

## 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 day for deinstallation and packing, and be sure the exhibition reaches the next exhibit venue by the date that will be provided in your shipping reminder.
- 3) **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 secured 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.**
- 4) The shipment must be made via FEDEX 3-day Express Saver service. If you do not have a FEDEX 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 call Jill L. Newmark, Registrar, 301-435-5241.

### Contact Information:

For all content concerns:

Patricia Tuohy, Head, Exhibition Program  
National Library of Medicine  
301-435-5240  
[tuohyp@mail.nlm.nih.gov](mailto:tuohyp@mail.nlm.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)