



## Shipping Instructions

- 1) Approximately two weeks before the closing of the exhibition at your institution, you will receive an e-mail shipping reminder with contact information for the next host venue. You will need to contact the next host venue in order to finalize the outgoing FEDEX shipping arrangements.
- 2) Please allow a minimum of three days from the day you dismantle, pack, and ship the exhibit to the day of arrival at the next exhibit venue.
- 3) Prior to taking down the exhibition, please contact the next venue to do the following:
  - a) Verify the correct shipping address, contact name, and phone number.
  - b) Alert them to the shipping schedule and anticipated delivery date.
  - c) Provide them with the Federal Express (FEDEX) airway bill number, so they can easily track the shipment and delivery of the exhibition. Please send this information to the National Library of Medicine as well.
- 4) **Be sure that the plastic graphics tube is secure by checking that the latches are locked and flat.**
- 5) **Please use the provided FEDEX hang tag and secure the hang tag to the outside of the container using the provided plastic tie. (The hang tag and plastic tie can be found inside one of the wheeled graphics containers. If you cannot find them, please contact us)**
- 6) If you do not have a Federal Express account, the shipment may be sent via UPS or DHL Express using 2-day service. The shipping method must have a tracking system connected with the shipment. If there are any problems with the shipping arrangements please call Jill L. Newmark, Registrar, 301-435-5241.

### Contact Information:

For all content concerns:

Dan Caughey, Exhibits Specialist  
National Library of Medicine  
301-435-5464  
[dan.caughey@nih.gov](mailto:dan.caughey@nih.gov)

For installation and shipping concerns:

Jill L. Newmark, Exhibition Registrar  
National Library of Medicine  
301-435-5241  
[newmarj@mail.nlm.nih.gov](mailto:newmarj@mail.nlm.nih.gov)