



January 6, 2023

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

The Woman's Exchange is once again excited to announce our 2023 annual consignment sale, WE Consign. Our sale will begin with a Grand Opening Sunday, February 5, **and will continue to Friday, April 14**. Shop hours will be **10:00 a.m. until 4:00 p.m. Monday through Friday**. We are looking forward to another successful sales event and hope that you have been scouring your homes and attics for antiques and gently used treasures that need to...well... move on.

If you would like to participate in this year's event, enclosed are the guidelines as well as the forms you will need to bring with you. Please read the instructions carefully and complete the forms in order to expedite the check-in process. At that time, we will ask you to initial and sign those pages signifying that you have read and understand the operating procedures. A registration fee of \$20 will be requested at that time.

**You must have an appointment to check-in your merchandise. Please, no random drop-offs!**  
**Appointments will be scheduled beginning at 10 a.m. with the last appointment at 2:00 p.m. Please contact Teri Van Frank at [weconsign2023@gmail.com](mailto:weconsign2023@gmail.com) to schedule an appointment.**

Check-in of large items: Monday, Jan. 16 through Wednesday, Jan. 18 Examples: Large items include furniture, rugs no larger than 8' x10', hanging artwork no larger than 4'x4', wall mirrors.

Check-in of small items: Thursday, Jan. 19 through Wednesday, Jan. 25 Examples: decorative household items, unstained table linens, antiques, sterling silver, antique silverplate, lamps, small artwork, Herend, Lalique, Easter themed items, pre1940 pressed and cut glass.

Special requests: Please polish all silver, repair all items, wash/windex all items, clean/polish all furniture/glass at your home or they may be refused from our sale. Items valued less than \$20 may need to go to a different venue.

Pricing: Look for price comparisons online like ebay, etsy, or 25-35% of replacements.com. Our volunteers are not professional appraisers but will help with a few special items. There will be no discount sales so please consider that when you are pricing your items to sell.

**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 check-in on the above dates, the next opportunity to consign with us will be Monday, February 13, and every Monday thereafter from 11:00 a.m. until 1:00 p.m. until Monday, March 24 except by special request, by appointment only

## WE CONSIGN GENERAL GUIDELINES/CONTRACT

1. All items will need to be listed and priced prior to bringing them to the Woman's Exchange. WE Consign volunteers will **only call you** for bids on items priced over \$100
2. A \$20.00 Registration Fee, payable by credit card, cash or check, will be requested from each Consignor.
3. Sales split: 70% of the sales price to consignor and 30% retained by the Exchange. Checks for any sales will be sent the 10<sup>th</sup> of the following month of the item's sale. Final checks will be issued to consignors within 30 days of their completed sales or after the shop closes and all items are picked up.
4. Consignors are responsible for delivery to the Woman's Exchange and pickup of their remaining items at the end of the sale. You must have an appointment for check-in and pick-up.
5. The Woman's Exchange reserves the right to refuse any items. All items considered for consignment must be clean, polished and "like new or gently used". Items valued at less than \$20.00 may not be accepted.
6. WE Consign assumes no liability for consignment items in the event of fire, theft, loss or destruction and act only as an agent for the consignor.
7. Our committee is constantly rearranging items so that everyone's treasures are displayed in the best way for our limited space.
8. Unsold items must be picked up Friday, April 21 by 2:00 p.m. by appointment only.
9. Items consigned must remain until the end of the event.

I have read and agree to the terms of these Guidelines/Contract. I understand that items not picked up by 2:00 p.m. on May 3, 2023 will become the property of the Woman's Exchange.

---

Consignor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please check one of the following:**

**WE Member** \_\_\_\_\_ **Returning Consignor** \_\_\_\_\_ **New Consignor** \_\_\_\_\_

### Contact Information

WE Consign Chairman

Woman's Exchange President

Teri Van Frank

Marcia Anthony

Email: [weconsign2023@gmail.com](mailto:weconsign2023@gmail.com)

Cell Phone: 901-483-0196

Office Phone: 901-327-5681