

GIFT SHOP POLICY FOR VENDORS, CONSIGNMENTS, AND DONATIONS

The Turtle House Gift Shop Manager will have sole authority over approving merchandise/goods that is purchased from vendors, brought in for consignment, or donations. In some cases board approval may be required. Merchandise/goods must be in the best interest of the organization, will not detract from or inhibit the mission, increases awareness in the cause, has the STPS logo wherever possible, and will not harm the good name of the organization.

Definitions:

Vendor: The gift shop contacts a company or distributor and selects merchandise to purchase with the intent to sell these goods in the gift shop. The Vendor is paid according to mutually agreed payment terms on file for the goods received.

Consignment: The gift shop sells goods for an owner (consignor) without purchasing the goods.

Donation: The gift shop is given goods with no financial obligation to reimburse the donor.

I. Vendor Sales

For vendor sales the gift shop manager will select and approve the items to order, determine the quantity of each item to be ordered, and determine what the selling price will be for each item. The gift shop manager, or designee in conjunction with the Gift Shop Manager, will contact the vendor or distributor. The gift shop manager will determine the amount of shelf space that is allocated for vendor sales.

II. Consignment Sales

The gift shop manager will review the items brought in for consignment, select those items that meet approved guidelines, determine the selling price for the goods that are accepted (*Note: the consignor may suggest a selling price but the gift shop manager makes the final decision on the selling price*), determine how long the items may stay on the shelf, ensures the consignor signs a consignment agreement, and reviews the goods sold and determines the amount of payment, ensuring the payment amount matches the terms in the consignment agreement, before passing to the treasurer for payment processing. The consignment agreement must include the following:

- ✓ Name of consignor.
- ✓ Goods being consigned.
- ✓ Percentage the consignor will receive from the goods sold according to signed consignment agreement. In store credits in lieu of payments are not authorized.
- ✓ Reasonable length of time unsold goods: Goods will be held for sale as long as Consignment agreement is in effect. Unsold goods will be reassessed at the end of the consignment period.

Approved August 8, 2018

The original consignment agreement will be kept in the Sea Turtle House with a copy provided to the treasurer. The gift shop manager will determine the amount of shelf space that is allocated for each consignor. Total space allocated to consignments may not exceed 25% of the gift shop floor space. The Gift Shop Manager reserves the right to determine quantity of items to be consigned at the Turtle House.

III. Donations

The gift shop manager will review donations to determine if the goods will be sold in the store or used for silent auction at STPS events. The gift shop manager will determine the price for the donated goods to be sold in the store. The goods may be transferred to the silent auction, at the Gift Shop Manager's discretion.