

APCE Annual Event 2025

January 29–February 1, 2025
Memphis, Tennessee

The Administrative Services Group (ASG) is coordinating the round-trip shipment of supplies between the Presbyterian Distribution Center (PDC) in Louisville and the Peabody Hotel in Memphis. Please let this document serve as your go-to for all shipping-related information.

Important Dates

Please add the following dates and deadlines to your calendar:

Date	Task
January 6 9:00 AM	Store your labeled supplies at a location of your choice. Email derrick.perkins@pcusa.org and lara.kirwan@pcusa.org supply list, inventory lists, and location.
January 13 9:00 AM	Store your labeled supplies at a location of your choice. Email derrick.perkins@pcusa.org and lara.kirwan@pcusa.org supply list, inventory lists, and location.
January 15 1:00 PM	Deadline for ordering programmatic resources from PPC Customer Service. Deadline for PDC to receive supplies shipped directly to the PDC*. Deadline for you to drop off at the PDC any supplies not yet picked up.
January 30 8:00 PM	Truck departs the Tennessee Exhibit Hall in the Peabody for the PDC.
February 10 9:30 AM	Supplies delivered from the PDC to the Presbyterian Center.

* NOTE: Staff working in locations other than Louisville may wish to ship their supplies directly to the PDC so they are packed with their team's pallets. Those who are ordering supplies from an outside vendor should have the vendor ship directly to the PDC. Address each package as follows: Presbyterian Distribution Center, Attn: APCE 2025, 3904 Produce Road, Suite 104, Louisville, KY 40218.

Shipping to Memphis

1. **Please use the label form at the end of this document.** Fill out **4 labels** for each box and adhere one to each side). Attach one label on an easy-to-find location on other unique items (e.g., signage, duffel bag, etc.). Label ALL supplies with the name of the ministry area, the booth #, the box # of total boxes (e.g., box 1 of 4, box 2 of 4), and your name.
2. Create a descriptive list of what needs to be picked up and shipped to the event (e.g., 5 boxes and 1 plastic container of display items).
3. Write an inventory list for each of your boxes' contents.
4. Once all your items are ready for pickup, send an email to derrick.perkins@pcusa.org and lara.kirwan@pcusa.org with your descriptive list, your inventory list, and the location of your supplies.
5. Derrick Perkins will transport supplies to the mailroom, so they are ready for the PDC to pick them up on January 6 and January 13 at **9:00 AM**

Shipping Back to Louisville

Closer to the APCE Annual Event, we will provide instructions for shipping your supplies from Memphis back to Louisville.

Shipping and Handling Charges

The shipping company and the decorator will invoice ASG for all shipping and handling charges. After the event, each ministry area will be invoiced for **only its portion of the shipping and handling charges**. The amount charged for shipping and handling will be based on the weight of the supplies your ministry area ships. When you are invoiced, Accounts Receivable will provide you with a cost breakdown, showing the amount each entity is responsible for.

Other Charges

Each ministry area will be responsible for charges related to its own booth, furnishings, electrical needs, and any other expenses incurred by the decorator.

NOTE: To ensure accurate invoicing, please fill out the shipping labels completely.

FAQs

Q: Where should I take my supplies so that mailroom staff can pick it up?

A: You can choose the location where you want supplies to be picked up. Make sure you include the location, a description of the supplies to be picked up (e.g., 5 boxes and 1 plastic container of display items), and your inventory list of your boxes' contents in your email to derrick.perkins@pcusa.org and lara.kirwan@pcusa.org.

Q: How should I label my boxes and other supplies?

A: A page of four (4) labels is appended to this document. Make copies; cut them out; write the ministry name, the booth #, the box # of your total boxes (box 1 of 4, box 2 of 4, etc.) and your name (**please print; do not use cursive**); and attach a label to each side of the box of ALL of your boxes. Attach 1 label on an easy-to-locate place on any other unique supplies (e.g., signage, duffle bag, etc.).

Q: Who should I contact if I have questions about preparing my items for shipment? What is the best contact method?

A: Email Lara Kirwan at lara.kirwan@pcusa.org, or [message her on Teams](#).

Q: Should I ship APCE 2025 supplies directly to the Presbyterian Distribution Center?

A: It depends. In some situations, shipping directly to the warehouse is the best decision. For example: If you order a large volume of giveaways, have the vendor ship to the PDC. If you are a deployed staff member and you have supplies you want packed with your team's pallet, ship your supplies to the PDC. Contact Lara Kirwan if you are not sure if your circumstances warrant direct shipping to the PDC.

Q: What is the address of the Presbyterian Distribution Center?

A: Presbyterian Distribution Center, Attn: APCE 2025, 3904 Produce Road, Suite 104, Louisville, KY 40218.

Final Thoughts

ASG is committed to transporting your supplies to the APCE Annual Event in a timely and cost-effective way, and we want to make the shipment of supplies flow as smoothly as possible. If you have any questions or need assistance, please contact Lara Kirwan via email (lara.kirwan@pcusa.org) or [Teams](#).

APCE 2025

Ministry Area

Booth # Box # *x/x*

Your Name

APCE 2025

Ministry Area

Booth # Box # *x/x*

Your Name

APCE 2025

Ministry Area

Booth # Box # *x/x*

Your Name

APCE 2025

Ministry Area

Booth # Box # *x/x*

Your Name