



Market

SUBJECT: Transportation of Sikeston warehouse merchandise to and from Market

ORDER INSTRUCTIONS

Any merchandise needing to be taken out of warehouse stock for Market must be ordered from the Sikeston Retail Service Center. Please fill out the shared Product Sample Order Form sheet no later than **Friday, February 13**. Be sure to indicate the specific location the merchandise should be delivered to in the convention center (Booth #, Pallet Aisle #, Room #, etc.). Orders will be pulled starting **Monday, February 16**.

TRANSPORTATION TO DENVER

All merchandise ordered from Sikeston for Market will be shipped to Denver on **Tuesday, March 3**. The trailer will be unloaded at the Colorado Convention Center on **Wednesday, March 4**.

RETURN SHIPMENTS TO FORT WAYNE

Once the Market closes, any product or equipment to be returned to Fort Wayne must be repacked, labeled, palletized and left in your booth. A Bill of Lading (available from the Shepard Service Desk 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 Registration Desk or Market 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. **You are responsible for completing and submitting your own Bill of Ladings to the Shepard Service Desk in order to assure the return of your items.**

A special green Market label reading, "RETURN TO: DO IT BEST CORP. FORT WAYNE," should be affixed to each carton. For items that you need returned to Fort Wayne as soon as possible there is a white Market label available that reads, "RETURN TO FORT WAYNE - TIME SENSITIVE". Both labels are available at the Shepard Service Desks as well as the Market Office. Merchandise will begin leaving the Colorado Convention Center beginning **Wednesday, March 11**. The trailers will be unloaded in the warehouse at Electric Works as time permits.

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.

Please contact Market Planning with any questions or concerns.

Thank you!

A handwritten signature in black ink that reads "Vince Slack".

Vince Slack
Meeting & Market Planning Manager