

# Nevada Public Radio Distribution Policies

## DISTRIBUTION PAYMENT POLICY

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- All winners *must* fill out a Distribution Survey to reserve a preferred distribution method. See below for options. **The distribution survey will be sent to winners on Saturday, June 26, 2016.**
  - *If the distribution survey is not filled out, your package will default to "Priority Mail without Insurance" at your expense.*
- Any shipping charge will occur separately and at a later date than auction-item charges
- All winning bidders will be charged shipping and handling to the card provided at Bidding for Good registration
- The best method of shipment will be chosen according to our policies and may include: *USPS Priority Mail* (standard method), *FedEx* and *UPS* (may be used for large or heavy items, e.g. artwork or gift baskets)

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- Shipment will begin the week of **Monday, July 11, 2016 unless the item is time-sensitive.** Item pick-up will begin **Monday, July 11, 2016 unless the item is time-sensitive.** All packages will be shipped to the address provided on Bidding for Good. **Please verify and update your contact information in Bidding for Good. Nevada Public Radio will not be held liable for incorrect information.** Your items *will be* consolidated into one package, if possible.
- **SHIPMENT: PRIORITY MAIL without INSURANCE:** Please fill out the distribution survey (sent to all winners Saturday, June 26, 2016) **within one week of receipt.** *This is the default option and you will be charged accordingly.*
  - All packages will be shipped at the **winning bidder's expense**
  - This option keeps shipping cost lower while ensuring a tracking number for the item
- **PICK UP YOUR ITEM:** Please fill out the distribution survey (sent to all winners Saturday, June 26, 2016) **within one week of receipt.**
  - Items can be picked up at Nevada Public Radio Monday-Friday from 8:30am-5:30pm
  - The station is located at 1289 S. Torrey Pines Dr. Las Vegas, NV 89146
  - Photo ID is required to pick up an item
  - To have someone pick up an item on your behalf, please inform the station
  - Nevada Public Radio will not release any items that require a legal age limit to someone that is under the legal age
  - Required pick-up: any item containing alcohol; auction items marked "Pick Up Only"
- **SHIPMENT: PRIORITY MAIL with INSURANCE:** Please fill out the distribution survey (sent to all winners Saturday, June 26, 2016) **within one week of receipt.** *Otherwise the item will be shipped "Priority Mail Without Insurance" at your expense)*
  - All packages will be shipped at the **winning bidder's expense**
  - Priority shipment with insurance items must be signed for at the time of the delivery. If you are not available to retrieve your item, you must pick it up at your local Post Office
  - Insurance costs are dependent on the *total value* of the items won, NOT the total cost paid
- **TO CHANGE ADDRESS:** Please fill out the distribution survey (sent to all winners Saturday, June 26, 2016) **within one week of receipt.** *Otherwise items will ship to the address provided on Bidding for Good.*
  - All items are mailed to the address on Bidding for Good unless otherwise noted; we are not liable for incorrect information. Please ensure that Bidding for Good has the most up to date information.

## HANDLING

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- **A handling fee of \$3\* will be added to each winning bid,** not to exceed \$25 per winner
  - For bidders winning 9 items or more, a \$25 flat handling fee will be added to their charge. This ensures that 100% of your winning bid benefits Nevada Public Radio and the station recoups all costs associated with obtaining and packaging your item

*The distribution policies are at the discretion of Nevada Public Radio (NVPR) and will be amended without notification to reflect policy changes as they occur. Please review frequently for updates.*