

## DEBBIE'S COSTUME SHOP SELF PULLED SHOW GUIDELINES

Most of our customers are creative designers and want to make their own choices – there are new processes for this option, so be sure to read over the new policies. This will ensure that everything goes smoothly.

1. Please make an appointment as far in advance as possible so we can be prepared for your shopping experience.
2. If you have not already done so, fill out your rental contract forms, cast list, and measurements. You can also email us a copy before you arrive.
3. If we have not previously discussed your vision for the show, we will do that before heading to the stock.
4. We will have clothes racks available for you to pull and organize your selections. Please bring items to label your costumes – cardstock and pins or masking tape may be used. If your items are not organized into outfits, they will be charged on a per piece basis.
5. Once you have finished pulling your show, a staff member will begin the inventory check out process. This could take some time so you can wait or pick up later that day or the following day.
6. You are responsible for all alterations. Please refer to our alteration policies. If you find that a garment is damaged we will do our best to make repairs before your show is picked up. Please allow adequate time for this process – last-minute pulls will be “as-is.” The repair in need will be noted.
7. You may start pulling your show well in advance of your opening date. You may check out costumes for fittings or photo shoots for up to 7 days unless the show opens before that. You will be charged for items not returned before opening. You may pick up your full order up to 2 weeks prior to opening to allow for alterations and dress rehearsals.
8. Items returned from fittings soiled or with makeup residue that require cleaning will be considered used and do not qualify for early return credit.
9. Self-pull designers are expected to return all unused items back to their original location. Otherwise, a restocking fee of \$1 per item will apply. Please call and make an appointment in advance to return unused items.
10. After the show, please make a show return appointment. This allows us to have racks and staff available for your check-in. Costumes must be returned within one week of your closing date. We recommend that you stay and assist in the check-in process; otherwise, you must sign a waiver agreeing to accept DCS inventory of returned garments as correct.
11. When you receive the promo photos from your show, please share them with us to use for DCS marketing and archives.

I understand and agree to comply with the above conditions:

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Date: \_\_\_\_\_ Printed Name of Signer: \_\_\_\_\_