

Important Shipping Information

1. In order for your product to be judged you must print out, sign, and ship the [Competition Agreement form](#) along with your entry.
2. Multiple entries can be included in the same shipment, but you must include all entry numbers on the outside of the shipping carton and each of the products must be clearly labeled.
3. If you must provide installation instructions for your entry, they should be included with the shipment or provided via email.
4. Indicate your return shipping preferences on your [Competition Agreement form](#). A pre-paid return shipping label or billing account information must be supplied if you wish your product to be returned. Expect your product to be returned within 4-6 weeks after the judging competition date.

Retrofit Kit Entries - Two product samples are required for LED retrofit kits – one kit should be retrofitted into the intended fixture resulting in a working luminaire that can be ceiling or wall mounted. The other sample will be for the judges to evaluate in its uninstalled form.

Lighting Control Entries - One product sample is required for lighting controls –the entry must be a plug-and-play working sample of the system which includes the various components , similar to a portable demonstration that might be used for customer demonstrations or at a trade show. All lighting control entries should be working prototypes or production-quality control samples for judging. If you don't have a portable demonstration unit, as a minimum, wire the lighting control sample with a cord and plug on the input and a cord and convenience outlet on the output. If your entry is part of a larger system (e.g. a fan kit) provide the necessary component for the judges to see the product functioning in its intended application.

Shipping Details

Include all of your entry number(s) on the outside of the shipping carton and ensure that each individual product is clearly marked with its entry number.

- Please ship your entries to the following address, arriving by **May 9, 2016**.
- Plug-and-play* entries have until **June 1, 2016** to arrive.

**Attn: Shari Hunter, 2016 LFT Competition, Entry #(s)
Underwriters Laboratories, Inc.
12 Laboratory Drive
Research Triangle Park, NC 27709**

*Plug-and-play products do not require any type of installation. Examples include desk lamps or other portable products, as well as replacement lamps that simply require power.