Cricket's Nest Consignment Guidelines

These guidelines define all aspects of consigning your hand-crafted items.
Refer to the "Member Calendar" for important "Take-In" dates.

Consignment Risk
Members accept the risk of consigning items. Cricket's Nest will take reasonable care of consigned items; however, the shop is not liable for stolen, damaged, or broken merchandise.

Take-In
Take-In is the term to describe delivering your hand-crafted products to the Cricket's Nest Craft Shop for consignment.

- Contact Cricket's Nest at 336-659-4315 to schedule an appointment.
- **Standard Take-In Days**: Consigned items are accepted weekly between 9:30am and 12:30 pm on Tuesday and Wednesday (**BY APPOINTMENT ONLY**).
- **Exception Take-In Days**: Contact Cricket's Nest to discuss an exception if the designated days conflict with your schedule.
- An "**Account Status**" email is sent to members 1-2 days before each Take-In appointment. The email lists active inventory along with quantity and ticket price. Members should review email details to decide the inventory items and quantities to present for consignment. Since Take-In time slots are limited to 15 minutes, members should call the Shop with questions **before** their appointment.
- A "**Consignment Items**" form is completed by shop Staff for each Take-In appointment. The form includes member number, item description, quantity, and ticket price. **Please read carefully- you're confirming ACCURACY!**
- Members will verify, sign, and receive a copy of the "Consignment Items" form during each Take-In appointment.
- Upon request, members can receive an inventory printout of consigned items during their Take-In appointment
- Members will receive an "**Items Received**" email the day after inventory items are entered into the ConsignCloud system. Members should review email details for accuracy and call the Shop if corrections are needed.

Tickets
Tickets is the term to describe the Cricket's Nest price tags.

- Tickets are printed only on standard Take-In days. Tickets include shop details (name, address, phone) and item details (such as SKU (barcode), member number, item description, and **Ticket Price (not the price you want).**
- Item details printed on tickets are subject to change in the ConsignCloud inventory system but tickets will not be reprinted. When the price for an inventory item is reduced, Staff will manually update the new price on the ticket.

Pricing

- The sales price is split between members (85%) and Shop (15%) for each item consigned. The 15% Shop portion is applied toward Cricket's Nest operating expenses.
- The price of inventory items can be **reduced** at any time by contacting shop Staff. Members will be asked to sign an inventory list showing the revised prices when markdowns are requested.
- Prices **cannot be raised** while consigned at the Shop. Similar items can be consigned with a higher or lower price during a future Take-In appointment.

Payment for Sold Items

- Members receive an "**Items Sold**" email the day after each sale is processed.
- Checks are generated during the first week of the current month for all **sales processed during the previous calendar month**. Members will receive a "**Payout Receipt**" email letting them know when checks have been processed. Please allow at least 1 business day after receipt of the email to allow time for the Shop to separate checks and pull member send-home items.
- The payout settlement check includes the member's portion of sales processed during the previous calendar month. The "Payout Receipt" email specifies a list of the items sold, the sales price, and the member's portion of each sale and a **link to download** a PDF version of the receipt. The payout receipt replaces the check remittance stub.
- Checks will no longer be mailed due to cost and lost mail issues. Members can request for a check to be mailed. **Exception**: Checks will be held if a member has Send-Home items waiting to be retrieved. Held checks will only be released when the member picks up their Send-Home items.
- Members are responsible to pick up checks each month and should cash immediately.

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- Checks are voided 90 days from the issue date and will **not be reissued**. All sales included in voided checks will be forfeited by the member and will benefit Cricket's Nest.

Taxes

- Cricket's Nest is responsible for the collection, reporting, and payment of sales tax on consigned items sold at the shop.
- Members are responsible to report annual earnings, including payments received from Cricket's Nest.
- Upon member request, Cricket's Nest can generate a year-end report showing the total money paid for the current tax year.
- Members should retain check stubs and "**Payout Receipts**" to assist in preparing sales tax and annual income tax returns.

Items Allowed for Consignment

- Hand-crafted items must be created **only** by the member.
- Items must be at least 75% hand crafted and made **WITHIN the PAST YEAR.**
- Store-bought items that have been minimally embellished with a small sticker, or minor decorative accent will not be accepted.

