THE MT. LEBANON TRADING POST (AKA: The Trading Post)

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

**CONSIGNMENT CONTRACT AGREEMENT** for September 2022 through June 2023

#1 **CONSIGNMENT FEE**: $12.00/yr ($6.00 AFTER February 1, 2023). The fee charged is NOT REFUNDABLE for any reason . The consignment period is for **42 CALENDAR DAYS** (6 weeks) 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 aresubject to special sales and events at any time. Checks will be available for pick up after the 10th of the month and will not be mailed, except for June, which will be sent when the store closes. Monthly payments to consignors under $5.00 will be carried to the next month. CHECKS MUST BE CASHED WITHIN 90 days. They will NOT be re-issued. Monies not collected within one year of activity are forfeited to the Post and inactive accounts cleared.

#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.

#4 **CONSIGNOR INFORMATION**: At the 1st CONSIGNMENT, the CONSIGNOR will sign a contract, and receive a copy of it~~.~~ This 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. Please bring at least 15 items to take into account the possibility of rejections. When stock is overcrowded, certain items will be temporarily limited. Information will be posted on the chalkboard behind the receiving desk, and by calling the store! Prices can be changed at any time during the consignment period. Consignors MAY receive a printed list of the items accepted THAT DAY. Items must be odor free and in good condition**. \*\*\*NOTE:** If items are subsequently found to have flaws/stains/tears, broken or not in accordance with the rules by our tagging personnel, the items WILL automatically be 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 Any item(s) not sold by the end of the consignment period must be withdrawn within 5 calendar days of that expiration date or it becomes property of the Trading Post.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 MINUTES BEFORE THAT DAYS CLOSING AND STOP 15 MINUTES BEFORE CLOSING TO ALLOW TIME FOR PERSONNEL TO MAKE ADJUSTMENTS FROM THEIR ACCOUNT.***

#6 **FALL AND WINTER SEASON**: **Tuesday, Sept 6, 2022 through Saturday, January 28, 2023**(**the LAST day for receiving winter items**.) No spring or summer clothing including bathing suits will be accepted during the Fall/Winter season. **Winter coats, scarves, gloves, hats, boots etc. will not be accepted until October 3rd.**

#7 **CHRISTMAS/HOLIDAY SEASON: Monday, Nov 7, 2022** thru **Saturday, December, 10, 2022** (the LAST day for receiving Christmas items) Regular consignments accepted through **December 22, 2022** *.*

Five(5) holiday items per week (misc. and/or clothing) will be accepted along with five (5) regular items.

**\*\*\*NOTE: HOLIDAY AND SPECIALTY ITEMS** will be reduced to 50% the day after the holiday and remain at that price for at least 3 days after which time they will become property of the Trading Post regardless of the original consignment date!!

**#8 SPRING/SUMMER SEASON**: Monday, January 30, 2023 through June 2023. Last day to consign is Thursday, May 25, 2023. \*\*\*NOTE: If the consignor chooses not to participate in the store’s year end **summer s**ales, their items must be withdrawn by Saturday, June 10, 2023. ITEMS LEFT FOR THE HALF PRICE SALE **CANNOT BE WITHDRAWN AFTER June 10th!** 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 will be donated however the Trading Post deems fit.

**IMPORTANT DATES TO SAVE FOR FUTURE REFERENCE**

**Holiday closings:** Thanksgiving - Closed Wednesday, November 23rd–Friday, November 25th, 2022

Reopen Saturday, November 26th, 2022 (Small Business Saturday)

Christmas - Closed Friday, December 23, 2022. Reopen Monday, Jan 2, 2023

Easter - Closed Thursday, April 6, 2023. Reopen Monday, April 10, 2023

Memorial Day -Closed May 27-29, 2023. Reopen Tuesday, May 30, 2023

**Consignment dates for Holiday items**

AUTUMN ITEMS accepted from September opening up to Halloween

HALLOWEEN Week of 9/19/22

THANKSGIVING Week of 10/17/22

CHRISTMAS Week of 11/7/22

VALENTINE’S DAY Week of 1/9/23

ST PATRICK’S DAY Week of 2/13/23

EASTER Week of 3/6/23

**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 the business model without notice to the consignor.**

updated 8-16-22