BASE THRIFT SHOP CONSIGNMENT RULES & PROCEDURES

Account Information
- Consignors must have a valid DoD identification card to obtain an account number. Your ID must be presented each time you consign.
- Accounts are limited to one per sponsor. Only adults are allowed to consign.
- Account information is only provided in person. For your privacy we cannot provide information over the phone. For someone else to access your account, you need to make prior arrangements with management.

Condition of Items
- Please read the Permanent No Take List on the reverse side to assure items you plan to consign will be accepted. Battery operated items must have a working battery. Any item with a blade must be covered.
- All items must be in season, in good condition, and free of stains, odors and dirt. Items will be refused if they do not meet these criteria.
- Hangers will be provided for clothing items. Two-piece clothing items must be the same size and brand. Clothing is limited to 10 items total per week. No more than 5 of the ten items may be juniors, men’s, or ladies’ sizes.
- Uniforms must have all rank, badges and name tapes removed.

Holiday & Seasonal Items
- Items will be accepted during posted weeks prior to the holiday.
- All holiday items will expire on or before the holiday.

Selling & Pricing
- You may consign one contract per week. Contracts are $0.50 each and items are consigned for a five-week period.
- You determine the selling price of items. The minimum price is $2.00 except for books, which can start at $1.00. Price increases must be in $0.25 increments.
- Books may be bundled only if the complete series is being consigned.
- Items priced $20 or more may be reduced one time by at least 20%.
- Items that do not sell may be re-consigned after a 30-day period and the price must be reduced by at least 20% from the prior consignment.
- Volunteers have the final decision whether an item may be consigned.
- Please call prior to bringing in furniture, large toys, and baby items to ensure there is space available for your items.
- Personal selling or bartering of items may not occur in the Thrift Shop or the parking lot.
- Items being consigned must be tagged and, on the sales floor, before they can be sold.

Payment
- You receive 70% of the sales price of items. The Thrift Shop retains 30%. A $1.00 check processing fee will be deducted from your monthly total.
- Checks for the previous month’s sales will be available to pick up the first two weeks of the month, after which they will be mailed. Checks are valid for 90 days and will not be reissued. Payments totaling less than $5.00 will not be issued. These sales will be carried over until that amount is reached.

Redeeming Unsold Items
- Items not redeemed before 2:00 p.m. on the expiration date become property of the Thrift Shop. These items will be considered donations and will be sold at a reduced price the following week or donated to other organizations.
- Expired items may not be redeemed.
- If you want to redeem your item(s) you may do so on or before the expiration date. The information desk can provide you with a list of unsold items. You are responsible for locating your items, not the volunteers.
- The redemption fee is based on the item’s original price: $0.25 for items up to $10.00 $0.50 for items $10.25-$25.00 $1.00 for items $25.25-$50.00 $2.00 for items over $50.00