

Request to Borrow Section on Pediatrics Tabletop Display

Name: _____ Member number _____

Work Phone: _____ Home Phone: _____

Date(s) you are requesting the display: _____

Name and description of the event, including expected attendance: _____

Shipment Address for the display (we cannot ship to a PO Box): _____

The Section has two options available to members. Please indicate which option you would like to borrow.

- Briefcase tabletop display (Starts at 12" X 24" and the morphs into a 24" X 48" display-complete with arched header). 10 lbs
- Box of APTA Peds SUPPLIES ONLY (No Credit Card Needed)

Instructions:

Select one method for returning the booth:

- Our office will include two pre-paid stickers with the booth materials. To return the booth, affix the stickers and drop the booth off at any Mailboxes Etc or UPS office. You will not have to pay for postage.
- Send the booth to our office using UPS Ground, pay for postage, and keep your receipt and the tracking number. You may mail the receipt to the Section Office for reimbursement. *It is important that you keep the tracking number until the booth is received.* Otherwise you will be responsible for replacing it if it is lost in the mail.
- We can have UPS collect the booth and box from your office. This is the least desirable option, because if UPS has any trouble making the collection (if no one is in your office when they arrive, if they have trouble finding your office. . .) we are charged for the collection anyway. However, if it will be difficult for you to get to a Mailboxes, Etc or UPS office, this may be the best option.

Call Cindy Sliwa with questions at 800/999-2782 x3254. This form can be faxed to 703/706-8575.

To ensure that the display is returned and returned without unreasonable damage, we also require credit card information.

Print name as it appears on card _____

Cardholder's billing address _____

Signature

Check one: VISA **MasterCard** American Express

Acct # _____

Expiration Date: _____

Office Use Only

Weights of Packages Sent: _____

Booth: _____

Supply Box: _____