



CONCIERGE SERVICE DROPOFF FORMS

QUESTIONS? Call/Text Sharon (Concierge Coordinator) @ 716-440-0524

DIRECTIONS: Fill out this form completely for your scheduled drop-off appointment. MAKE A COPY for your records. Check the recall list @ www.cpsc.gov prior to filling out this form. Place all items in boxes/bags with your last name & consignor number clearly labeled. Label each with 1 of 2, 2 of 2 markings. Large items not fitting in boxes should be labeled with name & consignor # on blue tape.

Consignor Name: _____ Consignor #: _____

Phone: _____ EMAIL: _____ DROP OFF APPT: _____

My CM Username: _____ Password: **We will temporarily set "temp" as your pw.**

1. **NEW!** ALL CONCIERGE ITEMS ARE REQUIRED TO BE MARKED YES TO **DISCOUNT** (50% OFF): _____ C Initials

2. **NEW!** ALL EVERYDAY & BRAND NAME CLOTHING & SHOES WILL BE ENTERED USING AN EXPRESS TAG.

PREMIUM BRAND CLOTHING & SHOES WILL HAVE DESCRIPTION TAG. _____ Consignor Initials

3. **ARE YOU DONATING ALL UNSOLD ITEMS TO HARVEST HOUSE & AVOID PICKUP:** ____ YES! **OR** ____ NO

4. **CHECK MARK YOUR CONCIERGE OPTION:** ____ EXPRESS (40%) **OR** ____ FULL (25%)

A. **EXPRESS (40% PROFIT METHOD)** - Requires consignor to gather, clean, sort items to sell. Remember to replace batteries in toys, gear, etc. Consignor is required to freshly launder & hang clothing items according to our PREP GUIDE. Bella Kids is required to enter, price, print & tag your items into your online consignor account. (Rejected items will be automatically donated so inspect your items carefully.) **TOTAL MAXIMUM # OF ITEMS: 100**

B. **FULL (25% PROFIT METHOD)** - Requires consignor to freshly launder clothing and pads/covers for baby gear and clean toys. Bella Kids will prep, hang, enter, price, print & tag your items for you in your consignor acct. **Organize clothing by gender & size in folded piles. We will NOT accept bags of unsorted/unorganized garments.** (Rejected items will be automatically donated so inspect your items carefully.) **TOTAL MAXIMUM # OF ITEMS: 100**

NOTE: Completing chart below is **NOT** REQUIRED. After we've entered your items, you can print inventory list online.

INVENTORY CATEGORY	QTY
BABY & KIDS CLOTHING: (Count 2-4pc sets/outfits as 1 item) (50 entry max)	
DIAPER BAGS (List DESIGNER LABELS BELOW)	
INFANT ACCESSORIES -booties, hats, socks, etc (NEW ONLY)	
GIRL/BOY SHOES MAX = 10 PAIRS Like New!	
INFANT EQUIPMENT/BABY GEAR: List brand(s) next to item	
Carseat: _____	
Stroller: _____	
Highchair: _____	
Exersaucer: _____	
Playmat/Seat: _____	
Outdoor: _____	
Ride-ons: _____	
Trike/BalanceBike/3 wheel scooter: _____	
Gate/Playard/Activity Center: _____	
Other: _____	
TOYS: (Attach extra pieces in bag & tape to toy.)	
BOOKS: MAX = 10 items	
GAMES/ARTS&CRAFTS/PUZZLES: MAX = 10 items (NEW ONLY)	
LARGER ITEMS (EX: train table, picnic table, toddler bed, etc.) (No large furniture/crib/mattresses/bikes)	
MISC. ITEMS (List items in box at right.)	
WOMEN'S DESIGNER HANDBAGS: (Select Brand & Designer Labels only.)	
*TOTAL QUANTITY = NO MORE THAN 100 ITEMS!	

LIST YOUR MISC. ITEMS HERE:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

(Use second sheet for more space.)



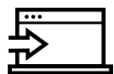
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CONSIGNOR PROFIT CHECK INFORMATION

- PAYMENTS WILL BE SENT DIRECTLY FROM US USING YOUR REGISTERED CONSIGNOR EMAIL ADDRESS!**

How do eChecks work?



Receive & retrieve

After receiving a secure link in their email, recipients retrieve their checks from our secure online portal.



Print the check

Using a standard printer, the recipient prints the check for deposit.



Deposit the eCheck

A Deluxe eCheck is deposited just like any other check — at a bank branch, through an ATM or using Remote Deposit Capture on a smartphone.

- E-CHECKS IS OUR NEW METHOD FOR SENDING YOUR PROFITS FAST & SECURELY.**

- Payments will be issued within 5-10 business days from last day of sale event.

- Bella Kids will electronically send your profits at NO COST to you! **All you have to do is PRINT & deposit check from our emailed secure link!**

By signing this document, consignor agrees to the exact number of items to be consigned with Bella Kids as listed above. This number written is the complete and correct number to be entered into the online system under consignor's account listed above. However, during the tagging process if an item does not meet our standard of, "gently used, excellent quality" the item WILL NOT be entered into the consignor's account and automatically be donated to our charity partner. Consignor agrees that by choosing the Concierge Option, Bella Kids has been designated by consignor to determine item's sale price, and enter given items into the consignor's online account system using our DIY and Express Tag formats based on category/brand. Consignor agrees and understands that by choosing the Concierge option, the consignor is required to prepare items for sale using our Prep Guide instruction and drop off items during the scheduled appointment time. Consignor agrees to the stated maximum number of items allowed with a maximum number of clothing, shoes, books according to the above chart. Consignor understands that Bella Kids Consignment Events of WNY is not responsible for any property that is damaged, lost or stolen during processing, transporting, before, during, or after the sales event, nor covered under Bella Kids liability insurance.

Sales profit agreement for CONCIERGE consignors as follows: express service consignor earns 40% of total sales profits and full service concierge consignor earns 25% of total sales profits.

Consignor Name: _____

Consignor Signature: _____

Date: _____

Bella Kids Signature: _____

Title: _____

DATE: _____ TIME: _____

*****KEEP A COPY OF THIS FORM FOR YOUR RECORDS!*****



DROP & GO CONCIERGE SERVICE

(Express or Full Options)

CONSIGNOR CONTRACT

In consideration for the opportunity to participate in and profit from the Bella Kids, A Seasonal Consignment Sale Event, the undersigned Consignor acknowledges that she/he has read understands and agrees to the following terms and conditions contained in this Agreement:

1. Consignor agrees to allow Bella Kids to act on your behalf in order to sell any or all items checked in to a Bella Kids Consignment Event. Consignor certifies that they are the owner of, and have the legal right and full authority to sell all consigned items. _____ **Consignor Initials**
2. Items found during the sale event without a tag will not be sold. It is the consignor's responsibility to look through the unclaimed/lost tag merchandise during pick-up. Any and all unclaimed merchandise after the sale will be donated. _____ **Consignor Initials**
3. Bella Kids will Email checks within 7-10 business days at the conclusion of the sale. Checks will be emailed to email address as provided on consignor's registration account. **Maintaining accuracy of the consignor's personal contact information is the sole responsibility of the consignor.** Consignor agrees to cash issued proceeds check within 60 days of the issue date. _____ **Consignor Initials**
4. Bella Kids will take all reasonable precautions to prevent loss, damage, and or theft of items. Consignor acknowledges the possibility of such occurrences and is choosing to proceed in consignment with Bella Kids. Consignor agrees that no claims will be made against Bella Kids or Kristi Mora for any loss, damage or theft involving items consigned at the sale. **Should any consigned items be lost, stolen, or damaged Bella Kids is not responsible to compensate the Consignor for the items.** _____ **Consignor Initials**
5. All items consigned to Bella Kids Consignment Events are at the sole risk of the Consignor. Consignor agrees that he/she shall assume and bear all risks regarding consigned items, and will hold harmless and make no claim against Bella Kids, Kristi Mora, the leaser and/or owner of space where the sales event is held, volunteers and/or paid participants, and the insurer of Bella Kids exempt from any and all liability. _____ **Consignor Initials**
6. Consignor agrees to release from liability and waive any and all claims for personal injury resulting from participation in Bella Kids Consignment Events of WNY, for all cause, whether foreseen or unforeseen against Bella Kids, Kristi Mora, the leaser and/or owner of space where the sales event is held, volunteers and/or paid participants, and the insurer of Bella Kids. _____ **C. Initials**
7. Consignor has the choice to donate unsold items to the Bella Kids selected charity and receive a tax donation receipt. Otherwise, items must be picked up by consignor during the communicated pick-up hour. Any items that are not picked up during the designated pick-up time, even if marked "return", will become the property of Bella Kids and will be donated.
PLEASE INITIAL CHOICE: _____ **DONATE ITEMS AFTER SALE** _____ **PICK-UP ITEMS AFTER SALE**
8. All items consigned using the concierge service will be marked YES to the Discount Option to participate in the 50% off sale on the final day of the event. _____ **Consignor Initials**
9. Bella Kids agrees to pay Consignor a percentage of the total sales amount for their items dependent upon the consignor's percentage option choice. **PLEASE INITIAL OPTION CHOSEN BELOW:**

"EXPRESS" CONCIERGE OPTION (40% sales profits)

PARTIAL CONCIERGE TERMS: Consignors choosing CONCIERGE SERVICE agree that this arrangement requires Bella Kids representatives to process consignor's items including tagging and setting the selling price **based on the completed inventory pickup form**. Consignors are required to clean/wash items, hang clothes, prep toys, replace batteries, dewrinkle clothing AND complete inventory form prior to scheduled drop-off in order to ensure all items were collected from consignor. Consignors must package listed items in **labeled boxes with consignor's name, consignor #, AND # of bins** (ex. 2- of 2-0, 2 of 2-0 etc) for pickup. Large items not placed in boxes or bags should be labeled with consignor name and number. _____ **Consignor Initials**

