

Association for Practical and Professional Ethics  
Twenty-seventh International Conference  
**Shipping Information**

**What to send:**

- 1. Please send one copy of each title for display.**
- 2. If you have a featured author who is on the program at the Conference please send additional copies of the featured title.** This allows the highest visibility of your book and author in the Book Resource Room and at the Author Book Signing and Reception. (If you are not sure whether you have a featured author, please contact Mary Ulmet: [maryulmet@appe-ethics.org](mailto:maryulmet@appe-ethics.org).)
- 3. Order Information. DO NOT FORGET ORDER FORMS or CONTACT INFORMATION!** If your books are coming from a fulfillment house, send approximately 200 sheets with ordering information directly from **your office** to the address below. Attendees will purchase your materials using order information provided by you...

**WE CAN'T GET YOU BOOK ORDERS  
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- 4. Optional:** Posters, self-standing table top displays, catalogs, fliers – anything that will draw attention to your display and help promote your programs and products.

**Delivery Window:** Boxes should arrive at the hotel **no earlier** than Friday, February 23, 2018 and **no later** than Wednesday, February 28, 2018.

The hotel has strict shipping directions. I include a template using Avery 5664 shipping labels or boxes should be labeled exactly as follows:

To: Mary Ellen Ulmet

Book Room Coordinator Ch  
APPE 27th Annual Conference March 1-4, 2018

c/o Hilton Palmer House Hotel  
17 E. Monroe Street  
Chicago, IL 60603 USA

Box #1 of \_\_\_\_\_

Please contact me with any questions: Mary Ulmet [maryulmet@appe-ethics.org](mailto:maryulmet@appe-ethics.org) or 812-765-5015

**\*NO MATERIALS WILL BE RETURNED WITHOUT PRIOR ARRANGEMENT\***