

Special Packing, Shipping and Re-shipping Instructions

In the past, there have been a number of carvings that were shipped to the competition that arrived damaged. It's getting better! You are doing a much better job shipping your prized art work. We are not set up to try to repair broken carvings (and you probably wouldn't want us to try!) These carvings are immediately disqualified from the competition. A call has to be made to the carver to notify him/her of the damage and that the carvings will not be entered in the competition. You can just imagine the disappointment; after having designed, carved, finished and sent the carvings, you get the news that they are disqualified once they arrive. You can avoid this disappointment by some proper planning and packing and using the following tips that have proven successful in avoiding most damage.

Please read and heed this advice if you are shipping carvings to Bettendorf prior to the show!!!

1. **PACKING:** No matter which carrier you use, your package is bound to be tossed around a bit. One of the best forms of protection is the double box. Use only very sturdy boxes and attach your carving to a sub-base the same size as the bottom of the box. After putting your carving in the box, take your filler material (i.e. foam peanuts) and put them in (thin) plastic bags (like the ones you get from the dry cleaners) and place them carefully around your carving.
2. **SEALING:** Seal the box with good quality boxing tape, not masking or duct tape. Get another box of equal strength, making sure there is a 3" to 4" clearance around all sides (top and bottom, also) of the first box, and fill with filler around all sides and the bottom and the top. Before closing the outside box, tape an envelope to the top of the inside box with details of how the carving is situated in the box. This will become especially helpful if we are to pack it to return to you after the show. **A packing list and re-shipping information follows.**
3. **MAILED IN CARVINGS will be unpacked Saturday morning at the fairgrounds. Carvings that are found to be damaged in shipping will NOT be repaired!** You will be notified that morning if there is damage to your carving so you can initiate an insurance claim with your carrier

Carol and Larry Yudis, Show Chairs
International Woodcarvers Congress
Affiliated Wood Carvers, Ltd.
PO Box 104
Bettendorf, IA 52722
563.505.2700 (Carol's Cell) 563.676.8264 (Larry's Cell)
Email: congress@mchsi.com

Ship carvings to: **AWC, Ltd.**
 C/O The Woodcraft Shop
 2724 State St.
 Bettendorf, IA 52722

Web Page: www.awcltd.org

International Woodcarvers Congress Packing List

Name:		
Street Address:		
City:	State:	Zip:
Phone:	Fax:	E-mail:

Exhibits in this Container:	
Entry #:	Description of Carving:

Congress Re-Shipping Information

Over the years it has become more and more difficult and time consuming to send back carvings at the end of the Congress competition. The difficulty isn't necessarily in the repacking of the carvings, but in the reshipping of them. No matter how many times we have asked for complete information and funds to ship a carving back, there are always a number of exhibitors who fail to do so.

We are not trying to discourage shipping carvings to the Congress competition. In fact, we are the only major competition in the country that accepts carvings that are shipped in. But the rules have to change for us to continue to do so. Starting with Congress 2012, you must provide a PRE-PAID, PRE-ADDRESSED RETURN LABEL for every package you plan on having us return to you. This procedure was done by a number of exhibitors in the past and it made the shipping of their carvings go quickly and easily. It is not a complicated procedure. When you take your carving to the Post Office, or UPS, or FedEx, you know what the charges are to ship and insure the package. That is the time you obtain a pre-addressed, pre-paid return shipping label. If you can do so at the time, insert the label right in the package along with your Congress Packing list. If you can't put it in the package, mail it to the AWC post office box with a copy of the Congress Packing List. If you are sending more than one package, be sure to identify the packages with 1 of 3, 2 of 3, and 3 of 3 – or something similar and do so with the shipping labels that you mail to us.

If you would follow this procedure, it will insure that your carvings will get back to you on a more timely basis and ease the workload of our volunteer staff who put in countless hours making the Congress the successful event that it is.