

WOMAN'S EXCHANGE INC



NON-PROFIT CONSIGNMENT SHOP
SUPPORTING the ARTS of SARASOTA

Thank you for reviewing the following consignment tips. By following them, you will find that consigning at the Woman's Exchange is a simple and easy process that is worthwhile and profitable for all.

NOTE: While we sometimes limit, or cannot accept some of your lower priced items, we almost always will accept all of your finer things. For example, we will accept all of your designer clothing, in excellent conditions, on every clothing consignment day. We will also accept all of your very expensive miscellaneous items on every miscellaneous consignment day. As always, when we are overstocked in a particular area, our telephone recording will inform our consignors. The Woman's Exchange gratefully accepts all donations of items which may not be consignable.

Before loading your car on consignment day, dial

364-3858 for message. It is our best source for letting you know what will not be accepted on any given day due to such situations as temporary overstock.

FURNITURE CONSIGNMENT

- A signed contract is required in order to consign. Contracts are available at the Business Office Monday through Friday between 9:00am-4pm
- We require photos of all furniture items. Photos can either be emailed to lploger@sarasotawex.com along with your phone number or quickest method is to bring them into the store Monday through Thursday between 9:30am - 3:30pm.
- If you have small furniture items that

you can easily load into your vehicle Linda will gladly look at them for approval Monday thru Thursday 9:00am – 12:00pm. We ask that you call ahead to confirm that Linda is available to assist you.

- If your items are accepted for consignment you may check them in with Linda or we can provide pick-up at a nominal fee.
- Please make sure your consignment # is written on beige masking tape and attached on top of the item in the upper right hand corner of the item.

GENERAL CONSIGNMENT

- **Prior to arriving at the Woman's Exchange, it is important that you label each item** with your account number using a ball point pen and a piece of beige masking tape that is approximately 1" long. This helps to ensure that your consignments are properly credited to your account. This means that every dish and every glass in every place setting needs to be labeled. Masking tape is preferred because it does not ruin an items surface. It is best to place the masking tape on the bottom of each item, taking care to avoid covering any manufacturer's mark or label that might provide valuable information to our appraisers and customers.
- A consignment slip must be filled out for each category of items being consigned (ex. linens, miscellaneous, ladies etc.) and be presented to the person accepting your items for consignment. Consignment slips are available during consignment hours and also online.
- Consigned items must be in excellent condition. Soiled, stained, chipped or cracked merchandise, will not be accepted for consignment but may be donated.
- Tableware, dishes and glasses, etc... will be accepted in serving sets of 6 or more only. This does not apply to serving piece.
- Clothing MUST be in style and less than 3 years old (unless truly vintage or antique), of good quality

(no discount house brands) and be in wearable condition. Each item must be on our hangers and labeled with your account number placed in the neck or waistband of the garment, Again, please use masking tape and a ballpoint pen.

- Consignors are limited to no more than 10 pieces of costume jewelry per order.
- Appointments are recommended for better costume jewelry, fine jewelry (such as gold, diamonds, etc...) and fine art (paintings, sculptures and prints) as well as clothing.
- We can only accept 5 hardbound books per consignment order. Books must be mold and mildew free and labeled with your account number on the back cover.
- All linens must be labeled with your consignment number and with the size indicated. They must be good quality, odor free and not stained or faded.
- Battery operated items, such as watches or clocks, MUST have batteries installed and be in working order.

CONSIGNOR ON-LINE ACCESS

- Access site by logging into: www.womansexchange.shoprw.com.

SEASONAL CONSIGNMENTS

Please make note of these seasonal acceptance months:

- **Winter Clothing:** October, November, December
- **Furs:** October, November, December, January, February
- **Holiday Items:** Holiday items will only be accepted during the 45 days prior to the month in which the holiday falls.
Note: Holiday Items EXPIRE THE DAY AFTER THE HOLIDAY. NO EXCEPTIONS!

THANK YOU for your cooperation. Your efforts will help the Woman's Exchange maintain its reputation as a quality consignment store that attracts shoppers from across the United States and throughout the world.

Awarding more than 7 million in grants and scholarship to support the Arts since 1962.

2016/2017 Consignment Calendar

CONSIGNMENTS ARE 59 CALENDAR DAYS (INCLUDING WEEKENDS & HOLIDAYS) RECLAIMING OF ITEMS MUST BE DONE MONDAY-FRIDAY ONLY. THE BUSINESS OFFICE IS CLOSED ON SATURDAYS.

DONATIONS

ACCEPTED ANYTIME

- Furniture photos may be brought in Mon.-Thurs. 9:30am - 3:30pm.
- Appointments are available for Fine Jewelry & Fine Art - call 955-7859 ext. 300
- CLOSED FOR THE FOLLOWING HOLIDAYS:** New Years Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. (OPEN 1/2 day on Christmas Eve and New Years Eve.)

ITEMS NOT ACCEPTED FOR CONSIGNMENT

Some of the items on this list present safety or hygiene concerns. Others are things, which there is little public demand for in our store.

Please note that individual items with a resale value of less than \$5 and in less than excellent condition will not be accepted for consignment. The same goes for oversized items under the resale value of \$20. Items with multiple parts or pieces will be considered for consignment on an individual basis.

- Adding Machines
- Aquariums & Fish Tank
- Baby Accessories & Toys
- Basket - Unless Exceptional
- Bed Pillows
- Blood Pressure Kits
- Blinds, Curtain Rods & Cornices
- Children's Clothing
- Craft Items - Homemade
- Electric Blankets
- Fabric/Material less than 2 yards
- Floral Arrangements - Unless Exceptional
- Food Items
- Food Processors
- Dollar Store Type Items
- Intimate Apparel, Personal Items, Swimwear
- Liquids of any kind
- Mattresses & Mattress Pads
- Medicine Cabinets
- Men's Clothing
- Picture Frames unless exceptional
- Sewing Machines
- Single Glasses and Plates
- Tapes & Tape Recorders
- Wedding Gowns
- Wire Racks and Shelves, Plate Holders

We reserve the right to change the consignment calendar.

2016 and 2017 Consignment Calendar

MISC: Tuesdays & Fridays from 8:30 a.m. to 12:30 p.m. WOMAN'S CLOTHING, ACCESSORIES Wednesdays from 8:30 a.m. to 12:30 p.m. LINENS: 2nd Wednesday from 8:30 a.m. to 12:30 p.m.

SEPTEMBER 2016

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Labor Day - September 5th - Closed

NOVEMBER 2016

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Thanksgiving - November 24th - Closed

JANUARY 2017

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New Years Day - Closed

MARCH 2017

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MAY 2017

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Memorial Day - May 29th - Closed

JULY 2017

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4th of July - Closed

OCTOBER 2016

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DECEMBER 2016

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Xmas Eve - Open til noon • Xmas Day - Closed
New Years Eve - Open til noon

FEBRUARY 2017

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APRIL 2017

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JUNE 2017

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AUGUST 2017

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20	21	22	23	24	25	26
27	28	29	30	31		

August Sale - Aug 4 & 5th