

Large Order Area Guidelines and Procedures

Shoppers disregarding these procedures may be disqualified from Large Order shopping. Please direct any questions you may have to a FOL staff member during a sale.

Check-in and Entry to the Bookhouse

- The Bookhouse is capacity controlled
- There is a single entry point for all shoppers (including Large Order)
- Entry tickets will be distributed between 6 and 8 AM to the first 450 people in line and are required for all shoppers entering the Bookhouse at the opening bell
- There are limited Large Order Numbers available for the large order shoppers, which also will be allocated on a first come, first served basis. You must be present at the time of ticket distribution between 6 and 8 am to get your ticket and Large Order Number
- Large Order Shoppers are limited to two shoppers per unique Large Order Number. Each Large Order Shopper will receive a wrist band containing their unique Large Order Number
- Each Large Order Number will correspond to a designated space within the Large Order Area. A member of the FOL Large Order team will store your boxes in your designated space in the Large Order Area

Large Order Area

- At the start of the sale (and for the duration of the day) only FOL staff members will be permitted within the Large Order Area. No other persons will be allowed within the Large Order Area during the sale. This procedure will be enforced without exception
- No carts, chairs or other personal items are allowed to be stored within the Large Order Area
- During shopping, Large Order shoppers will deposit filled and properly labeled boxes on a table near the Bookhouse backdoor. Each Large Order shopper may then request from an FOL staff member and be provided one of the Large Order shopper's additional properly labeled empty boxes

Box Requirements

- Shoppers are responsible for providing minimum of eight (8) of their own properly sized boxes
- Each box must be labeled with the shopper's name, phone number, and unique Large Order Number (to be assigned by the FOL Large Order staff) prominently displayed on one side and one end of each box
- Boxes only. No plastic tubs, bins, "IKEA" oversized bags, etc. are allowed. Boxes must conform to the following size, weight guidelines and be closable (flaps or covers):
 - approximate size from 12"x12"x12" to 18"x18"x16"
 - packed weight not to exceed 25 pounds

Not Allowed in the Bookhouse –

- Stacking books on floor
- Limiting access of other shoppers
- Children under 12 must be supervised at all times

Checking Out

- No later than 3:45 PM, all Large Order shoppers must check out and pay for their purchase after their shopping is complete
- Pay by cash, check, or credit cards, Google Pay or Apple Pay
- Exit the Large Order Area with your purchase
- After all boxes are paid for and removed from the Large Order Area, purchased items may be transferred to other containers using the area outside and adjacent to the Large Order tent. All items must be purchased and removed from the Large Order Area by 4 PM. FOL staff will not be responsible for any items left in the Large Order Area after 4 PM
- Shoppers may load vehicles at the back gate