



## SHIPPING INSTRUCTIONS for FINALISTS

1) You are responsible for preparing your entry for shipping or delivering it directly to the AWFSFair® at the Las Vegas Convention Center, Las Vegas, Nevada. Please complete and return the Finalist Response Form **no later than June 10, 2015**, so that we know if you: a) want to make shipping arrangements; or b) plan to deliver your entry yourself.

2) **Making Shipping Arrangements:** While AWFS® will cover the shipping charges to transport your entry to the show (and return it), you are responsible for properly crating/packing your piece for transport. **AWFS® cannot be held responsible for improperly or poorly packed entries.** The transporting is arranged through Freeman Company. If your piece weighs more than 50-60 lbs., you may need to supply a forklift on your end. The truck bed is 4 ½' high; it has no lift-gate and there is only the driver. **Please complete the "Freeman Shipping Form" and return it to Sean Streyle at Freeman as soon as possible but no later than June 10, 2015.** Upon receipt of your form, Sean will contact you to confirm you scheduled pickup and discuss any additional issues regarding shipping. If you have faxed your form and you have not heard from Sean by June 19, you are responsible for contacting him! His contact info is:

**Sean Streyle, Freeman**  
**Phone: 702-579-1423**  
**Fax: 702-579-6181**  
**E-mail: Sean.Streyle@freemanco.com**

***The window of time for these arrangements is very small; please make them as soon as possible.***

You must use the shipping labels provided with the "Student Design Transportation" form. Your Entry Number (provided in your notification e-mail/letter) must be on your shipping labels. If you have any special instructions for opening your crate, write the instructions in bold marker on the outside of the crate. If the piece needs assembly, you **MUST** include specific and CLEAR directions. Enclose them in a noticeable wrapper inside the crate. These instructions must also include a phone number where you may be reached during the weekend of July 18-20 so that we may call you if there is any confusion. Send a copy of these instructions to AWFS® ahead of time via e-mail ([adria@awfs.org](mailto:adria@awfs.org)) or fax (323.201-8241). **NOTE: All students should plan to be on-site when the show ends on Saturday, July 25 at 3:00 p.m. (until approx. 6:00 p.m.) to re-crate their piece for return shipping.**

3) **Insuring your entry for shipment:** You are responsible for acquiring shipping insurance for your piece for up to \$50,000 during the time that it is in transit to and from the AWFS®Fair. (This is not required, but strongly encouraged.) Temporary shipping insurance can be purchased from a homeowners or renters insurance company. If your item is damaged during shipping, your first claim should be through Freeman. However, if this claim is denied, you should submit a claim through your insurance company. Documentation will be required to show the actual value of the item.

4) **Self-Delivery:** If you plan to deliver your entry yourself, you must do so on **Sunday, July 19**, between 8:00 a.m. and 12:00 noon, **no later**, to the Las Vegas Convention Center (LVCC), main lobby. When Sean calls to confirm receipt of your "student design transportation" form, he will provide detailed instructions for self-delivery. NOTE: AWFS is not responsible for reimbursing additional travel expenses related to self-delivery and may choose to do so at our own discretion.

5) **Finalist Illustration Board:** The information needed for the illustration board is explained on the instruction sheet. **Please ensure that the illustration board accompanies your actual project, and that it is packed inside the crate in a way that will keep it flat and undamaged during shipping. This board will be on display with your piece, so you will want it to look nice!**