



Guidelines for Upcoming Showroom Meeting

As we emerge from the Covid-19 Pandemic, **FOLGER + BURT** continues to take the health and safety of our employees, our fellow tradespeople, and our customers seriously.

Since some of our staff members and potentially some of our clientele are at higher medical risk of contracting Covid-19 and variants; we will continue to observe the use of masks and social distancing. We appreciate your understanding.

Before scheduling an appointment in our SF showroom please review our safety procedures:

Prior to our meeting:

- We may need to limit the **number of attendees** for any showroom visit to ensure physical distancing. Please update us on how many will be coming when you confirm your appointment.
- Please email us **in advance** any drawings, plans and inspiration images as a reference guide. If there are specific products and styles that you know you'll want to see; please give us a detailed list in advance, so we can have them ready for our meeting.

On the day of the meeting:

- Please bring **your own pen, pencil, notebooks and face mask** with you.
- Everyone is required to wear a **face mask** before entering our business and for the duration of our meeting.
- Physical distancing at a minimum of 6 feet will be respected at all times.
- Thank you in advance for your understanding.

SAMPLES

If you'd like to sample out any hardware on loan, please let us know in advance, if possible. Any same day sample requests will be prepared the following day.

SF SHOWROOM
1616 Sixteenth Street, Suite A
San Francisco, CA 94103
P 415.255.8200
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Thank you!