"FULL" CONCIERGE OPTION (25% sales profits)

FULL CONCIERGE TERMS: Consignors choosing FULL CONCIERGE SERVICE agree that this arrangement requires Bella Kids representatives to process consignor's items including tagging and setting the selling price **based on the completed inventory pickup form**. Consignors are required to clean/wash/dewrinkly ALL items, organize clothing by gender & category, replace batteries, AND complete inventory form prior to scheduled drop-off in order to ensure all items were collected from consignor. Consignors must package listed items in **labeled boxes with consignor's name, consignor #, AND # of bins** (ex. 2- of 2-0, 2 of 2-0 etc) for pickup. Large items not placed in boxes or bags should be labeled with consignor name and number. _____ **Consignor Initials**

BELLA KIDS DROP & GO CONCIERGE SERVICE CONTRACT (PG. 2)

10. The concierge team will utilize both **Express and DIY Tag options** while entering concierge inventory based on each item's pricepoint or brand/category. Consignor acknowledges Express Tags will not have Descriptions, only price and consignor #. _____ **Consignor Initials**
11. By appearing in a public venue as a shopper, consignor or volunteer, Bella Kids has my permission to use my image in any publicity avenue they choose. _____ **Consignor Initials**
12. Consignor understands that Bella Kids reserves the right to remove any items from the sale floor **due to poor condition, stains, odors, missing parts, improper preparation, unacceptability, and/or recall safety concerns** per CPSC standards. _____ **Consignor Initials**
13. Consignor agrees to prepay the non-refundable consignor registration fee which secures their online account in our sale. _____ **C Initial**
14. Consignor confirms that each item offered for sale is in **full operating condition with working batteries** (if applicable) **and is not defective, broken or damaged in any way, and not subject to recall.** _____ **Consignor Initials**
15. It is required that all consignors follow proper preparation guidelines when gathering items to consign with Bella Kids. Bella Kids retains the right to reject any item that doesn't follow the instructions in our Consignor Preparation Guide or Welcome Email instructions and automatically donate rejected items. _____ **Consignor Initials**
16. Consignor confirms and agrees that they have reviewed the Consumer Product Safety Commission's (CPSC) website within 1 week of their scheduled drop off appointment to ensure that the items consigned are NOT recalled or in violation of current CPSC guidelines. Consignor testifies that to his/her knowledge, all items consigned to Bella Kids meet CPSC standards and none of the items being submitted have been recalled. _____ **Consignor Initials**
17. If selling a carseat or booster seat, consignor testifies that they are the original owner of items being submitted to Bella Kids. Consignor testifies that the carseat is less than 5 years old and has the original identification label. _____ **C Initials**
18. If selling a carseat or booster seat, consignor testifies that the item has not or never been in an automobile accident nor has it been broken in anyway. It also has all of its original or manufacturer issued parts. _____ **Consignor Initials**
19. If selling a carseat or booster seat, consignor testifies that the items has never been recalled nor is subject to recall to the best of his/her knowledge. If the item has been recalled, consignor verifies that the item has been fully corrected to meet Motor Vehicle Safety Standards. Consignor agrees seat contains all parts including padding, harness straps, clips, seat cover, shield, and bolts. Consignor confirms that the seat locking mechanism securely latches and is in proper working condition. _____ **Consignor Initials**
20. It is required that all consignors follow proper consignor instructions & guidelines when participating with Bella Kids. Bella Kids retains the right to refuse or not allow future participation in Bella Kids sale events for those choosing not to follow the Bella Kids instructions/guidelines as established. _____ **Consignor Initials**
21. Consignor sales profits will be issued and delivered via an online payment through **Deluxe e-checks** at no extra cost to the consignor. Bella Kids will email profit check to the registered email address as listed in your consignor account. Maintaining accuracy of the consignor's email address is the sole responsibility of the consignor. Profits will be delivered within 5-10 business days from the final date of the sale. _____ **Consignor Initials**
22. Consignors **MUST** be available to pickup unsold items during the designated pick up time communicated to consignors by Bella Kids on the final date of the sale. Any items that are not picked up during the designated time even if marked "Donate NO" become the property of Bella Kids and will be donated to the charity selection. _____ **Consignor Initials**
23. **AT THE END OF THE SALE**, it is the consignor's responsibility to go to pre-sorted and non-sorted areas to retrieve their unsold items. Any remaining unsold items not claimed by consignors will automatically be donated to charity. _____ **Consignor Initials**
24. Consignors registering to possibly participate at a Bella Event automatically consent to joining the Bella Consignment Events Mobile Club using the cell/mobile number provided during the online registration process. The Mobile Club texts will be used to communicate important consignor and sale news. Consignors can always opt out as a reply to one of the automated texts. _____ **Consignor Initials**

FIRST & LAST NAME: _____

Consignor # _____

Consignor Signature _____

Date: _____

Note: Each Consignor must sign the **Consignor Agreement** form when consigning items with Bella Kids. If this form is not signed, it is assumed that the Consignor agrees to the form when leaving items with Bella Kids for the purpose of consignment.