|  |  |
| --- | --- |
| *In-office use only* |  |
| Shipped Date: |  |
| Tracking number from DC: |  |
| Return Tracking number to DC: |  |
| Date Submitted: |  |
| How was it billed? |  |
| *Fill out as much as possible* |  |
| Salesforce Case#: |  |
| What Opportunity/contract to bill SF#? |  |
| Requestor Name: |  |
| In-hand/on-site Date Needed:  *\*Verify hotel accepts packages, if not provide filled out exhibitor’s forms. Average hotel hold is 3 days.* |  |
| Event Name: |  |
| Event Date(s): |  |
| Venue location:  (Name, Address, & Number) |  |
| Ship to Address: |  |
| Staff primary contact:  (Name & Number) |  |
| Staff secondary contact:  (Name & Number) |  |
| Staff Attending: (list all): |  |
| Number of Event Attendees: |  |
| Staff Attn. recipient of materials  (Name & Number) *\*Person responsible for returns* |  |
| Need a return label?  Yes/No |  |
| Is the Return label to HQ? Yes/No  *\* If NO:*   * *Are materials being forward to a second location? Provide forwarding name and address information.* * *Are materials being kept? Provide name of staff member or party keeping the items.* |  |
| Date of Return: |  |
| Closest Drop-off location: *For help call: 1-800-GoFedEx (1-800-463-3339)* |  |
| Shipping Vendor used if not FedEx: |  |
| *Notes:*  *\*Return labels and packing tape will be included in original shipments. Please return the packing tape.*  *Shipping:*  *Use FedEx account as first option for shipping. If a vendor uses a specific vendor please fill out their appropriate forms and forward them with all invoices to* [*opsmgmt@fvrhub.org*](mailto:opsmgmt@fvrhub.org?subject=Shipping%20Vendor%20Invoices%20and%20Forms) and [*marketing@facesandvoicesofrecovery.org*](mailto:marketing@facesandvoicesofrecovery.org?subject=Shipping%20Vendor%20Invoices%20and%20Forms)*.*  *Shipments can be returned or forwarded in three ways:*   1. *A return/forwarding pickup from the venue can be coordinated by scheduling ahead with Ops Mgmt.* 2. *Return/forwarding shipments can be dropped at a local FedEx office, use the pre-printed labels.* 3. *If return/forwarding labels are not available, labels can be prepared by a local FedEx office using the F&V account number (769521275).* | |

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Qty | Shipped | NOTES |
| Equipment | | | |
| Tradeshow Booth |  |  |  |
| Step & Repeat |  |  |  |
| Projector(s) |  |  |  |
| Extension Cord(s) |  |  |  |
| Floor Retractable Banner(s) |  |  |  |
| Tabletop Retractable Banner(s) |  |  |  |
| Tabletop Newsletter “Scan to Join QR-Code” |  |  |  |
| X-Banner with Stand |  |  |  |
| Notice of Recording poster |  |  |  |
| Tablecloths | | | |
| F&V |  |  |  |
| ARCO |  |  |  |
| CAPRSS |  |  |  |
| NRI |  |  |  |
| RDP |  |  |  |
| Marketing Handouts | | | |
| F&V Trifold (Universal) |  |  |  |
| Advocacy Rack-Card |  |  |  |
| ARCO Rack-Card |  |  |  |
| CAPRSS Rack-Card |  |  |  |
| Membership Rack-Card |  |  |  |
| NRI Rack-Card |  |  |  |
| RDP Rack-Card |  |  |  |
| Trifold /Rack Card Holders |  |  |  |
| Acrylic Pen Holder Cup |  |  |  |
| Notecards + Envelopes | | | |
| Blank F&V Notecard |  |  |  |
| Happy Birthday |  |  |  |
| Happy Anniversary |  |  |  |
| Congratulations |  |  |  |
| Get Well Soon! |  |  |  |
| With Our Deepest Sympathies |  |  |  |
| Thinking of You |  |  |  |
| F&V SWAG | | | |
| Pens - Blue Capped |  |  |  |
| Grip-it Luggage Identifier |  |  |  |
| Magnet - Rectangle |  |  |  |
| Stickers Round - 4” |  |  |  |
| F&V Button – 3” |  |  |  |
| We Recover/Vote Button – 3” |  |  |  |
| Recovery Month Swag – Sept RM Events Only | | | |
| Button Round - 3” |  |  |  |
| Lanyard |  |  |  |
| Cooling Towel |  |  |  |
| Glasses |  |  |  |
| Light-up wrist band |  |  |  |
| Office Supplies | | | |
| Sharpie - Black |  |  |  |
| Sharpie - Colored |  |  |  |
| Highlighters |  |  |  |
| White Board + Markers |  |  |  |
| Sticky Notes |  |  |  |
| Pens - extra |  |  |  |
| First Aid Kit |  |  |  |
| Sanitizer Bottle 8-12oz (table) |  |  |  |