

# Shipping and Handling Instructions for Sponsor Materials

Dear [Sponsor Name],

Thank you for your generous support as a sponsor for our upcoming event. To ensure smooth handling of the sponsor materials, please adhere to the following instructions:

## Shipping Instructions:

- All materials must be shipped to the following address:
  - [Event Organizer Name]
  - [Event Address]
  - [City, State, Zip Code]
- Please ensure that all packages are securely sealed and labeled clearly with your organization's name.
- Ship your materials by [Shipping Deadline Date].
- Use a reliable shipping method that allows tracking.

## Handling Instructions:

- Upon arrival, our staff will inspect all materials for damage.
- All materials will be stored in a secure location until the event date.
- Contact us immediately if there are any discrepancies or issues with your shipment.

Thank you for your cooperation. We look forward to a successful event together!

Best regards,  
[Your Name]  
[Your Title]  
[Organization Name]  
[Contact Information]