



PROPERTY & DRAPERY

New Rental Procedures

**ACCESS TO THE LOT
BY APPOINTMENT ONLY!**

SHOPPING

ALL CUSTOMERS CHECK IN AT 1ST FLOOR DESK

FIXTURES & HAND PROPS

Items placed on deckers for scanning

FURNITURE & LARGER ITEMS

Tagged for pick up at loading dock



PICK UP

BOXED SMALLS AND/OR DRAPERY

ALL CUSTOMERS MUST CHECK IN AT 1ST FLOOR DESK

Warehouse crew transfers items to customer at the loading dock

FURNITURE & LARGER ITEMS

MEET WAREHOUSE CREW AT WEST SIDE LOADING DOCK

Warehouse crew transfers items to customer at lift gate

RETURNS

MEET WAREHOUSE CREW AT EAST SIDE LOADING DOCK

REMAIN WITH YOUR VEHICLE AT ALL TIMES

BOXED SMALLS AND/OR DRAPERY

Customer transfers items to Warehouse crew at the PODS at the loading dock

FURNITURE & LARGER ITEMS

Trucks will be directed to a numbered Pod

Customer transfers items to warehouse crew at lift gate

MAINTAIN 6' SOCIAL DISTANCING

FACE COVERINGS MUST BE WORN



1



PODS



2

3



WAREHOUSE

48 HOUR STORAGE