

# SHIPPING INSTRUCTIONS BLC METHOD: FOR EVENTS & PROMO

It is **IMPERATIVE THAT YOU FOLLOW THESE SHIPPING INSTRUCTIONS** to help expedite the sorting process so we can get your materials to the correct place, on the correct day, at the correct time.

**YOU MUST USE AN EVENT ID CODE ON LABELS:** The EVENT ID CODE on your package will help us get your package to the correct event, on the correct day, at the correct time. If your boxes do not have an **EVENT ID CODE** on the label, we cannot guarantee that it will be delivered to the correct place at the correct time. Your cooperation is appreciated.

**EVENT ID CODE:** All events, workshops, and promo have been assigned an **EVENT ID CODE**.

CODE KEY: 400 series is for Thursday, 500 series if for Friday...

If you cannot locate your EVENT ID CODE on the list we have provided, or if you are unsure about which code to use, contact [jocarol@bookloverscon.com](mailto:jocarol@bookloverscon.com) and we will assist you.

**EXAMPLE:** If you are sending 20 books for your Friday event "BLC's Vegas Showdown" then go to the **EVENT ID CODE** list and select the corresponding code which, in this case, is "561". That's the code to use on your shipping label.

## IMPORTANT FOR THOSE WHO ARE SENDING ITEMS FOR MULTIPLE EVENTS/WORKSHOPS/PROMO ITEMS:

It is best to use separate shipments for EACH event, workshop and/or promo item you are sending. FOR EXAMPLE: If you are sending 50 books for a Social Event, and 30 books for a workshop and 48 books for BLC Market you must send these as THREE SEPARATE SHIPMENTS using the correct EVENT ID CODES on the label for each shipment. (**EVENT ID CODES**). However, if this is not feasible please list the first Event ID Code on the box and send us an email with details on what other events have been included in the shipment.

**IF YOU ARE SENDING A SKID OR PALLET:** We can receive pallets or skids. But, your carrier must know it is a Storage Facility, not a business. Please contact [shipping@bookloverscon.com](mailto:shipping@bookloverscon.com) before sending anything for specific instructions and address.

## PLEASE READ CAREFULLY - DO NOT SHIP TO THE HOTEL

**# 1: RECEIVING/ARRIVAL DATES** — Packages can arrive as early as January 5. However, **ALL PACKAGES/SHIPMENTS MUST BE DELIVERED TO RECEIVING ADDRESS NO LATER THAN March 12**. Since receiving is off site, and we will be trucking in all of our shipments to the hotel. Shipments received after March 20 could miss the truck going to Las Vegas.

**IF PACKAGES ARRIVE AFTER March 12th** there is no guarantee your item(s) will be displayed/distributed in time for the opening day of the convention and/or your events. If you think your shipment is going to be late, **IT IS EXTREMELY IMPORTANT IF THE ESTIMATED RECEIVED DATE IS AFTER March 12th THAT YOU CONTACT US BEFORE YOU SHIP, SO WE CAN HELP DETERMINE THE BEST LOCATION TO SHIP TO.**

**# 2:** Place your **EVENT ID CODE** on the label (see label info below)

| <b>USPS (United States Post Office) Label:</b>  | <b>UPS and FedEx Label Shipping Fields:</b>   |
|---|---|
| Book Lovers Con<br>c/o Jo Carol Jones<br><b>EVENT ID CODE: XXX</b><br>1122 Glenbay Ct<br>La Porte, TX 77571 | Company Name: Book Lovers Con<br>c/o Jo Carol Jones<br>Address Line 1: <b>EVENT ID CODE: XXX</b><br>Address Line 2: 1122 Glenbay Ct<br>City: La Porte<br>State: TX Zip: 77571 |

**# 3: IT'S VERY HELPFUL** If you have multiple boxes mark the total number of boxes shipped on each box. Example: if 5 boxes are sent (for one event, workshop or promo) then label boxes — 1/5, 2/5, 3/5, 4/5, 5/5

**# 4: VERY IMPORTANT:** After materials have been shipped, send an email to [Shipping@BookLoversCon.com](mailto:Shipping@BookLoversCon.com) with the following info:

- A list of items shipped with the **EVENT ID CODE** so we can add it to our receiving manifest. Also include: Item name (the title of the book, name of swag i.e pen, etc.), quantity sent, number of boxes and which event the item is for.
- Name of person shipping and a phone number in case the items do not arrive.
- Indicate the method of shipping (UPS etc.) with tracking numbers. Please indicate if shipping USPS is without tracking numbers. (best to use tracking method of shipping)
- Name of person shipping and a phone number in case the

For shipping questions, email [Shipping@BookLoversCon.com](mailto:Shipping@BookLoversCon.com) or call **Jo Carol at 281-923-9371**.

For billing questions, email [jocarol@BookLoversCon.com](mailto:jocarol@BookLoversCon.com) or call **Jo Carol at 281-923-9371**.