



**TRADITIONAL CONSIGNOR – 50% PROFIT METHOD
DROP-OFF CHECKLIST**

Name: _____

Consignor #: _____ Phone: _____

DROP OFF DATE & TIME: _____

DROP-OFF PREPARATION:

1. Bring a completed set of drop off forms to your dropoff appt. MAKE A COPY for your records.
2. Place all **NON-HANGING** items in bags or boxes.
3. Keep clothing on hangers, grouped in batches by category (ie, bottoms, shirts, workout, dresses, etc)

ARE YOU DONATING YOUR UNSOLD ITEMS? ALL SOME NONE

(Tax Donation Receipts from Dress for Success Buffalo will be issued at drop off if all or some are checked.)

DROPOFF CHECKLIST: (INITIAL BELOW)

____ CLOTHING: Zippers are zipped; buttons are buttoned. EVERYTHING LOOKS NICE, SMELLS FRESH & CLEAN!

____ CLOTHING: My hanger hooks are facing left as a question mark “?”

____ Clothing items are **GROUPED by category & rubber banded** together. We recommend including dryer sheets to make it smell fresh & clean!

____ I have checked my items & removed any with **stains**.

____ Tags are secured using **safety pins or zip ties**. (at seams or tag)

____ I have **PRINTED & SIGNED** a Bella Kids consignor contract for my drop off appointment.

____ **ALL BAGGED ITEMS ARE SECURELY TAPED SHUT!**

____ Items are priced reasonably @ 50-85% OFF RETAIL PRICE PAID!

PAYPAL PAYMENT OPTION:

PAYPAL IS OUR SOURCE FOR SENDING YOUR 50% PROFITS FAST & SECURELY.

- Fill in your PAYPAL email address below & Bella Chic will electronically at no cost to you.
- Complete the email address below for payment after the sale. Payments are completed within 7-10 business days from last day of sale event.

_____ @ _____ .COM

(Please Print Clearly!)

NOTE: A \$5 CHANGE FEE WILL ASSESSED FOR ANY PAYMENT REQUESTS MADE AFTER DROP OFF APPOINTMENT.

CONSIGNOR DEADLINES & REMINDERS!

- **CONSIGNOR PICKUP = Sunday, MARCH 8th AT 4:00pm ONLY.** All unsold items **MUST** be picked up before 5:00pm, ALL remaining items will be donated.
- **VIP PRIVATE SALE = Friday, March 6th @ 5-9pm**
 -5:00pm ENTRY for Consignors w/ \$8 upgrade option for Apps, Wine, & Swag Bag!
 -7:00pm ENTRY for Consignors w/o Ladies Night upgrade.

INVENTORY SYSTEM CLOSES = Thursday, March 5 @ 9am!

BELLA CHIC SALE WEEK CONTACT INFO:

Starting March 1st, for fastest response times, TEXT OR CALL US @ 575-KIDS OR 440-0524! We will not be able to continuously check email or FB messages until after store hours!



