

SHIPPING INSTRUCTIONS for FINALISTS

- 1) You are responsible for preparing your entry for shipping or delivering it directly to the AWFS[®]Fair at the Las Vegas Convention Center, Las Vegas, Nevada. Please complete and return the **Finalist Response Form** no later than June 2, 2023, 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 Freeman as soon as possible but no later than June 2, 2023. Upon receipt of your form, Freeman will contact you to confirm you scheduled pickup and discuss any additional issues regarding shipping. If you have Emailed your form and you have not heard from Freeman by **June 15**, you are responsible for contacting them!

Freeman Transportation Services

*** An email will be sent out with our Freeman Contact Soon! ***

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 (will be 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 22-24 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).
- 6) **Self-Delivery of Your Project:** If you plan to deliver your entry yourself, you must do so on **Sunday, July 23**, between 8:00 a.m. and 12:00 noon, **no later**, to the Las Vegas Convention Center (LVCC), West Hall Entrance. When Freeman calls to confirm receipt of your "student design transportation" form, they 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 Friday, July 28 at 2:00 p.m. (until approx. 4:00 p.m.) to re-crate their piece for return shipping. **If you have one, please bring a cordless drill (WITH A CHARGED BATTERY AND LABELED WITH YOUR NAME) to help crate-up go more quickly.**