**SHIPPING INSTRUCTIONS FOR SUPPLIERS & VENDORS**

* **APT Shipping Confirmation Form:** Please fill out and return the APT Shipping Confirmation Form (see next page).
* **Use the APT Shipping Label and attach that to the outside of your boxes. Address your packages to:**

ATTN: Danae LaViolette

HOLD FOR: Tom Davison, American Public Television

The Westin Rancho Mirage Golf Resort & Spa

71333 Dinah Shore Dr.

Rancho Mirage, CA 92270

*NAME OF YOUR EVENT/SPONSORSHIP*:

Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

* **Delivery Window**: Wednesday, November 1-Saturday, November 4, 2023. Boxes that arrive earlier will incur a $7-13 storage fee depending on the size of the box(es).
* **Incoming Delivery Fees:** You are responsible to cover hotel incoming handling fees for your packages. The hotel can charge fees to a Guest Room Account or you can complete a Credit Card Authorization form to cover expenses.
	+ Envelope: $5.00
	+ Boxes 1-5 lbs. $7.00
	+ Boxes 6-20 lbs. $13.00
	+ Boxes 21-45 lbs. $25.00
	+ Boxes 46-70 lbs. $35.00
	+ Inquire for shipment of boxes weighing greater than 70 lbs.
* If you wish to use a Credit Card Authorization form, please contact Tom\_Davison@APTonline.org
* The form must be filled out and submitted prior to your shipment arriving at the hotel

**Have questions about shipping to APT Fall Marketplace?**

Contact Tom Davison at 617-338-4455 x160 Tom\_Davison@APTonline.org

*APT SHIPPING CONFIRMATION FORM*

**Please fill out this form and return to**

**Tom\_Davison@APTonline.org**

*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\**

Your Contact Information

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will you pay inbound shipping costs?

\_\_\_\_\_Guest Room at The Westin Rancho Mirage Golf Resort & Spa

\_\_\_\_\_Credit card (The Westin Rancho Mirage Golf Resort & Spa will contact you to collect payment method)

Shipping Company

(Fed Ex, UPS, Etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Boxes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tracking Numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These materials are

for which event at

Fall Marketplace \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description

of contents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-site Contact

Name & Mobile #

*(or state NONE)* \_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_