

Nevada Public Radio Distribution Policies

DISTRIBUTION PAYMENT POLICY

- 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, July 29th, 2023.
 - *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 GiveSmart 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)

DISTRIBUTION POLICY

- Shipment will begin **Monday, August 14th, 2023, unless the item is time sensitive.** All packages will be shipped to the address provided on the distribution survey. Your items *will be* consolidated into one package, if possible.
- ***PREFERRED* PICK UP YOUR ITEM:** Please fill out the distribution survey (sent to all winners Saturday, July 29th, 2023) **within one week of receipt.**
 - An email will be sent one week prior to August 15, outlining the procedures for pick-up.
 - 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"
 - **If item(s) are not picked up by Friday, September 1st, 2023, we will mail items, "Priority Mail without insurance", at the winning bidder's expense.**

- **SHIPMENT: PRIORITY MAIL without INSURANCE:** Please fill out the distribution survey (sent to all winners Saturday, July 29th, 2023) **within 5 days 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
- **SHIPMENT: PRIORITY MAIL with INSURANCE:** Please fill out the distribution survey (sent to all winners Saturday, July 29th, 2023) **within 5 days 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, July 29th, 2023) **within 5 days of receipt.**
 - *Otherwise, items will ship to the address provided on GiveSmart.*
 - All items are mailed to the address on distribution survey unless survey isn't filled out on time, then items will be shipped to address on GiveSmart; we are not liable for incorrect information. Please ensure that GiveSmart and the distribution survey has the most up to date information.

HANDLING

- **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.