

SURVIVING & THRIVING

AIDS, POLITICS, AND CULTURE

Shipping Instructions

- 1) Approximately two weeks before the closing of the exhibition at your institution, you will receive an e-mail shipping reminder with instructions for mailing the exhibition to the next host venue. You will need to ship the exhibition to the next host institution in order to finalize the outgoing FEDEX shipping arrangements.
- 2) Please allow a day for deinstallation and packing and be sure that the exhibition reaches the next exhibit venue by the date that will be provided in your shipping reminder email.
- 3) Prior to taking down the exhibit, please contact the next venue and do the following:
 - Verify the shipping address, contact name and phone number
 - Alert them to the shipping schedule and the anticipated delivery date.
 - Provide them with the Federal Express Airway Bill Number so they can easily track the shipment and delivery
 - Please include Regina Renfro, regina.renfro@orau.org on any communications
- 4) **Be sure that the plastic graphics tube is secure by checking that the latches are locked and flat, the strap is secure (if container has a strap) and the shipping label is secure. Please use a FEDEX hang tag attached to the outside of each container for the shipping label. The hang tag and plastic tie can be found in an envelope inside one of the wheeled graphics containers. If you cannot find them, please contact us.**
- 5) The shipment must be sent via FEDEX 3-day Express Saver service. If you do not have a Federal Express account, the shipment may be sent via UPS or DHL Express using 3-day service. The shipping method must have a tracking system connected with the shipment. If there are any problems with the shipping arrangements, please email Regina Renfro, regina.renfro@orau.org

For content and /or installation concerns, contact:

Kathy Downing, Outreach Coordinator, Network of the National Library of Medicine
508-856-5849, Kathy.downing@umassmed.edu

For installation and / or shipping concerns, contact:

Regina Renfro, Communications Specialist, III
ORAU, 865-576-8647, regina.renfro@orau.org