



woman's exchange

Woman's Exchange Special Events Guidelines/Contract

WE Consign, Jan 28 – April 5, 2024

Take-in Jan 10-19 (large items Jan 10-12, small items Jan 15 – 18)

Pick-up April 10-12

- Please complete all the paperwork prior to bringing items to the Woman's Exchange for consignment. Neatly print the item description and price on the enclosed inventory sheet. Please number your items to match the number on your Inventory Sheet. Items should be listed and priced to sell. Please number your items to match their number on the Inventory Sheet.
- Prior to take-in, a \$20 registration fee should be paid to the front desk cashier by credit card, cash or check. Please bring the receipt to be attached to your paperwork.
- The sales split is 70% to the consignor and 30% is retained by the Woman's Exchange. Checks for items sold are mailed out on the 10th of the following month. Final checks will be mailed within 30 days after the event closes.
- Consignors are responsible for delivery to the Woman's Exchange and pick up of unsold items at the end of the sale. You must have an appointment for take-in and pick-up.
- The Woman's Exchange reserves the right to refuse any items. All items considered for consignment should be clean, polished and in good to excellent condition. Items valued at less than \$20 may not be accepted.
- The Woman's Exchange assumes no liability for consigned items in the event of fire, theft, loss or destruction and act only as an agent for the consignor.
- All consigned items must remain until the end of the event.
- **Unsold items must be picked up on April 10-12 between 10 am and 3 pm** as we have another event scheduled and we do not have space to store items. Please watch your phone, email and text for messages from us. If you do not want your unsold items returned, you can donate them to the Woman's Exchange. **Please put the pick-up date on your calendar. Any items left beyond the pickup date will be considered donations.**

I have read and agree to the terms of these Guidelines/Contract. I understand that items not picked up by the date stated will become the property of the Woman's Exchange.

Consignor signature:

Date:

Please also print your name: