

THE MT LEBANON TRADING POST (AKA The Trading Post) # _____

1604 Potomac Ave, Pittsburgh, PA, 15216 Phone: 412-561-2206

CONSIGNMENT CONTRACT AGREEMENT for September 2020 through June 2021

#1 **CONSIGNMENT FEE:** \$12.00/yr (\$6.00 EFFECTIVE MONDAY February 1, 2021). The fee charged is NOT REFUNDABLE for any reason. The consignment period is for 60 calendar days except for holiday items or items consigned *less than 60 day before closing for summer.* The Trading Post reserves the right to cancel ANY contract when the consignor fails to conform to regulations.

#2 **COMMISSION:** 50% of sale. Note: All items are subject to special sales and events at any time. Checks will be available for pick up after 10th of the month and will not be mailed except June's which will be sent when the store closes. Consignors must provide self addressed stamped envelope for the last check. Monthly payments to consignor under \$5.00 may be carried to next month- Checks must be cashed within 60 days. They will not be re-issued. Monies not collected within one year of activity are forfeited to the Post and inactive accounts cleared. Any checks not picked up or mailed in the consignor provided envelope by closing in the summer will be donated to Trading Post charities.

#3 **RECEIVING HOURS:** 10:00AM to 12:00 PM on Monday through Thursday and Saturday 9am-11am. NO late receiving. (The week runs Monday through Saturday.) All prices will be determined by the receiver based on a pre-determined minimum price. The Trading Post retains the right to accept or decline any item for consignment at their sole discretion and retains the right to display items for sale as they see fit.

#4 **CONSIGNOR INFORMATION:** At the 1st CONSIGNMENT, the CONSIGNOR will sign a contract, and receive a copy of it, which will remain in force throughout the designated period above. One (1) consignment per week of ten (10) items/two (2) in EACH CATEGORY (pants, tops, books, home decor etc) will be accepted. EXCEPTION: Three (3) Items in the shoe category will be accepted as follows: one (1) pair each for a woman, man and child per week. All clothing items must be sold singly I,e, not 2 ties, 2 belts 2 onesies, etc for one price with the exception of infant/toddler socks which may be packaged. Please bring at least 15 items to take into account rejections.

When stock is overcrowded certain items may be limited temporarily. Information will posted on the chalkboards at the Trading Post. We reserve the right to change a price during the consignment period. Each time a consignor brings items in he/she will receive a printed copy of the items accepted. Items must be odor free and in good condition. ****NOTE:** If items are subsequently found to have flaws/stains/tears, is broken *or was not consigned in accordance with the rules*, the item may be automatically rejected and disposed of **without notice.**

#5 **WITHDRAWALS** are the **SOLE RESPONSIBILITY OF THE CONSIGNOR** Any item(s) not sold by the end of the consignment period must be withdrawn within 5 calendar days of that expiration date or it becomes property of the Trading Post. Items may be reduced once consignment period ends and items expire. The consignor no longer receives payment for items that have not been withdrawn.. **WITHDRAWING PROCEDURE MUST BEGIN AT LEAST 30-45 MINUTES BEFORE that day's CLOSING AND STOP 15 MINUTES BEFORE CLOSING to allow time to withdraw from account.**

#6 **FALL AND WINTER SEASON:** Tues Sept 8, 2020 through Sat Jan 30, 2021 (the last day for receiving winter items.) No spring or summer clothing including bathing suits accepted during the Fall/Winter season. Winter coats, scarves, gloves, hats, boots etc will not be accepted until Oct 1st.

#7 CHRISTMAS/HOLIDAY SEASON: Mon Nov 2 2020 thru **Sat Dec 12, 2020** (the last day for receiving Christmas items) Regular consignments accepted through **Dec 23,2020** . Ten (10) holiday items per week (misc and/or clothing) will be accepted during holiday seasons subject to change based on inventory. However home décor, books, knickknacks/ household/kitchen or health /beauty items etc that are not Christmas will NOT be accepted for consignment during this time.

NOTE: HOLIDAY SPECIALTY ITEMS will be reduced at the discretion of the board and remain at that price for at least 3 days after the holiday, at which time they may become the property of the Trading Post regardless of original consignment date.

#8 SPRING/SUMMER SEASON: Mon Feb 1 2021 through June 2021. Last day to consign May 27, 2021 **NOTE:** If consignor chooses not to participate in the store's year end **summer sales**, their items must be withdrawn by Thurs June 10, 2021. **ITEMS LEFT FOR THE HALF PRICE SALE CANNOT BE WITHDRAWN AFTER June 10.** Following the half-price sale all items become the property of the Trading Post and no payment is made to the consignor. Any leftover items can then be donated.

IMPORTANT DATES TO SAVE FOR FUTURE REFERENCE

Holiday closings. Thanksgiving - Closed Wed Nov 25-Fri Nov 27, 2020. Reopen Sat Nov 28, 2020
Small Business Saturday
Christmas - Closed Thurs Dec 24. Reopen MON Jan 4, 2021
Easter - Closed Thur April 1, 2021 Reopen Mon Apr 5, 2021

Consignment dates for Holiday items

AUTUMN ITEMS	accepted from Sept opening up to Halloween
HALLOWEEN	Week of 9/21/20
THANKSGIVING	Week of 10/19/20
CHRISTMAS	Week of 11/9/20
VALENTINE'S DAY	Week of 1/11/21
ST PATRICK'S DAY	Week of 2/15/21
EASTER	Week of 3/1/21

DUE TO WEATHER or OTHER EXTENUATING CIRCUMSTANCES THERE MAY BE TIMES WHEN THE STORE WILL BE CLOSED (snow, rain, ice, excessive heat, volunteer illness or unavailability) without prior notice. When possible a sign will be placed on the door. IF CONCERNED PLEASE CALL BEFORE MAKING A TRIP TO THE STORE.

The Trading Post may change these consignment terms to suit its business model without notice to the consignor.

I ATTEST THAT I AM THE OWNER of all items consigned to the Trading Post and have the legal right to enter into this consignment contract.

I understand that neither the Trading Post nor any of its volunteers shall be liable for breakage, theft, fire damage or any type of casualty loss whatsoever for items consigned by me.

I understand and agree that all items unsold at the end of the consignment period and not removed by me shall become the property of the Mt Lebanon Trading Post to do with as they choose.