

GENERAL GUIDELINES

CONTRACTUAL OBLIGATION

- Every consignor must fill out and sign a current contract each time he/she consigns, agreeing to the terms and conditions on the back of the contract. Contracts are available on our web site and in the Shop.
- **Please carefully read the information printed on the back of your Consignment Contract. Every effort is made to accommodate our customers but The Guild Shop has certain policies and procedures which apply at all times.**
- The consignor receives 2/3 of the sale price of each item sold.
- Checks will be issued on the 15th day of the month for items sold in the previous month. You may pick up your check at the Shop through the end of the month. Checks that are not picked up by the last day of the month will be mailed to you.
- Once the minimum is achieved, a cumulative check will be issued.

CONDITION POLICY

- All items brought in for consignment or donation must be in good condition, clean, unstained, in style, and in season. Items which do not meet these criteria will not be accepted and will/or be donated or discarded at the discretion of The Guild Shop.

PRICING POLICY

- The Guild Shop determines the price of your item(s) but welcomes your suggestions and any information you have on the item's value.
- The minimum price that can be assigned to a consigned item is \$6.00.

MARK DOWN POLICY

- All merchandise is reduced at a regular schedule until it reaches the final markdown, at which time it becomes impounded, which means that the consigned item becomes the property of The Guild Shop. Items impounded at \$100.00 or more will be re-priced on the consignor's account. Consignors are responsible for knowing which markdown schedule is applied to their consigned item.
- Holiday items may be marked down after the holiday prior to the scheduled markdown period.

RECLAIMING CONSIGNED ITEMS POLICY

- A consignor may **not** reclaim any item originally priced at \$59 or less. Items originally priced at \$60 or more may be reclaimed prior to the final markdown price. A handling fee of 10 percent of the original ticket price will be charged. It is the responsibility of the consignor to keep track of the final mark-down date, as different departments have different mark-down schedules.

**All consignments are accepted
subject to the discretion of The Guild Shop.**

NO TAKE LIST

ALL ITEMS ARE SUBJECT TO ACCEPTANCE BASED ON THE SOLE DISCRETION OF THE GUILD SHOP.

We do not accept the following items:

Building Supplies

Tools**

Plumbing Supplies

Sporting Goods & Sports Memorabilia

Exercise Equipment

Clothing

Athletic shoes/uniforms/baseball caps
Children's/baby clothing /shoes
Garments w/advertising logos
Gloves
Handmade clothing
Scarves (unless designer)
Socks/hosiery/tights
Suit coats w/o pants
Sweatshirts/sweatpants
Swimwear
Ties (donation only)- unless designer
Tote bags with logos
T-shirts (donation only)
Undergarments/lingerie/leotards/pajamas
Wallets (unless designer)
Wedding/bridesmaid dresses

Linens

Bath towels/bedspreads/blankets
Infant /children's bedding *
Mattress pads/sleeping bags/comforters*
Pillows/throw pillows/cushions *
Quilts (unless older than 1939) *
Sheets/pillow covers/hand towels
Shower curtains/bathroom mats
Tablecloths/napkins/ placemats (donation only)

Electronics

Answering machines/cell phones /telephones**
Cameras or equipment**
Computers and accessories
Fax machines
GPS devices
Stereos/stereo components/radios**
Televisions/DVD/CD/ VCR players
Typewriters **

Home Appliances

Clean air machines/humidifiers
Deep fryers/ popcorn poppers/coffee makers
Heater or fans**
Large appliances/microwaves/BBQ grills
Sewing machines**
Vacuum cleaners/rug cleaners/steamers

Jewelry

Illusion jewelry
Non-designer sunglasses
Pierced earrings without backs

Kitchen

No knives, other than collectible pocket knives
Coolers/thermoses/travel mugs
Food products/canning jars
Single coffee mugs
Wooden utensils & cutting boards
** Vintage implies rare or hard to find collectible

Furniture

Bassinets/infant carriers/car seats
Chair beds/recliners/studio couches *
Chaise lounge with cushions*
Contemporary glass-top side, coffee or dining tables***
Desks longer than 48 inches
Entertainment cabinets***
Headboards w/o rails/non-standard size beds***
High chairs/baby rockers
Hutches without bases
Mattresses/box springs/sleeper sofas/futons *
Papasan chairs *
Particle board furniture
Playpens/strollers/cribs/cots
Sectionals unless from the 50s or 60s
Sewing machine cabinets
Single dining chairs (min. 4)/single bar stools (min.2)

Home Décor

Baskets***
Candles
Ceiling fans
Christmas trees/ stands/ lights
Craft projects/yarn/thread
Fabric/ sewing patterns/notions
Faux plants or floral arrangements
Lampshades/wallpaper
Mini-blinds/ curtains/ valences/curtain rods
Picture frames (donation only)-(unless sterling)
Wall mount shelving

Personal Hygiene Items

Bed pans/toilet seats
Hair accessories/headbands/combs/brushes/wigs
Hair dryers/curling irons/hot rollers
Medical devices
Perfume/cosmetics/razors/manicure sets
Toothbrush holders

Toys/Dolls

Comic books
Games/puzzles
Stuffed animals
Toys & Dolls**

Miscellaneous

No swords or knives (other than collectible pocket knives).
Bathroom scales/medicine cabinets
Computer bags/briefcases
Eyeglasses
Hubcaps
Ironing boards
Luggage -unless designer or vintage**
Backpacks/duffel bags – unless designer
Office Supplies
Pet beds/scratchers /toys/supplies/carriers
Trophies/awards/presentations
Subject to change without notice. As of: July 2017

*** Per Texas Department of Health Services**

****Unless Vintage ***Requires Management Approval**