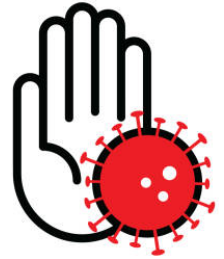


NEW CONSIGNMENT & Distancing GUIDELINES



PROTECT YOURSELF ... PROTECT OTHERS

MISCELLANEOUS/CLOTHING CONSIGNMENT - DROP & GO ONLY

YES YOU GET \$\$\$\$\$\$ PAID \$\$\$\$\$\$

BEFORE YOU ARRIVE:

- Download and fill-out the intake slip with the header "Drop and Go" The "Drop and Go" slip is available on-line at www.sarasotawex.com.
- Label each of your items with your account number by using a ballpoint pen and piece of beige masking tape that is approximately 1" long.

AFTER YOU ARRIVE:

- **Miscellaneous:** Place labeled items along with your "Drop and Go" slip in a bin.
Clothing: Place labeled items on the appropriate hangers, put on rack, tie a string around the top of the hangers grouping them together. Attach your "Drop and Go" slip with a straight pin to your last item of clothing. Make sure the "Drop and Go" intake slip includes the number of items being consigned.
- If you have an item of value, please notify a representative of The Exchange.

NOTE: If an item is unacceptable for consignment, it will be noted in your account and donated to one of the local charities The Exchange has a partnership with. No other notification will be given.

FURNITURE CONSIGNMENT & APPROVAL PROCESS

FIRST THINGS FIRST:

- We require photos of all furniture items. Photos are to be emailed to furniture@sarasotawex.com. Please make sure you include your phone number

NOTE: Due to Covid -19, staff will no longer view photos in person.

BEFORE YOU ARRIVE:

- Label each of your items with your account number by using a ballpoint pen and piece of beige masking tape that is approximately 1" long. Place in upper right hand corner.
- Download from our website and fill out the slip titled "Check-In Ticket" and attach to your items.

WHEN YOU ARRIVE: FURNITURE DROP-OFF DISTANCING POLICY

- There is a doorbell outside the building next to the furniture intake doors.
- Once a staff member in the furniture department has been notified, we ask that you please get back in your vehicle while Exchange staff loads or unloads your furniture.

STERLING AND GOLD JEWELRY CONSIGNMENT

FIRST THINGS FIRST:

- Email the business office at tcarlson@sarasotawex.com to make arrangements to drop off your gold and sterling silver jewelry.
- Prior to arriving, please make sure your consignment number and the number of items being consigned is written on a "Check-In Ticket," which is available on-line at www.sarasotawex.com. Place the "Check-In Ticket" along with your jewelry in a plastic bag.

WHEN YOU ARRIVE:

- A sign-up sheet will be posted. Each person will be called in the order in which they signed up. No more than one customer will be allowed in the business office at a time. This is so that we can maintain a safe distance of six feet apart.
- Simply drop off your approved items in the business office.

PICTURES & ARTWORK CONSIGNMENT

Only originals or hand-signed pictures will be accepted during this time.

FIRST THINGS FIRST:

- Pictures of artwork should be emailed to tcarlson@sarasotawex.com for approval. Artwork will be approved and a drop off day agreed upon by email.
- Prior to arriving, please label each of your items with your account number by using a ballpoint pen and piece of beige masking tape that is approximately 1" long. This helps to ensure that your consignments are properly credited to your account.
- Download from our website and fill-out the slip titled "Check-In Ticket" and attach to your items.

WHEN YOU ARRIVE

- On your assigned day, simply drop off the approved items in the intake department.
- Ring the doorbell on the outside of the building, next to the intake doors.

Consignment days may change due to demand or lack thereof.

BUSINESS and or FURNITURE OFFICE SAFE DISTANCING POLICY

- **PLEASE SIGN-IN:** Each person will be called in the order in which they signed up.
- No more than one person may enter the business office at a time. .

