

## BASE THRIFT SHOP CONSIGNMENT RULES & PROCEDURES – Revised August 2024

### Account Information

- In order to consign, someone must meet one of the following criteria:
  - Present a DoD issued CAC card valid through entire consignment period;
  - Present a DoD issued USID card valid through entire consignment period;
  - Be a current member of the WPOSC and present a valid, government issued photo id.
- Those presenting DoD contractor IDs, DBIDS cards or VA cards are not eligible to 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 ensure items you plan to consign will be accepted. Battery operated items must have a working battery. Any item with a blade must be covered. Lamps must have a working lightbulb. Cordless items must have a charger.
- 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 five of the ten items may be from juniors, ladies, maternity, mens, scrubs, or uniform categories.
- **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, which may be earlier than the contract expiration date.

### 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. Prices increase 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% after 2 weeks.
- 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 original price.
- Management Team have the final decision whether an item may be consigned.
- Please call prior to bringing in furniture, large toys, and baby equipment to ensure there is floor display 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 in 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
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The Base Thrift Shop is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status (AFI 34-223 10.1.2.3).