Special Instructions for Items Allowed

- Package all items so they can be priced, ticketed, and tagged easily.
- Clean and press all textiles.
- Include size dimensions (length x width) for all handcrafted items. Clothing should include standard retail sizes.
- Seal potpourri in bags.
- Small crafts must be presented in bags.
- Greeting cards must be in size appropriate cellophane package with inside verse (or blank notation) visible.
- Include special care instructions based on product (examples: dishwasher safe, hand wash only, food safe).

Items NOT Allowed for Consignment

- **Kits** such as **Oriental Trading, Diamond Art & Pearl Art (beginning 1-1-2027)**
- Candy or food
- Copyrighted items (Collegiate, John Deere, Disney, etc.) You cannot sell products that you make with purchased copyrighted materials without a copyright license. **Example**: Items made with copyright fabric require a copyright license.
- Straight pins (use safety pins if needed)
- Personal information (such as member name, business, email, phone) cannot be attached to consigned items. **Exception**: Commercial printing of personal information is allowed on greeting cards and books.

Consignment Display and Storage

- **At least one** of each type of consigned item will be displayed for each member.
- Cricket's Nest reserves the right to **back stock items** in order to accommodate space for all members. Items will be moved from storage into the Shop as space becomes available.
- Items will be on shop shelves at least 90 days; however, seasonal items will be removed when the season has passed.

Item Quantity Limits

Quantity limits have been established for inventory items that are regularly consigned by multiple members. Staff reserves the right to limit items to guarantee space is available in the Shop to fairly support all members.

Current limits for regularly consigned inventory items are identified below. Each value represents the total quantity of the specific item that a member can have in the Shop at any point in time.

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Quantity Limit	Inventory Item Limited
Quantity = 2 (for larger items)	• Art over 16x20 • Furniture
Quantity = 5	• Wreaths • Bows • Arrangements
Quantity = 10	• Bags (includes Totes, Purses, Clutches) • Dishcloths, Towels, Hot Pads, Cozy • Burp Cloth **No more than 5 can be seasonal or holiday** • Blankets • Hats • Pillows • Scarves • Jewelry (includes Necklace, Pendant, Earrings, Bracelet) **Jewelry Limits:** • Limited to 10 of each type of jewelry item. • Limits are applied to items within jewelry sets.
Quantity = 20	• Magnets
Quantity = 25	• Ornaments
Quantity = 50	**Limits include all types of items (everyday, special occasion, seasonal, and holiday).** • Cards • Bookmarks

Inventory Changes Allowed

- To maintain their consigned inventory levels, a member can bring in new items to replace sold items. Members should review inventory levels on their Account Status email **before calling the Shop** to schedule a take-in appointment.
- A member may substitute an item of the same type consigned if a specific color has been sold.

Send-Home Items

Send-Home is the term to describe when your hand-crafted products are no longer on display and are ready to be picked up from the Cricket's Nest shop.

- Items not sold prior to expiration are bagged and placed in the Send-Home bins in the Take-In area. Seasonal and holiday items are considered expired when the event has passed regardless of the number of days consigned. When inventory items are processed for Send-Home, members will receive an "**Items Returned**" email. The Shop maintains a list detailing the location of Send-Home items for each member number. Members should **check with Staff** to locate and **retrieve Send-Home items**.
- **Send-Home items are stored for 30 days** before moving to the Bargain Box. Members should contact the Shop if extenuating circumstances prevent retrieval of items within 30 days.

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- Members will receive a "**Send-Home sheet**" when retrieving items. The "Send-Home sheet" indicates the reason items are being returned. See the list of "**Send-Home Reasons**" below for more details.
- Members can re-consign items sent home after three months. **Exception**: **Items with an "X"** written on the Cricket's Nest "Send-Home" sheet are **not eligible for re-consignment**.
- When re-consigning, members should bring the **original item price tickets** to expedite data entry during their future Take-In appointment.
- Send-Home items are listed on the "**Account Status**" email received before each Take-In appointment and upon request. **Members are responsible** to monitor Send-Home items and **retrieve before the 30 day deadline**.

Send-Home Reasons

- The "**Send-Home sheet**" will include one or more of the following **Send-Home Reasons**:
  - Copyrighted
  - Damaged
  - Expired (total days in Shop have been met or season/holiday has passed)
  - Needs Repair
  - Not 75% Handmade
  - Not Made Within the Past Year
  - Soiled

Bargain Box

Bargain Box is the term to describe Send-Home items that have been **forfeited by members** because they were not picked up by the 30 day deadline.

- **Members forfeit all proceeds** from sales made from the Bargain Box.
- All **proceeds** are **retained by Cricket's Nest**.