

# LARGE ORDER AREA PROCEDURES

Open Saturday 9am – 4pm  
and Wednesday noon – 4pm

## REQUIREMENTS:

- Provide your own boxes;
  1. A minimum of eight (8) boxes is required. Boxes will be stored in a single space designated by the Large Order supervisor.
  2. Boxes should measure in size from 12"x12"x12" to 18"x18"x16". Banker Boxes are good choices.
  3. Packed weight no heavier than approximately 25 pounds.
  4. NO bags. Boxes must meet size and weight requirements.
- Prominently display patron's name on TWO adjacent sides of each box (whether empty or full).
- Place items in boxes — no piling, no bagging.
- Complete all shopping **no later than 3:45pm.**
- Sign up on clipboard list when ready to check out!
  
- **NOT ALLOWED**
  - Stacking books on floor.
  - Limiting access of other shoppers.
  - Items may not be returned from Large Order area.
  - Children under 12.
  
- **DURING THE SALE**
  - Place completed (full) boxes at the end of your section.
  - FOL staff will take boxes to the adding area to be priced to accelerate check out.
  - FOL staff will total each box and tape the total to each box for check out. Only boxes of the appropriate size and weight will be priced.
  - Boxes will be priced regardless of the presence of the customer.
  - All items brought into the Large Order area must be purchased.
  
- **CHECKING OUT**
  - Place your name on the sign out sheet.
  - FOL staff will continue pricing your remaining items.
  - All boxes will be tallied for a complete sale total.
  - Pay by cash, check, or credit card.
  - Exit the Large Order area with your purchase.
  - After paying for all boxes, items may be transferred to other containers.
  - Patrons may load vehicles at the back gate.
  
- **END OF DAY**
  - The Large Order area will close promptly at 4:00pm.
  - Remove all purchased items from the Large Order area by 4pm.
  - FOL staff will not be responsible for any items left in the Large Order area after 4pm

**Shoppers disregarding these procedures may be asked to leave the Large Order area.**