding (pillows, sheets, quilts, blankets or mattress pads)**
* **Curtains or decorative pillows (except new in package)**
* **Electrical items**
* **Upholstered furniture of any kind**
* **Luggage, Sports/Exercise equipment**
* **Stuffed animals**
* **Used safety equipment (bicycle helmets, car seats)**

If there are items in your consignment that we cannot accept you will be notified and will have a week to pick up the item(s). If not picked up by that time, the items will be donated on to another local charity or disposed of. Revised 3-25-24