TRADITIONAL CONSIGNOR CONTRACT
50% PROFIT METHOD

Name: _____

Consignor #: _____

In consideration for the opportunity to participate in and profit from Bella Chic: Pop-Up Consignment Sales, 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 Chic to act on your behalf in order to sell any or all items checked in to a Bella Chic store or drop off location. Consignor certifies that they are the owner of, and have the legal right and full authority to sell all consigned items. _____ **C 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 Chic 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 Chic. Consignor agrees that no claims will be made against Bella Chic 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 Chic is not responsible to compensate the Consignor for the items.** _____ **Consignor Initials**
4. All items consigned to Bella Chic 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 Chic, Kristi Mora, the leaser and/or owner of space of event, volunteers and/or paid participants, and the insurer of Bella Chic 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 Chic for all cause, whether foreseen or unforeseen against Bella Chic, 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. _____ **Consignor Initials**
7. Consignor has the choice to donate unsold items to the Bella Chic selected charity and receive a tax donation receipt. Otherwise, items must be picked up by consignor during the communicated pick-up time. Any items that are not picked up during the designated pick-up time, even if marked "return", will become the property of Bella Chic and as a result will be donated. _____ **Consignor Initials**
8. Consignor has the option to include their items in the 50% off sale on the final day of the event. **(Highly recommended to sellers!)** This is designated by consignor when entering items in the online inventory system by checking YES for discount. _____ **Consignor Initials**
9. **Bella Chic agrees to pay Consignor a percentage of the total sales amount for their items dependent upon the consignor's percentage option choice. You have chosen TRADITIONAL (50% sales profits) Traditional** Consignors requires consignor to gather, wash/clean, hang, tag, and enter their items into our online system. It is consignor's responsibility to ensure all items have been entered into our system during drop-off. _____ **Consignor Initials**
10. Consignor understands that Bella Chic 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 CSPC standards that may have been missed during drop off. _____ **Consignor Initials**
11. Consignor agrees to pay a \$12.00 non-refundable, consignor registration fee and must be paid in advance when creating consignor online account. _____ **Consignor Initial**
12. 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**
13. Consignor confirms that each Designer item offered for sale is in fact authentic and purchased from an authentic retailer and is **not defective, fake, or damaged in any way.** _____ **Consignor Initials**
14. It is required that all consignors follow proper preparation guidelines when gathering items to consign with Bella Chic. Bella Chic retains the right to reject any item that doesn't follow the instructions in our Welcome Kit Email instructions. _____ **Consignor Initials**

BELLA CHIC TRADITIONAL CONSIGNOR CONTRACT (pg.2)

Name: _____

Consignor #: _____

15. It is required that all consignors follow proper consignor instructions & guidelines when participating with Bella Chic. Bella Chic retains the right to refuse or not allow future participation in Bella Chic sale events for those choosing not to follow the Bella Kids instructions/guidelines as established. _____ **Consignor Initials**
16. Consignor sales profits will be issued and delivered via an online payment through Paypal at no extra cost to the consignor. Bella Kids will send the payment the email address listed on consignor drop off checklist. Maintaining accuracy of the consignor's Paypal email address is the sole responsibility of the consignor. Profits will be delivered within 15 business days from the final date of the sale. _____ **Consignor Initials**
17. Consignors **MUST** be available to pickup unsold items during the designated pick up time communicated to consignors by Bella Chic 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 Chic and will be donated to the charity selection. _____ **Consignor Initials**
18. **AT THE END OF THE SALE**, Bella Chic will allow consignors to pickup unsold items in pre-sorted areas of the store. It will be the consignor's responsibility to go to pre-sorted areas by consignor number ranges to retrieve their unsold items as listed on consignor tags. Any remaining unsold items not claimed by consignors will automatically be donated to charity. _____ **Consignor Initials**
19. **Registered Consignors consent to automatically joining the Bella Consignment Events Mobile Club with the cell number they entered during the online consignor registration process. The Mobile Club texts will be used to communicate important consignor and sale news. Consignors can always opt out once mobile texts are received.** _____ **Consignor Initials**
20. 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**
21. **Bella Chic is open to the public as a retail environment.** We take utmost precaution to prevent loss and theft however should any consigned items be lost, stolen or damaged, Bella Kids is not responsible to compensate the Consignor for the missing or unreturned items. _____ **Consignor Initials**
22. **Consignors will be issued 1 VIP Private Sale pass for their full participation in our current Bella Chic event.** This allows for 1 adult entry into the sale at 7pm. NO replacement passes will be issued if the pass is lost or stolen. Passes are issued at dropoff with the option to upgrade for an additional \$8 discounted rate which includes 5pm entry, swag bag, appetizers, and drink at our VIP Ladies Night event. _____ **Consignor Initials**

PRINT FIRST & LAST NAME: _____

Consignor # _____

Consignor Signature _____

Date: _____

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

*****MAKE A COPY FOR YOUR RECORDS*****