

# T-Shirt Exchange



## T-Shirt Exchange Shipping Information



**WHAT:** T-Shirt Exchange 3:45 p.m. to 4:45 p.m. Thursday September 15, in the Valley of the Sun Ballroom on the second level of the Sheraton Grand Phoenix. This experience is one you don't want to miss! Trading your program T-Shirts with Torch Run colleagues from around the world is truly one of the wildest conference events. In order to confine the craziness to the trading floor, Arizona LETR respectfully requests programs to please follow the below listed instructions for shipping your T-Shirts.

**WHERE:** Ship your items to Special Olympics Arizona in C/O your Program to 7150 W. Roosevelt St. #D-131 Phoenix, AZ 85043 USA. SOAZ will store all T-Shirt Exchange items at their storage facility prior to the conference. The cost of shipping all items to and from the conference is the sole responsibility of the individual attendee or LETR Program shipping the item.

**WHEN:** Please arrange to have all T-Shirt Exchange boxes arrive at the above address no sooner than **August 22, 2016** and no later than **September 7, 2016**. Items arriving later may not be received by our local staff in time to be transferred to the hotel.

### Ship To:

**2016 LETR Conference**  
**Special Olympics Arizona**  
**C/O Your Name or Program Name**  
**7150 W. Roosevelt St. #D-131**  
**Phoenix, AZ 85043 USA**



We want your shirts to arrive safe and sound in Phoenix to be properly stored and inventoried. Your cooperation and attention to these instructions will greatly ease the burden of shipping, storage and set-up for this event.

★ ***Any items sent directly to the hotel prior to the conference will incur hotel handling and storage costs requiring payment in full from the shipper prior to the items being release.***

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**HOW:** All boxes must be clearly identified on at least **one end** and **one side** of the box.

We recommend using a full sheet of 8 ½ x 11 paper to make your sign. This will allow the SO Arizona and LETR staff to readily identify and inventory your shipment. A template for your use is provided with this announcement. Please number your boxes sequentially and indicate the total number of boxes shipped as shown.

**2016 LETR International Conference**

**T-Shirt Exchange**

**Your Program Name**

**Box 1 of 1**



★ ***Do not combine auction items or other personal items with the T-Shirts as you will not have access to these items in storage prior to the T-Shirt Exchange.***



The Torch Run Liaison or Director from each program will receive two passes at conference registration to allow two people from that program into the ballroom between 2:15 pm and 3:30 pm for set-up. Passes and conference credentials must be worn for entry to into the ballroom. The T-Shirt Exchange will open to all conference attendees beginning at 3:45 pm.

SO Arizona strongly recommends you retain all shipping documents and to track your shipment to ensure proper delivery. SO Arizona / LETR volunteers will inventory and store T-Shirt shipments upon arrival until the T-Shirt Exchange.

If you have concerns or questions about the receipt of your T-Shirt shipment, please contact Ward Webb, ICPC Event Manager. Proper labelling of your boxes will help facilitate this process.

Thank you for your cooperation.

