

## 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 7, 2017**, so that we know whether you: a) want to make shipping arrangements or b) plan to deliver your entry yourself.
- 2) **Preparing and Crating your Project:** While AWFS® will cover the shipping charges to transport your project to the show (and return it), **you are responsible for properly packing and crating your project for transport. AWFS® cannot be held responsible for improperly or poorly packed entries.** The transporting is arranged through Freeman Company, the AWFS® Fair show decorator and general show contractor. 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.

CHECK OUT THESE SWEET "[TIPS FOR CRATING & SHIPPING](#)" (PDF)

- 3) **Making Shipping Arrangements:** Please complete the "Student Design Transportation" and return it to Ben Hewitt at Freeman as soon as possible but **no later than June 7, 2017**. Upon receipt of your form, Ben 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 Ben by June 19, you are responsible for contacting him! His contact info is:

**Ben Hewitt, Freeman Transportation Services**

**Phone:** 817-607-5167

**E-mail:** [Ben.Hewitt@freemanco.com](mailto:Ben.Hewitt@freemanco.com)

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

- 4) **Shipping Labels:** You must use the shipping labels provided with the "Student Design Transportation" form. Your Finalist Number (provided to you via e-mail) must be on your shipping labels.
- 5) **Special Instructions for your Project or Crate:** 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 15-17 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 ([adam@awfs.org](mailto:adam@awfs.org)).
- 6) **Self-Delivery of Your Project:** If you plan to deliver your entry yourself, you must do so on **Sunday, July 16**, between 8:00 a.m. and 12:00 noon, **no later**, to the Las Vegas Convention Center (LVCC), main lobby. When Ben Hewitt 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.
- 7) **Finalist Poster Must Be Included In Crate:** The information needed for the poster is explained on the instruction sheet. **Please ensure that the poster 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 poster will be on display with your piece, so you will want it to look nice!**

**NOTE: All students should plan to be on-site when the show ends on Saturday, July 22 at 3:00 p.m. (until approx. 5:00 p.m.) to re-crate their piece for return shipping. If you have one, please bring or pack a cordless drill (WITH A CHARGED BATTERY AND LABELED WITH YOUR NAME) to help crate-up go more quickly.**