

# Vintage Consignment Policy Contract

We appreciate the opportunity to sell your items and find new homes for them!

Below are some consignment policies to ensure the best possible outcome:

## Request an Appointment:

- Begin by emailing photos to [bholm@vintiqueresale.com](mailto:bholm@vintiqueresale.com).
- You may send **up to** 30 items per appointment request.
  - Feel free to group up to 5 items per photo.
  - Consider breaking your photos into two emails if you have many pictures to share.
- All wall art must include dimensions.
- Records, sets or multiples of the same item will only count as 1 of your 30.  
\*No photos necessary for records- we will look in person (25-record max per appointment please).
- You will receive an email back with a numbered list of items that we are interested in looking at in person. We will also include a list of upcoming available appointments.
- You may make an appointment up to 2 months in advance. Consignment appointments are limited to 1 per week and 2 per month. **Please note: No appointments will be scheduled without preapproved photos.**
- While we expect to handle pricing your items, if you have a special pricing request, please indicate in your initial email. We ask that with the special request, you provide specific information about the item.
- You may continue to email photos if you have not reached the 30-item limit, up to 3 days before your appointment. (We do not check emails on Sundays, so for example, if you have an appointment on a Monday, you will need to have your additional photos sent by the Thursday prior.)
- Approximately a week before your appointment, you will receive a confirmation email that will include a numbered list of items we're looking forward to seeing.

### At your Appointment

- We understand that life happens; if you cannot make your appointment, please let us know as soon as you are aware.
- We must have the consignor(s) listed on contract attend the appointment. (If there are multiple names, only one needs to attend, however both are welcome.)
- Appointments are scheduled for 25 minutes. This is particularly important for the 9:30 AM time. Unfortunately, if you are more than 10 minutes late, we will have to reschedule.
- During your appointment, we will go through your preapproved list and intake the items that make our final approval. **Note that we will only review items from the preapproved list.**
  - We can only accept items that are free from: breaks/chips/tears, stains, odors, missing pieces, price tags/stickers (you may leave brand tags on), etc. Items that are electric or battery operated must be in working order.
- Remember, we lower items after 60 days for a final push. If you have specific items you do not want lowered, let us know at your appointment. We recommend this be done sparingly, as we have found our clearance room to be successful.
- Choose to either pick up or donate your items. If you choose pick up, we will provide a pick up by date.

### General Terms

- **Item Pricing:** Management will determine the selling price of each item based on factors including condition, age, damage, popularity, and demand. Consignors will have access to an online login to see the price of each item, when it sells, and available payout balance. We aim to have your items

priced and available to view through your consignor login within one week of appointment.

- **Split: 50/50.** Vintage Resale LLC agrees to pay the consignor 50% of the final sale price. We maintain the right to adjust prices through promotions, coupons, and/or management's discretion at any time during the term of this contract. Items not sold by 60 days, will be reduced 50% in a final effort to sell.
- **Responsibility:** We will do our best to care for your items, however we are not responsible for damage or theft.
- **Photography Rights:** Vintage Resale LLC reserves the right to photograph merchandise and use on website, promotional materials, and/or social media platforms.
- **Payout to Consignors:** Checks will be sent to the address on file by the 10th of each month for the previous month of sales if a consignor's payout is \$50 or over. At any time, you may come to pick up your balance or use as store credit. Consignors are responsible for ensuring we have the most current address on file.
- **Contract Terms:** 90 days from the date your item is entered into our inventory. During the first 60 days, Vintage Resale LLC has the exclusive right to sale of that item and may not be retrieved. Early pick up may be permitted after 60 days.
- **Item Expiration:** You may choose to either pick up your unsold items or we are happy to donate. If you choose to pick up your items they **MUST** be picked up by the date given at your appointment or Vintage Resale LLC will donate them. We will send an e-mail to remind you that your pick up date is approaching.

Vintage Resale LLC Consignment Policy Contract – 2024 Season  
10254 Water St, Ephraim, WI 54211  
920-854-8060  
[bholm@vintiqueresale.com](mailto:bholm@vintiqueresale.com)

By signing below, you agree to all terms and conditions within this contract.

\_\_\_\_\_  
Consignor(s) Print

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

Contact Information

Mailing Address

Winter Address (If Different)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Apt, PO Box

\_\_\_\_\_  
Apt, PO Box

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email