

## Consignor Agreement

- I will print all tags on white or pastel cardstock paper and follow ALL of the tagging instructions.
- I will uphold the standards of the TotSwap Consignment Sale by NOT bringing out of season items, items with stains, holes, etc. or toys with missing/broken pieces. All items must also be free of any smell of odor (smoke, pet, etc).
- I will ensure that all electronic items MUST have working batteries in them.
- I will drop-off BEFORE drop-off hours are over or I will not be able to drop off my items – NO EXCEPTIONS.
- I understand that I am responsible for picking up any unsold merchandise by the end of the designated pick-up time, otherwise, the items become the property of TotSwap.
- I understand that although TotSwap will do it's best to ensure that items are not damaged or stolen between drop-off and pick-up, TotSwap, the leasors of the space where the sale is held, and volunteers will not assume liability for the consignors items.
- I have confirmed that ALL items being dropped off are not listed on the recalls list with CPSC.gov. It is my responsibility as a consignor to know if my items have been recalled or not.
- I understand that proceeds will be 65% of the selling prices unless you have agreed to volunteer. Volunteers must fulfill all requirements as outlined in the volunteer agreement in order to earn volunteer incentives.
- I understand that checks will be mailed within 7 business days of the close of the sale.
- I understand that all earnings checks sent to me, the consignor, must be cashed within 60 of check date or check with be void.