



SHOWROOM POLICIES & PROCEDURES - UPDATED AUGUST 1ST 2020

Thank you for your interest in visiting our showroom. Effective June 1st, the showroom is open by appointment only, Monday - Friday 9:00 am-4:00 pm. To ensure the safety of both customers and employees please note our new procedures below.

- Please call ahead to set up an appointment with us prior to arriving. We will be limiting the number of people in the showroom at one time, with time before and after each appointment to clean and sanitize.
- When arriving for your appointment please arrive no earlier than 10 minutes. If you do arrive earlier we ask that you please wait in your car until your scheduled time.
- Please use the showroom entrance at the front of the building. Do not attempt to enter through the counter/contractor door on the side of the building. Call the showroom when you arrive and we'll meet you at the showroom entrance to let you in.
- Masks must be worn at all times when in the building. Please bring your own mask to your appointment. We will have masks available if should you forget.
- Limit of three people per appointment. We ask at this time that your appointment be adults only. Do not bring children to your appointment.
- Maintain social distance throughout your appointment. Keep a minimum of 6 ft between you and your showroom associate at all times.
- Appointments will be limited to 1 hour. Please come prepared and ready to make decisions. When possible, we encourage starting the decision making process virtually with us ahead of your appointment to help us narrow down selections, have samples and items ready for when you arrive.
- A copy of your selections will be emailed to you as soon as possible following your appointment complete with pictures for you to review. We ask that if you wish to make any notes during your appointment that you bring your own supplies.

Our showroom is being routinely cleaned. We are making a point of cleaning and sanitizing after every appointment. We ask that if you feel sick before your appointment, please call to reschedule as soon as possible. Thank you for your cooperation as we work to keep everyone safe and healthy. If you have any questions or concerns before your appointment please feel free to reach out.

Beth Sanges
Showroom Manager
518.583.2319 Ext. 1

beth.winsupply@gmail.com

Michelle VanWagner
Showroom Associate
518.583.2319 Ext. 1

michelle.winsupply@gmail.com