

**Council on Aging/Senior Center
Cobwebs “N” Confetti**

GIFT SHOP CONSIGNMENT POLICY

1. Items for consignment in the Gift Shop will **ONLY** be received from individuals’ 50-years of age and over who are residents of Cleveland County.
2. A 10% commission of all sales on consignment items will be donated to the Senior Center.
3. Intake or pick up of consignment items will be between 9:00 – 2:00 Monday, Tuesday and Wednesday. (Please call the Senior Center to make an appointment or make other arrangements.)
4. All consignment items received into or taken out of the Gift Shop will be signed for by the consignor and the intake person. The consignor will be given an inventory sheet when items are checked in or out.
5. No consignment item will be removed from the Gift Shop without signing it out with authorized personnel. (Same as intake days. Please call to make an appointment)
6. **ALL consignment items to be approved by Senior Center**, acceptable items may include:
Small Antiques – Collectibles – Prints/Artwork – Handmade Jewelry – Local Jam/Jelly/Honey – Local Books – Handmade Items (crochet, sewing, woodcraft, etc)
**Items will not be accepted from anyone who owns their own business (i.e. gift shop, etc.)
7. Seasonal & Holiday consignment items will be cleared out on a timely basis (schedule will be available) and not left on the shelf, unless placed on sale.
8. Designated Senior Center personnel will be responsible for tagging, dating, and displaying consignment items. A limit will be placed on the number of specific items to be accepted for consignment.
9. The Senior Center will not be responsible for stolen consignment items.
10. Consignors will be paid the 15th of each month for accumulated sales of \$15.00 or more. (Exception: If any sales have not yet been paid **and** the consignor wants to pick up remaining items, account will be settled at pickup.)

TERMS BY ITEM TYPE:

1. **REGULAR ITEMS** will be in the Gift Shop for 1 year. The item will be at starting price for 6 months, reduced to 25% OFF for 2 months, reduced for 50% OFF for 2 months, reduced to 75% OFF for 2 months. If items not sold within 1 year, items can be donated to the Senior Center or picked up. If you do not want your items to be reduced they will be ready for pickup after the initial 6 month period.
2. **SEASONAL & HOLIDAY ITEMS** will be in the Gift Shop for 3 months. The item will be at starting price for 1 month, reduced to 25% OFF for 1 month, and be reduced to 50% OFF for 1 month. If items are not sold within 3 months they can be donated to the Senior Center or picked up. If you do not want your items reduced, they will be available to be picked up after 1 month.