

PENNYWISE THRIFT SHOP CONSIGNMENT RULES & POLICIES*

214 Dominion Road, N.E. Vienna, Virginia 22180

Email: PennywiseTSConsignment@gmail.com

Website: HolyComforter.com/Pennywise

Consignment Policies:

1. Consignment Fee: Pennywise Thrift Shop **consignment fee is \$12.00 per year** (annually) and must be paid prior to any items being consigned.
2. Sale Price: Pennywise Thrift Shop will receive 50% of the sale price of merchandise sold and the client (consignor) will receive 50%.
3. Appointments: **CLIENTS MUST MAKE AN APPOINTMENT DURING CONSIGNMENT HOURS AND MUST BE PRESENT IN ORDER TO PUT ITEMS ON CONSIGNMENT IN THE SHOP.** We use SignupGenius.com for appointments.
4. Cancellations: To cancel an appointment, the client must do so 24 hours or more before the time of your appointment either directly on Signup Genius OR by emailing PennywiseTSConsignment@gmail.com. **CLIENTS MAY NOT CALL THE SHOP TO CANCEL AN APPOINTMENT** - consignment will not get the message in time.
5. Consignment Length: Items remain on consignment 28 days (4 weeks). *Unsold items must be reclaimed (picked up) on or before the pickup date on the item list.*
6. Reclaims:
 - **CONSIGNMENT MUST BE OPEN WHEN YOU RECLAIM OR PICKUP - YOU ARE NOT ALLOWED TO RECLAIM UNLESS CONSIGNMENT PERSONNEL ARE ON DUTY.** Front desk workers cannot assist you. See SignupGenius for specific hours before your pickup date.
 - Pickup Date: The pick up date on your item list is the day your items expire and become shop property. You must reclaim before that date to get credit for any sale.
 - The client may be asked to show their item list and a valid state issued ID to the consignment person on duty to reclaim and leave the tags from those items in consignment. The front desk reserves the right to check your items list and the items you are removing from the shop.
 - Front desk workers will not allow clients to reclaim items in the shop. Consignment must be on duty.
 - Items not reclaimed by the pickup date become the property of Pennywise Thrift Shop and the client relinquishes any claim to them.
7. Damages: The client acknowledges that damages may occur to their consigned items while they are in the shop and agrees that Pennywise Thrift Shop will not be held responsible for any damages to those items - including those caused by fire, weather event, theft, breakage or any other casualty. If your item is damaged, broken or cannot be found for any reason during the consignment period (28 days), you will not receive any credit for it.
8. **ONLY SEASONAL MERCHANDISE, NEWLY CLEANED OR LAUNDERED, UNWRINKLED, IN STYLE AND IN GOOD CONDITION, WILL BE ACCEPTED FOR SALE ON CONSIGNMENT.**
9. Suitability: If, on more careful inspection after the client has left the shop, consigned items are found unsuitable (tears, holes, missing buttons, missing clasps, stains, chips, piling, etc.) Pennywise Thrift Shop reserves the right to reject the item and it automatically become property of the shop.
10. Number of Items: Consignment clients may bring in a mix of household and clothing items - up to **15 items once a week** to place on consignment. Maximums below:
 - Clothing Maximums: A maximum of 10 pieces of clothing may be consigned each week per account. All clothing pieces are tagged separately and each piece counts as one item.
 - Household Item Maximums: A maximum of 10 household items may be consigned each week per account.
11. Type Maximums: Pennywise Thrift Shop will accept from the client a maximum of 3 clothing or footwear items per rack in the store each week. e.g 3 men's shirts, 3 women's pants, etc. See what each clothing rack holds to determine the breakdown.
12. Seasons/Holidays:
 - We accept Fall items September 1st thru October 31st and Winter items November 1st thru February 15th, Spring items March 1st thru April 30th and Summer items May 1st thru August 15th.

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- No clothes will be consigned in February or August after the 15th of the month. Household only-10 max.
 - Holiday specific items will be accepted starting 40 days before the date of the Holiday and if not reclaimed or sold, they become shop property on the day following the Holiday or at the end of the consignment period, whichever is earlier
13. Pulling/Holding: Pennywise workers will not pull or hold items for any client.
14. Payments: to clients will be made by check for all items sold and will be mailed to the client by the 15th of the month following the month in which the items are sold. Any check not cashed within 120 days of the date on the check will be void.
15. Inquiries/Account Updates: Clients requesting information about their account must email consignment at PennywiseTSConsignment@gmail.com or talk with a consignment worker (not a front desk worker). See the SignupGenius for specific hours. Any information relayed to or given by a front desk worker should not and cannot be relied upon to be accurate. Accurate information can only be obtained from consignment personnel.

Pennywise Consignment

How to find the Appointment Signup

1. On **SignupGenius.com**: Search our email **PennywiseThriftshop@outlook.com**
2. URL: <https://holycomforter.com/pennywise/> (Scroll down to the **Schedule an Appointment** Box)

Schedule an Appointment

3. Search 'Pennywise Thrift Shop' on Google.com – the link is by Appointments (see pic)

