

## SHIPPING AND DELIVERY INSTRUCTIONS

### SAMPLES TO ALABAMA STATE DEPARTMENT OF EDUCATION

**Deadline is March 22, 2019**

**Shipping Address:** State Textbook Office  
Alabama State Department of Education  
P-305, Gordon Persons Building  
50 North Ripley Street  
Montgomery, AL 36104-3833

**IMPORTANT: INSIDE DELIVERY IS NOW REQUIRED**

- If shipments do not designate inside delivery, samples will not be accepted.
- Samples sent by freight **will not** be received at the loading dock of the Gordon Persons Building.
- Palates of boxes containing samples must be hand delivered to P-305.

**For further instructions, please contact Jacky Todd, Office of Operations (334) 694-4606**

### PACKING INSTRUCTIONS FOR ALABAMA STATE DEPARTMENT OF EDUCATION SAMPLES

There are no set requirements for packing samples for delivery to the Alabama State Department of Education. However, keep in mind that your representatives will be responsible for moving and unpacking boxes from the hall of the third floor of the Gordon Persons Building to the adjacent room where samples will be displayed. It is suggested, therefore, that you label the boxes clearly and keep the weight of boxes between 25 to 50 lbs. **Representatives will be responsible for breaking boxes down so they are flat for proper disposal. Shelving dates are from Monday, March 25 – Friday, March 29, 2019.**