

Welcome Consignors!

Here is all the information you will need to know before signing up to consign with us. The following information is the documentation that is contained in our Consignment Agreement form. Please feel free to read all the sections to familiarize yourself with our policies. This should answer most questions about how everything works.

The purpose of the next few sections is to make sure we are on the same page when we think about liability, clothing quality, pricing and organization. Once we communicate these things we can have fun working together!

Liability

We guarantee you will receive either payment for your items or your items back, EXCEPT in the following cases:

1. A natural disaster which wipes us out, such as tornado, fire, flood. In these cases, we will do the *best we can to recover*, but some or all items maybe unrecoverable.
2. We can only guarantee the items which we *actually receive*. If you input an item and then accidentally forget to bring it to the store, *we never received it!* So, we will be the **final word** on which items we *actually receive*.
3. The Guthrie Depot will not be held responsible for stolen or broken items. We will secure the building both inside and outside of sale hours and will do our best to keep everything secure. We will have volunteers at all doors and will check all receipts before letting anyone leave to help prevent any issues.

Local Pick Up of Unsold Items.

After the sale event, there will be some items which have not sold.

We give our local consignors the option of coming by and picking up their items or donating them. If you want a tax deductible donation you **MUST PICK UP** your items and make that donation directly to the Goodwill or the charity of your choice. We will not provide donation receipts.

If you are picking up unsold items you **MUST** show up on the pick up day.

If you send someone else to get your unsold items, it is their responsibility to get everything that belongs to you - not ours. It is your responsibility to collect any of your unsold items.

We will respond to questions you may have about missing items, but due to time constraints we will not triple check each inventory. You can do that, since you know your clothing better than anyone. If you or they miss an item and it is donated, we cannot be responsible.

Quality

We will insure quality. We want brides to choose from a high quality selection.

We don't want our customers sorting through worn items or buying an item and then finding the zipper is broken. We are serious about quality.

Our quality standard means only gently worn items. No tears, stains, odors, broken snaps/buttons/zippers, etc. Please do not prep or enter these items as we will not accept them. We have the final say on whether or not the items meet our quality standard. Because we are an upscale bridal consignment event (not a garage sale) we are sticklers about quality.

To see a list of items we accept, please see our Decor/Apparel Items List on our website.

Pricing

Consignors get to set the price/s of each item (we suggest 30-50% of the total retail price) You want to be sure your item sells!

Consignors will receive 80% of the total sales of their items that are sold.

We give high percentages so consignors will consign with us. We also ask consignors to use good pricing, both to maximize their own revenues AND to make buyers want to BUY!

We recommend that you price your items at about 30-50% of retail. For example, I paid \$2000 for my wedding dress, I would price it for 50% off which is \$1000. Decor items are items that I would price lower. For example, If I paid \$60 for a retail decor item, then, you would price it at about \$18-30.

I would take home \$800 on my dress and \$14.40-\$24 on the decor item - much more you would be offered at a garage sale! On premium name brands in perfect condition, you could price them a little higher - we suggest up to 40-50% of retail. And remember, don't send worn items. Put them in a garage sale or donate them. We will only accept high quality items.

Consignors may drop off items by appointment on June 19, 2021. To sign up for drop off, please visit this link <https://www.signupgenius.com/go/10C0D45A9AB2DA3FDC70-consignor>. We will keep all of your items secure and locked up while we organize and prepare for the sale.

Items that do not sell MUST be picked up between 10 am and 2 pm on Sunday June 27, 2021 or they will be DONATED. The Guthrie Depot is not responsible for any items past 2 pm on the 27th of June and will not be

held liable for donating any items that are not picked up in the allotted time frame.

Consignors will also collect their portion of sales on Sunday, June 27, 2021 from 10am to 2 pm. We will pay out via check, Venmo, or Cash app. Consignors MUST have one of those digital apps set up if they want a digital transaction that day. We will provide all consignors with a receipt of items sold for your records at that time.

All consignors must agree to all of the above stipulations and requirements to qualify to consign their items.

Organization

We require all consignors to fill out a Consignment Items Form (Form on our website under the 'Consign' tab- www.theguthriedepot.com). This form must be presented when checking in and dropping off your items. This is the form we will use as a receipt for all of your sales as well as what we will use to keep track of all of your personal sales.

Consignors will also be responsible for tagging all items. You can find Sales Tags on our website under the 'Consign' tab. You MUST use our tags. We recommend buying perforated business cards or using card stock paper to print your tags to help prevent tags ripping or falling off.

All Items must be tagged twice. Both on the outside of the product and the inside to insure no prices or information goes missing.

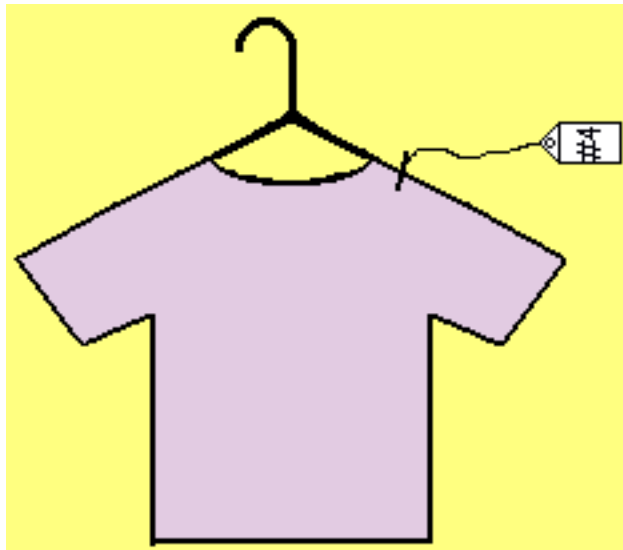
Be sure to check before coming to drop off your items that you have EVERYTHING you are wanting to sell. We will be checking in all of your items to insure everything you have listed is there and accounted for.

One key to giving a high percentage is not only pricing and quality, but also, ORGANIZATION.

You are about to have the opportunity to describe and price each of your items.

For Apparel items:

- Hang your apparel on a PLASTIC hanger. We will not accept items on wire hangers.
- Be sure the hook of your hanger is pointing to the left (see image below)
- All dresses and veils must be in a bag or clear plastic dry-cleaning bag.
- Fill out 2 copies of the sales tag, pin one on the inside of the bag and one on the outside of the bag. You must Pin a Tag on each item on the LEFT SHOULDER.
- All Tags must be legible
- All shoes must be in a shoe box AND both tags taped into each shoe.



For Decor Items:

- All items must be bagged or boxed with one item free for us to pull out and show as a sample.
- All Glassware must be CLEAN, individually wrapped, in a box with a sample we can pull out to show. See pic below.
- All small items such as un-used tea lights need to be in a zip-lock bag as shown with the tag on the inside of the bag as well as taped to the outside of the bag.
- All Tags must be legible
- All flatware must be in original retail boxes.
- If you have items that are too big to fit in a box or package together in a bag, it is your responsibility to come up with a way to prevent separation OR tag each item separately.



Glassware example



Multiple Items Example

Tags will need to be both in the box/bag and on the outside as well

We look forward to seeing you all there!