

## 2018 Domestic Shipping Options

Exhibits can be shipped to and from the fair either (1) by one of two delivery services: **Federal Express (FedEx)** or **United Parcel Service (UPS)** or (2) by mail: **United States Postal Service (USPS)**.

You do not have to use the same delivery and return methods but be sure to note what your plans are when you enter your exhibits. If your return plans change, let the superintendent know.

Regardless of the shipping option you choose, the exhibits must be received by the department deadline.

You are responsible for paying any return shipment costs whether it is by USPS or a delivery service.

### Instructions for send and/or return by delivery services: FedEx or UPS

- Take exhibits to delivery service for either one-way or two-way shipment with return shipment pre-paid.
- Address the package to: Nebraska State Fair, 501 E Fonner Park Rd, Suite 200, Grand Island NE 68801. *Must use street address, not PO address for either delivery service.*
- Tracking is automatically included in the shipment cost with either delivery service.

### Instructions for send and/or return by USPS:

**Note:** *In each option below, you can use a prepaid USPS Priority Mail flat rate "If it fits, it ships" box instead of using a conventional package. In this case, tracking is automatically included in the cost.*

#### **Both send and return by USPS:**

- Pack exhibits for mailing but do not seal the package before taking to the post office.
- Address the package to: NSF Office, PO Box 1387, Grand Island NE 68802. *Must use the PO Box address not the street address for USPS delivery.*
- Include an envelope in the package with (1) a copy of your entry form noting return by USPS, (2) a return mailing label and, (3) a check that you will complete after verification at the post office of the return mailing cost.
- At the post office, verify the cost of postage and tracking to mail package from NSF office to the return address. Include the check made out to the "Nebraska State Fair" to cover the return cost. Do not send cash.
- Place check in envelope and place envelope in package. Seal and mail the package.

#### **Delivery in-person or by drop-off and returned by USPS:**

- Pack exhibits in a container suitable for return by mail but do not seal.
- Include an envelope in the package with (1) a copy of your entry form noting return by USPS, (2) a return mailing label and, (3) a check that you will complete after verification at the post office of the return mailing cost.
- Take the package to the post office to verify the cost to return the package including tracking from the NSF office to the return address.
- Make a check out to the "Nebraska State Fair" for the amount verified by the post office for return by USPS. Do not send cash.
- Place check in envelope and place envelope in package.
- If delivered to the fair through one of the drop-off/return sites, indicate to retain the shipping box for return by USPS.

#### **Send by USPS and return either by in-person pickup or a drop-off/return site:**

- Pack exhibits for mailing. Include copy of entry form. Indicate return plans on entry form.
- Address the package to NSF Office, PO Box 1387, Grand Island NE 68802. *Must use the PO box address and not the street address for USPS delivery.*
- Include tracking in the mailing to provide verification of package delivery.