

The Brooklyn Women's Exchange

Consignor Procedures

New Consignors

1. All consignors must complete an "Application for Consignment" form.
2. All articles submitted for consignment are subject to approval by the Consignment Committee.
3. You will be assigned a consignor number. Please include this number in **all** communications.
4. Dues are \$5.00 per year and are deducted in the first month and annually thereafter.
5. The Brooklyn Women's Exchange reimburses the consignor 70% of the item's retail price.

Sending Items for Consignment

1. All items submitted for consignment must be accompanied by a completed Inventory Form. Please print legibly and include your address, daytime telephone number, and email address. Provide a complete description of each item, including size and color. All like items should receive the same item number.
2. Each item must be tagged with your consignor number and item number. Clothing must be labeled with size, fabric and washing instructions. Please use tags provided by the Brooklyn Women's Exchange.
3. Please include a self-addressed, stamped envelope so that we may confirm receipt of your shipment.
4. All mail and UPS charges must be pre-paid; we cannot accept COD shipments. All articles are sent at the consignor's risk. The Brooklyn Women's Exchange assumes no responsibility for losses or breakage in shipping. We do accept responsibility, of course, for items that break or go missing while they are in our shop.

General Information

1. The Exchange is open from mid-September through mid-June and is closed during the summer. Unsold merchandise may be returned to the consignor at the discretion of the Exchange.
2. The Exchange holds a sale at the end of each season (i.e., Christmas or end of winter) and prior to closing for the summer. Our policy is to reduce the retail price by 25%. Please complete the Sale/Federation Approval form indicating whether or not you want to participate in either sale.
3. The Federation of Women's Exchanges consists of similar shops in states along the Eastern Seaboard. Each spring there is a meeting at which the exchanges display some of their best selling items. Consignor information may be shared to help each exchange obtain new items. If your merchandise is taken to the Federation meeting, you may receive orders from other exchanges. Please indicate on the Sale/Federation Approval Form if you want your items taken to the next Federation meeting.