**TOTE BAG STUFFERS**

* Only APT-distributed shows or service providers to APT clients can be promoted
* Tote bag stuffers will be placed inside the meeting bag given to all Fall Marketplace registrants
* The item(s) should be non-breakable and easy to carry.Past examples include: small kitchen accessories, aprons, mini-umbrellas, notepads, pens, flyers, postcards, invitations to Marketplace events, mini-calendars, hats, t-shirts, travel-sized tumblers, chocolates, magazines, cookbooks and assorted tchotchkes. Be creative!
* Number of units/items required: **250** of each. Please do not send extra; APT will not ship back leftover items
* Stuffing fee: **$250** per item **Note**: Items requiring assembly or labeling by APT staff on-site are subject to additional handling charges

**RESERVATION FORM**

* Fill out and return the confirmation form on the next page **no later than Friday, October 6, 2023.**

**SHIPPING INSTRUCTIONS**

* **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](mailto:Tom_Davison@APTonline.org)
* The form must be filled out and submitted prior to your shipment arriving at the hotel
* Address 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

EVENT: TOTE BAG

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

**For Shipping or Payment questions contact**

**Tom\_Davison@APTonline.org**

**TOTEBAG STUFFER CONFIRMATION FORM**

**Due October 6, 2023**

**Your Contact Information:**

Name

Station/Company

Phone

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)

**Description of Item:**

1. Item:

APT program /service promoted :

Short description of item:

**Email this completed form to**

**Sponsorships@APTonline.org**