

Event Marketing Materials & Assets

PROMO ITEMS: ORDERING & BEST PRACTICES

CHOOSE THE RIGHT ITEMS

- ▶ Lower cost items are ideal for larger events; higher cost items are reserved for specialty events (Hackathons, MBA) and conferences
- ▶ Maximum order quantity of a single item is 150 – Lindsay Fees will approve exceptions for larger events
- ▶ Each team has been allocated a specific amount of items. Your Shopping cart tab will show you a live count of items used by your team
- ▶ Avoid over-ordering – creates more work afterwards to package and return the items to Amware

ORDER IN ADVANCE OF YOUR EVENT

- ▶ Ground shipping is the ONLY approved shipping method
- ▶ All orders must be placed before 2:00 pm EST to be processed that day
- ▶ Overnight and 2-day delivery will not be approved; escalate emergency situations to Lindsay Fees

SAVE SHIPPING DOCUMENTS AND RETURN UNUSED ITEMS TO INVENTORY

- ▶ **IMPORTANT** Do not dispose of the return shipping label; the labels contain the stock code and product information which is needed to restock the items
- ▶ **IMPORTANT** Do not dispose of the banner box; they are meant to be reused to ship banners back and forth
- ▶ Be sure to include any documents inside the box when returning items to Amware
- ▶ If a banner is damaged, please alert Lindsay Fees so repairs can be arranged

Amware Fulfillment

Ordering Process

- ▶ Enter website <https://www.litorders.com/go/goldmansachs/Login.aspx?error=1> username: Kerberos / password: last name
- ▶ Place Order, “Click here to View All Inventory” OR search by Stock Code in the Keyword Search box
- ▶ Type in order quantity, Add to cart
- ▶ Ship to Address, Fill out all information
- ▶ Email for Order box - type in your e-mail and anyone else's
- ▶ Add school Designation and Event Type in drop down
- ▶ Shipping Options – Ground Shipping ONLY – Overnight and 2 day shipping will not be approved by Lindsay Fees
- ▶ Hold date can be used but you must ensure that your shipment will arrive at the location on time using Ground Shipping
- ▶ In Shipping Instructions section, add additional info example: Please write on box “Goldman Sachs Cornell Career Fair”
- ▶ Place order now button and confirm materials have been sent - you can check in the track order tab and you should receive a confirmation email
- ▶ Inform all event participants to keep all shipping documents and return items back to Iron Mountain with the provided return shipping label

Note: For career fairs, follow specific career fair guidelines to ensure materials are shipped before deadline and clearly labeled with necessary information so the items are kept in the correct location.

Items in red are out of stock. If needed contact Lindsay Fees (Lindsay.Fees@gs.com 917-343-0155)

Please visit <https://www.ups.com/maps> and use zip code 08512 to see an estimate of delivery time. *Note that Saturday, Sunday and date of order DO NOT COUNT AS TRANSIT DAYS.