|  |  |
| --- | --- |
| **Date Received by Ops:** | **Salesforce Case #:** |
| **Request Submitted by:** | **Forward materials to 2nd location? Circle 1**  **Yes No or Materials will be transferred**  **by staff.** |
|  |  |
| **Event Name:** | **2nd Event Name:** |
| **Event Date(s):** | **2nd Event Date(s):** |
| **Event Location:** | **2nd Event Location:** |
| **Name Hotel/Venue Reservation is Under:** | **Name Hotel/Venue Reservation is Under:** |
| **Staff Attending (list all):** | **Staff Attending (list all):** |
| **Onsite Staff Contact for Shipment:**  **(Name/Phone)** | **Onsite Staff Contact for Shipment:**  **(Name/Phone)** |
| **Requested Date(s) of Arrival:** | **Requested Date(s) of Arrival:** |
| **Ship to Address:** | **Ship to Address:** |
| **Return Materials to Office? Yes/No** | **Return Materials to Office? Yes/No** |
| **\*Date of Return:** | **\*Date of Return:** |
|  |  |
| **Additional Notes/Requests:** | **Additional Notes/Requests:** |
| **\**Return labels and packing tape will be included in original shipments. Please return the packing tape.*** | **\**Return labels and packing tape will be included in original shipments. Please return the packing tape.*** |

***Shipments can be returned or forwarded in three ways:***

*1. A return or forwarding pickup from the venue can be coordinated by* ***scheduling ahead with Ops Mgmt.***

*2. Return or forwarding shipments can be dropped at a local FedEx office using the pre-printed and enclosed*

*return or forwarding labels.*

*3. If return or forwarding labels are not available, labels can be prepared, and shipments can be packed and sent from a local FedEx office using the F&V account number (769521275).*

**Event & Date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM REQUESTED** | **# Requested** | **# SENT**  (Office use only.) | **# RET**  (Office use only.) | **NOTES** |
| **Equipment** |  |  |  |  |
|  |  |  |  |  |
| Tradeshow Booth | **1** |  |  |  |
| Step & Repeat - |  |  |  |  |
| Projector(s) |  |  |  |  |
| Extension Cord(s) |  |  |  |  |
| Banner(s) (Retractable/Tabletop) |  |  |  |  |
| Banner (Banner + Stand) |  |  |  |  |
| Other - List |  |  |  |  |
| **TABLECLOTHS** |  |  |  |  |
| |  | | --- | |  | | Universal | | ARCO | | CAPRSS | | NRI | | RDP | | Membership | | |  | | --- | |  | | 1 | |  | |  | |  | |  | |  | |  |  |  |
| **BROCHURES/HOLDERS** |  |  |  |  |
| Universal (Trifold) |  |  |  |  |
| ARCO |  |  |  |  |
| CAPRSS |  |  |  |  |
| NRI |  |  |  |  |
| RDP |  |  |  |  |
| Membership |  |  |  |  |
| Advocacy, Research, Innovation |  |  |  |  |
| **Brochure Stands** |  |  |  |  |
|  |  |  |  |  |
| **SWAG** |  |  |  |  |
| Blue Capped Pens |  |  |  |  |
| Hand Sanitizer |  |  |  |  |
| Rectangular FV Magnets |  |  |  |  |
| Round FV Stickers |  |  |  |  |
| Bttn -We Recover We Vote |  |  |  |  |
| Bttn – Recovery Friendly Wrkpl. |  |  |  |  |
|  |  |  |  |  |
| **Office Supplies** |  |  |  |  |
| Sharpie - Black |  |  |  |  |
| Sharpie - Colored |  |  |  |  |
| Highlighters |  |  |  |  |
| White Board Markers |  |  |  |  |
| Post It’s |  |  |  |  |
| Pens |  |  |  |  |
| Other (List) |  |  |  |  |

**Additional Notes/Requests:**