

T-Shirt Exchange

LAW ENFORCEMENT
TORCH RUN[®]
FOR SPECIAL OLYMPICS

T-Shirt Exchange Shipping Information



WHAT: T-Shirt Exchange 3:15 p.m. to 4:15 p.m. Thursday September 19 in the Aurora Hall 1. This experience is one you don't want to miss! Trading your program T-Shirts with Torch Run colleagues from around the world is truly one of the wildest conference events. In order to confine the craziness to the trading floor, Colorado LETR respectfully requests programs to please follow the below listed instructions for shipping your T-Shirts.

WHERE: Ship your items to Arvada Police Department, Attn: Officer Brad Gagon, 8101 Ralston Rd., Arvada, Colorado 80002. The Police Department will store all T-Shirt Exchange items at their storage facility prior to the conference. The cost of shipping all items to and from the conference is the sole responsibility of the individual attendee or LETR Program shipping the item.

Ship To:

Arvada Police Department

Attn: Officer Brad Gagon

LETR Conference 2019

C/O Your Name or Program Name

8101 Ralston Rd.

Arvada, Colorado 80002 USA



WHEN: Please arrange to have all T-Shirt Exchange boxes arrive at the above address any time after **May 1, 2019** and no later than **September 6, 2019**. Items arriving later may not be received by our local staff in time to be transferred to the hotel.

We want your shirts to arrive safe and sound in Colorado to be properly stored and inventoried. Your cooperation and attention to these instructions will greatly ease the burden of shipping, storage and set-up for this event.

★ ***Any items sent directly to the hotel prior to the conference will incur hotel handling and storage costs requiring payment in full from the shipper prior to the items being release.***

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HOW: All boxes must be clearly identified on at least **one end** and **one side** of the box.

We recommend using a full sheet of 8 ½ x 11 paper to make your sign. This will allow the SO Colorado and LETR staff to readily identify and inventory your shipment. Please number your boxes sequentially and indicate the total number of boxes shipped as shown.

★ **Do not combine auction items or other personal items with the T-Shirts as you will not have access to these items in storage prior to the T-Shirt Exchange.**

2019 LETR International
Conference
T-Shirt Exchange
Your Program Name
Box 1 of 1



The Torch Run Liaison or Director from each program will receive two passes at conference registration to allow two people from that program into the ballroom between 2:30 pm and 3:15 pm for set-up. Passes and conference credentials must be worn for entry into the ballroom. The T-Shirt Exchange will open to all conference attendees beginning at 3:15 pm.

SO Colorado strongly recommends you retain all shipping documents and to track your shipment to ensure proper delivery. SOCO / LETR volunteers will inventory and store T-Shirt shipments upon arrival until the T-Shirt Exchange.

If you have concerns or questions about the receipt of your T-Shirt shipment, please contact Don Shearer, ICPC Event Manager. Proper labelling of your boxes will help facilitate this process.

Thank you for your cooperation.

