

The Hearts Center Consignment and Product Donation Policies for Events

- 1. Donation and Consignment arrangements must be finalized no later than 6 weeks prior to the start of the event.** Call 312-253-7600 or email hcorderhelp@gmail.com to get the process going. **Any persons showing up at an event with items for consignment without having made prior arrangements will not be permitted to sell. There are no exceptions.**

In order to accept an item for consignment or donation, please send a physical copy of any book or written material, CDs or DVDs to be sold/donated to The Hearts Center store headquarters 6 weeks prior to the event. Please send photos of artwork, jewelry and other such items to the above email address.

Once the item or items have been approved:

- Submit consignment agreement and form
 - Send good quality images of items to be sold to the above email for creating store pages.
- Because The Hearts Center is a 501(c)(3) non-profit corporation all items sold at our events must be related to our mission. This means that we cannot in any way consign multilevel marketing products like cleaners, vitamins or cactus juice. What will or will not be consigned at our events is up to the sole discretion of The Hearts Center store and events team.
 - The Hearts Center reserves the right to remove any items placed at an event for sale/donation/consignment without prior permission, review and arrangements 6 weeks in advance. The items will be put aside and the owners will be asked to remove them.
 - The Hearts Center has two consignment methods. Please let us know which one you will use.
 - Consignments where the consignee staffs their own table and processes transactions. 30% commission is paid to The Hearts Center.
 - Store staff will manage transactions for consigned items. 40% commission goes to The Hearts Center.

4a. Consignments Where Consignee Manages Their Own Table

- Items are to be clearly priced before they are brought to the event to be sold. Two copies of the consignment form should be clearly filled out with prices and opening inventory amounts. One for you and one for store staff.
- Your sales table should only be set up in designated consignee sales areas. Our store team will show you where to set up.
 - The venue usually provides the tables. The Hearts Center will not be providing tables.
 - Several weeks before the event date, the store and event staff will have a meeting with you to provide guidance on how to set up and display your merchandise.
 - Tables and displays should be set up so as not to distract our presenters. Because of the meditative and sacred atmosphere of our events, what constitutes a distraction is up to the sole discretion of The Hearts Center staff. Please be understanding if someone from our store or events team asks you to modify your display.
 - Unless prior arrangements have been made please keep your display to one hotel size table.
- All transactions for merchandise from consignees and The Hearts Center will remain separate.

- a. Please provide your own cash box and if you choose, credit card processing. We will not run any consignee credit card transactions through our store software.
- b. You or someone acting as your agent must be available to attend to your product table: be responsible for opening and closing inventory, answer questions about your products and conduct sales during all breaks. Our store team members will be busy attending to our own store items. They will not be available to help you.
4. The security of the consignee's merchandise is the sole responsibility of the consignee. The Hearts Center will not be responsible for any lost, stolen or damaged items during this event
5. At the end of the event be prepared to tally your inventory and write The Hearts Center a check for the agreed upon consignment percentage of your sales. Checks should be made payable to "The Hearts Center".

4b. Store Staff Will Manage Transactions for Consigned Items.

1. Items are to be clearly priced before they are brought to the event to be sold.
 - a. Because of how consignment items are processed through the online store system each item to be sold must have a unique price for accounting purposes.
 - b. Two copies of the consignment form should be clearly filled out with prices and opening inventory amounts, one for you and one for store staff. (form provided)
 - c. Consignee is responsible for their own **opening and closing** inventory counts. Store staff will not have time to provide assistance with this.
2. Your sales table should only be set up in designated store sales areas. Our store team will show you where to set up.
 - a. The venue usually provides the tables. The Hearts Center will not be providing tables.
 - b. Tables and displays should be set up so as not to distract our presenters. Because of the meditative and sacred atmosphere of our events, what constitutes a distraction is up to the sole discretion of The Hearts Center staff. Please be understanding if someone from our store or events team asks you to modify your display.
 - c. Unless prior arrangements have been made please keep your display to one hotel size table.
3. All transactions will be processed through our shopping cart software.
 - a. If your items require explanation please provide written materials to The Hearts Center store staff. Explanatory signs on your table are also a good idea.
4. The security of the consignee's merchandise is the sole responsibility of the consignee. The Hearts Center will not be responsible for any lost, stolen or damaged items during this event.
5. At the end of the event be prepared to tally your inventory. Store staff will produce report so you can see how much your sales were. If there is a discrepancy this is the time to resolve it. The Hearts Center will send you a check for the agreed on percentage of your sales within 10 business days.

All consignment sellers are responsible for taking all unsold material back with them. The Hearts Center will not pay for shipment.