



Quilt Shipping Information

If you are planning on shipping your quilts please read this sheet carefully. Failure to follow the instructions could result in delivery delays or other issues.

- Make sure your quilt(s) have been registered online.
- Make sure to specify you are shipping the quilt in the registration form.
- **Shipped quilts will be accepted for delivery between April 8 - 22 only. Late arrivals will NOT be accepted after the show is hung.**
- We strongly encourage you to use FedEx or UPS as your shipping method. **If you use the US Postal Service please be sure to use the correct address.**
- If you are shipping via **FedEx or UPS**, use this address:
Sauder Village Quilt Show
22611 State Route 2
Archbold, OH 43502
- If you are using the **US Postal Service** please use this address:
Sauder Village Quilt Show
PO Box 235
Archbold, OH 43502
- Print and fully complete the shipping form. Include a copy of the completed form with your shipment and keep one copy for your records.
- Prepare your quilt(s) for shipment.
 - Use a sturdy box
 - Do not use shredded paper or packing peanuts.
 - Include copy of the shipping form
 - Completely seal package
 - Use the CORRECT address for your shipping method (see above)
 - NOTE: Your quilt(s) will be shipped back in the box with the packing materials they came in.
- We strongly encourage you to request insurance, tracking, and receipt confirmation for your package.
- All packages must be shipped prepaid.
- Once your package arrives, we will open it, check contents and send you an email to confirm receipt.
- Shipped quilts will be stored in a secure location until the exhibit is hung.
- All Shipped quilts will be given a claim ticket.
- If your shipped quilt is being picked up you **MUST** follow this procedure:
 - Note **"Pick Up"** on the Shipping Form

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- Provide us the name of who is picking up the quilt (including yourself). We will release the quilt only to the person named on the form.
- You or your designee must stop at the Information Table located in Founders Hall to get your claim ticket prior to 5:00 on Saturday May 2. You will be asked to show a photo id at the time.
- Claim ticket is required to pick up the quilt.

Return Shipment Instructions.

If you would like us to ship your quilts(s) back to you, please follow these instructions. **All return shipping charges are the responsibility of the owner of the quilt(s)**

- A prepaid return shipping label must be sent with your package when you ship it to us.
- We will ship back via your preferred return shipping method. Please refer to their websites for the proper forms:
 - FedEx Express: www.fedex.com
 - UPS: www.ups.com
 - US Postal Service: www.usps.com
- Do not submit cash, check, stamps or credit card to Sauder Village to cover shipping costs.
- We will ship all quilts back within 5 business days of the end of the show.
- Once the quilts have shipped, we will email you to let you know and provide tracking numbers.

International Shipments

For international shipments, please confirm with your preferred carrier the process that must be followed including documents that need to be sent with your package for us to use to return the quilts to you. These will likely include:

- A Customs Declaration or International Waybill
- Three copies of a commercial invoice declaring the value and origin of the quilts.
- The appropriate wording to include on the exterior of the container to ensure the quilt(s) are returned to you duty free and will clear customs quickly (i.e. "Art item made in Canada returning to Canada designer/owner")