



# Wallingford

## ONLINE ORDER PICK-UP GUIDELINES

Appointments are available Monday through Friday from 8:00 AM to 1:30 PM in 30-minute blocks. There are no appointments from 12-12:30 so our staff can take a lunch break. Select your day and time **online before placing your order.**

To reduce congestion in the pick-up area please arrive **no more than 15 minutes before your scheduled appointment.**

Confirm your scheduled pick-up time with the person who places the food order as it may change from week to week.

Park all vehicles in designated **"Agency" or "Visitor"** parking at the front of the building. Do not pull into the loading area until you receive an assigned garage door.

For your safety enter **ONLY** through the pedestrian door marked **"Entrance"** — do not enter through an open garage door.

**Check in** with the Connecticut Foodshare staff person to confirm your arrival and find out which garage **door to use for pick-up.**



The open selection area can only be accessed when you are picking up an online order; we **do not schedule appointments for the open selection area only.**

Typically frozen, refrigerated, and dry products are available; quantity and variety will vary day to day.

Remember **"No Weigh, No Way!"** All items must be weighed by staff before loading into your vehicle so they can be invoiced to your agency.

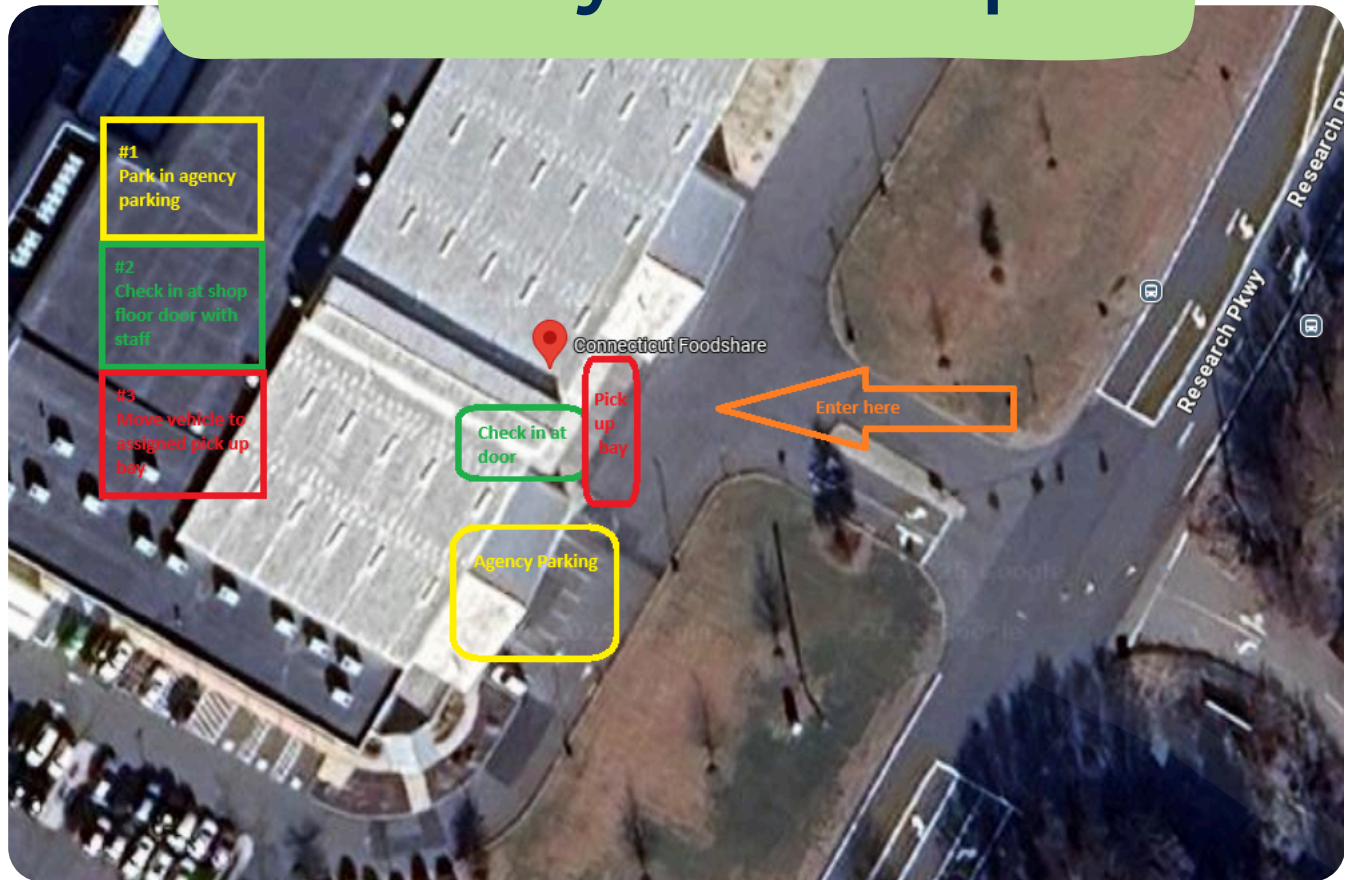
**Before loading** your order into your vehicle(s), you will be asked to sign off to verify the number of pallets received and confirm receipt of **refrigerated, frozen, and dry products.**

Don't forget you are **required to keep cold foods cold** during transport using a thermal wrap or a freezer blanket to help maintain safe temperatures.

Make sure your vehicle(s) is **clean and large enough** to transport your entire order safely in one trip.

If you have any questions please contact your Network Relations Representative or Network Support team at (203) 404-5597

# Birds Eye View Map



## Agency Pick-up Bay

