



TrueValue®

MARKET

SUBJECT: Transportation of supplies and equipment to the Do it Best Group Spring Market from the Retail Support Center in Chicago.

Below are the instructions for shipping supplies or equipment to Denver for Market. All items must be packed in True Value totes, and each tote should be tagged with a **colored** label that reads "TO: DO IT BEST MARKET." Labels must also include the booth number for delivery, along with a contact name and department. These labels will be available for pickup at Jessica Garcia's desk (3S120A) beginning **Tuesday, January 20, 2026**.

To ensure all Market materials are collected during truck loadout, please complete and return your Final Tote Count and Location form to Jessica Garcia no later than **Friday, January 30, 2026**. This form will serve as a cross-check to confirm that all materials are accounted for.

Truck loadout will begin promptly at **11:00 AM on Tuesday, February 3, 2026**. Please ensure all items are packed, labeled, and relocated to your department aisle by that time. Whenever possible, pallets should be labeled to a single destination. Any miscellaneous or mixed totes should be labeled for delivery to the **Market Office in Room 301**.

The Market truck will depart to Shepards Warehouse to be consolidated with FW Market freight on **Tuesday, February 3**, and all items will be delivered to their designated booth locations by **Wednesday, March 4**.

RETURN SHIPMENTS TO RSC IN CHICAGO

Once Market closes, any product or equipment being returned to the RSC in Chicago must be repacked, labeled, palletized, and left in your booth. To avoid shipping nearly empty pallets, please coordinate with one another to consolidate and palletize totes whenever possible. Please also be mindful that with the RSC floor consolidation you should only send back what there is room to store.

A Bill of Lading (available from the Shepard Service Desks and the Market Office – Room 301) must be completed and turned in at the Shepard Service Desk (Bill of Ladings are NO longer accepted at the Market Registration Desk/Office). **Also, do NOT leave the Bill of Lading with the product** as Shepard will have no record of needing to pick-up the product in this case. It is your responsibility to complete and submit your own Bill of Ladings to the Shepard Service Desk prior to leaving Market. Items that are not labeled and/or do not include proper paperwork run the risk of not being returned.

A special **pink** Market label reading, "RETURN TO: TRUE VALUE RETAIL SUPPORT CENTER" should be affixed to each tote. These labels are available at the Shepard Self Service Desks as well as the Market Office. Merchandise will be delivered to the RSC on **Tuesday, March 24, 2026 at 11am**.

STORAGE

If you prefer, your equipment can be stored at Shepard's warehouse in Indianapolis for the next Market. These items should be labeled with the special red Market label "STORE AT SHEPARD FOR [write your department here]" and left in your booth. Once again, a Bill of Lading must be completed and returned to the Shepard Service Desk.

- **Note:** Items that will travel from Market to Market should be stored in Shepard's warehouse post-show – the TVM Paint Booth, for example. Please avoid sending these types of items back to RSC or Cary if they'll only end up being shipped back out for the next Market — these should go directly to Shepard's warehouse.

Please contact Jessica Garcia – jessica.garcia@truevalue.com with any questions or concerns.