



88 RACINE STREET, MEMPHIS, TENNESSEE 38111

January 4, 2021

Dear Members and Friends of the Woman's Exchange of Memphis,

The Woman's Exchange is once again excited to announce that we have scheduled the opening of WE Consign for **Thursday, February 4, 2021 until Friday, April 16, 2021**. Our hours will be **10:00 a.m. until 4:00 p.m. Monday through Friday**. We are looking forward to another successful sale and hope that you have been collecting some wonderful items for us.

We have enclosed our guidelines for the sale as well as the forms you will need to bring with you if you would like to participate in this event. Be sure to read all instructions and complete all forms fully in order to expedite the check-in process. When you bring your items to the Exchange, we will ask you to initial the General Guidelines page signifying that you have read and understand all of our operating procedures.

**Due to COVID 19, you must have an appointment to drop off your merchandise. Mask must be worn and 6' social distancing will be enforced. Appointments will be scheduled at the top of the hour lasting 45 minutes, beginning at 10am with the last appointment at 2pm. Only 3 consignors will be allowed each hour. Appointments will be first come basis, please contact Renee Norman at [weconsign2021@gmail.com](mailto:weconsign2021@gmail.com) to schedule an appointment. Please be aware there's a \$20 fee for the first 20 items, \$10 for the next 21-40 items**

In previous years, our bestselling items have been decorative crystal items, antique items, furniture and decorative items such as Herend, Limoges, Haviland, Lalique, etc. We will accept rugs (no larger than 8 x 10), linens and artwork on a piece-by-piece basis. WE Consign will be accepting large items from **January 11 through January 15, 2021 by appointment only**. This includes all large pieces of furniture, rugs, etc. We will accept smaller items such as china, silver, crystal, etc. from **January 18 through January 22, 2021, by appointment only**. **PLEASE NOTE: We do not have a furniture dolly or staff to help unload or load merchandise, so please plan accordingly**. If you are unable to bring items on the above dates, the next receiving dates will be Monday, February 15 and every Monday thereafter from 11:00 a.m. until 1:00 p.m. until Monday, April 5, 2021, by appointment only.

Items under \$20.00 will not be accepted, and all silver **MUST BE POLISHED**. We will not have the 20% discount sale, please consider this when pricing your merchandise. Pick up dates April 17<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup>.

Please call the Woman's Exchange if you have any questions or need additional information about, WE Consign. We look forward to working with you!

Sincerely,

Anne Holzemer, President 2021  
Woman's Exchange  
901-327-5681

Renee Norman, WE Consign Committee Chair  
Woman's Exchange  
[weconsign2021@gmail.com](mailto:weconsign2021@gmail.com) 901-327-5681

## WE CONSIGN GENERAL GUIDELINES

- **The Woman's Exchange reserves the right to refuse any items we deem not appropriate for our sale. We also will not accept any items valued under \$20.00.**
- All items will need to be **listed and priced** prior to bringing them to the Woman's Exchange. We will help with pricing items if requested, but **please note that we are not professional appraisers.** WE Consign workers will not call you on bids made on items marked under \$100.
- A \$20 Consignment Registration Fee will be assessed for each Consignor.
- 70% of the listed price will be paid to you and 30% will be retained by the Exchange. Checks for any sales will be sent to you the 10<sup>th</sup> of the month following the month of the sale. Final checks will be issued to consignors within 30 days after WE Consign closes.
- Your Consignment Registration Fee will allow you to enter up to 20 items in the sale. There will be a \$10 fee for the next 1 to 20 items placed in the sale, and so on.
- **Consignors are responsible for delivery and pickup of their items. Due to COVID 19 you must have an appointment for drop off and pick up. Contact Renee Norman at 901-482-6637 for an appointment. The Woman's Exchange does not have a dolly or staff to help unload or load merchandise, so please plan accordingly.**
- **IMPORTANT: All items considered for consignment must be cleaned, polished and in good repair.** Some items that we will accept are: antique furniture and collectibles, china, silver, crystal, furs, Herend, Staffordshire, Limoges and other unique items. We will also accept linens, artwork, leather bound books and antique clothing items on a piece by piece basis. Items we will **not** accept are: clothing, stained linens, bed linens, rugs over 8' x 10,' lamps without shades, valances or items less than \$25.00. We will not accept any items that are chipped, stained or damaged. We will not accept less than 4 pieces of glassware or odd numbers of an item unless the item(s) is/are unique.
- WE Consign assumes no liability for consignment items in the event of fire, theft, loss or destruction and acts only as an agent for the consignor.
- **Our Committee is constantly rearranging items so that everyone's treasures are displayed in the best way for our limited space.**
- The Woman's Exchange gratefully accepts donated items to sell.
- Unsold items must be picked up April 17, 19 and 20<sup>th</sup>. by appointment only. **All items must be collected by 2:00 p.m. on April 20, 2021. After that time, any unsold items not picked up by the consignor shall become the property of the Woman's Exchange.**

I have read and agree to the terms of these Guidelines. I understand that items not collected by 2:00 p.m. on April 20, 2021, will become the property of the Woman's Exchange.

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Consignor Signature

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Date

WE SKU \_\_\_\_\_  
SS# \_\_\_\_\_

WE CONSIGN  
Consignor Information Form 2021

PLEASE PRINT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Rec'd by: \_\_\_\_\_

Date: \_\_\_\_\_

Registration Fee: \_\_\_\_\_ Additional Fee: \_\_\_\_\_ TOTAL: \_\_\_\_\_

Picked up by: \_\_\_\_\_

Date: \_\_\_\_\_

Do you wish to be called if someone makes an offer on your item over \$100? \_\_\_\_\_

DONATE: **I will donate any unsold items to the Woman's Exchange for their use or resale.**  
YES or NO

Consignor Code: \_\_\_\_\_

**THE WOMAN'S EXCHANGE 2021 WE Consign  
CONSIGNOR INFORMATION FORM, continued**

Name: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Picked up By: \_\_\_\_\_ Date: \_\_\_\_\_

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