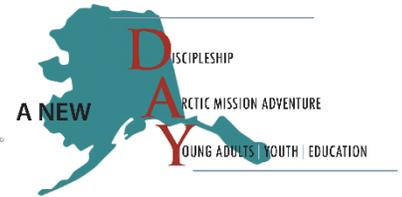


MOVING GUIDELINES

Alaska Conference of Seventh-day Adventists



Welcome to the Alaska Conference! We look forward to your arrival on the “Last Frontier.” This document provides some *general* guidelines for your move to Alaska. These suggestions assume that container shipping of your household goods is the most efficient, cost-effective means of moving to Alaska. In a few instances however, a U-Haul or other option may be better. If you believe this to be the case, gather some estimates and we can talk about it.

In general, you will have 1-3 days after its arrival at your home, to pack your belongings and your car in a 40-foot trailer. The trailer will then be sent by train or truck to Seattle. In Seattle your car may be removed (sometimes the car remains in the container depending on the arrangements that have been made) and your car and trailer will be shipped to your final destination. Upon delivery, you will have 1-3 days to unload.

The following items are *your* responsibility:

1. If you plan to fly, contact Carlson Wagonlit Travel, 800-621-2677, and arrange your airline reservations to Alaska. They will call our office for verification and approval. (You may make your own reservations elsewhere, but we cannot prepay them so you will have to obtain reimbursement later. Please seek the cheapest fares.)
2. If you have pets, you will need to talk with the travel agent about transportation. You are responsible for providing cages and for all shipping costs associated with the transportation of your pets.
3. The conference will move one car to Alaska. You and your family have the choice of flying to Alaska, driving to Alaska with your other car, or driving to Seattle or Prince Rupert, Canada, taking a ferry (information is available at 800-458-3579) to Haines (in winter only) and then continuing to your final destination. We will reimburse you at our regular conference mileage rate for one vehicle that you drive.
4. After we finalize a pick-up date, a trailer (i.e., container on wheels) will be arriving at your residence, preferably early in the day, usually between 10:00 a.m. and noon). *You are responsible* for obtaining the name and phone number of the company who drops off your container and then notifying them as soon as it has been loaded. They will be expecting your call. You will need to rent a ramp from U-Haul, Rider, or some other rental agency in order to load your belongings into the container. If that is not possible, you will need to build one with some heavy duty lumber. In some jurisdictions, you will also need to obtain permission from your local township, city and/or neighbors to park a 40-foot container by your residence.
5. You will need to purchase or rent your packing materials (furniture pads, bubble wrap, boxes, rope, tape, lumber, etc). These expenses are considered part of your flat “moving allowance” per North American Division policy. However, since Alaska is such a major move, we will pay within reason for this expense. (If you have any doubts about what is “within reason,” please give us a call.) You

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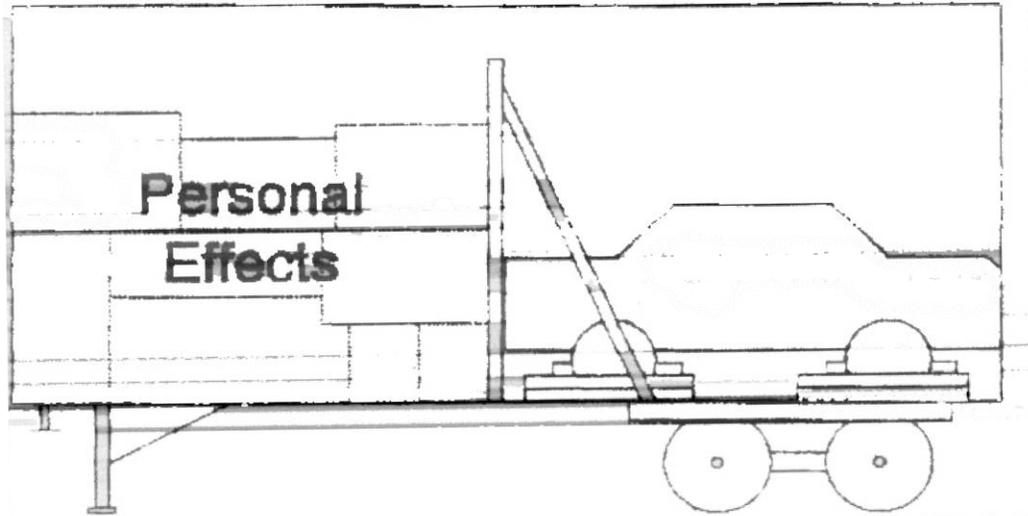
will need to keep all your receipts and provide copies to the treasury if you wish to be reimbursed. If you hire people to help you load the container, you are allowed to pay them \$8-10 per hour. When finished, have these individuals write you a receipt which they sign and date and submit the receipts to us for reimbursement.

6. As you load your container, please remember to remove all gas and oil from lawn mowers, snow blowers, etc. People usually pack their mirrors and other glass items between their mattresses. Because your container will be riding on potentially rough seas, it is important that things be packed tightly to prevent damage. If you are not sure about to pack for a move, please seek some local advice. Also, please be certain that you have *renters' or home owner's insurance* which will protect your household belongings during a move, *since the shipping company's coverage is limited to ten centers (.10) per pound.*
7. You will need to locate a loading dock for a short period of time where the containers can be positioned to load your car. You will also need to secure the auto according to instructions, pay the driver directly for the stop off at the loading dock, and pay any dock usage fees for loading your auto. The Alaska Conference will reimburse you for these expenses. Another option, but usually much more expensive, is to rent a tow truck that has a flat bed which can lift your vehicle straight up and into the container.
8. Remember that you need to allow enough space in the 40-foot container for your car. Measure the length of your car and allow at least six inches on either end of your car and six inches for a bulkhead. Then measure from the back door opening, using the aforementioned length, and place a chalk mark on the floor of the container. You should then *pack tightly (very important to prevent shifting and damage)* from side-to-side and top-to-bottom from the front of the container to the chalk mark on the floor. At that point you need to build a bulkhead. Take two sheets of plywood and frame them with 2 x 4's. Stand this structure on end in the container to hold your household goods. You then will need to screw or nail it to the container floor, then cross-brace it with 2 x 4's on either end to secure the bulkhead (see diagram).
9. No personal items are to be left in the car or its trunk space. Remove any detachable tape or CD decks. The gas tank must contain no more than one-quarter tank of fuel. Leave your keys in the ignition and brace the tires with pieces of 2 x 4 placed in front of, alongside and behind your wheels. In Seattle, the car is generally unloaded and replaced with commercial freight so we can get commercial moving rates. The care will likely be sent on the same ship, but not in the same container. (It is sometimes possible to leave the car in the container if arrangements are made in advance, so the preceding limitations on personal items may not apply.)
10. Below is information and a diagram from our freight forwarding company with additional instructions on preparing for this move. There is a small possibility that you will not be able to pack all of your belongings in the first 20-25 feet of the container. Now would be a good time to sell or discard items you no longer have use for.
 - a) To load and secure an automobile in the container, it works best to back the vehicle into the container. Nail 4-foot long 2 x 4's, two high, outside of each wheel tight up against the wheel. Nail a single pre-cut 2 x 4 stud in front and back of each wheel onto the short 2 x 4's already nailed to the deck.
 - b) Be sure to put the car in park and set the brake. Leave key in ignition. Disconnect both battery cables and secure them so they do not contact the battery terminals.

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- c) The bulkhead can be a 2 x 4 and plywood wall with the plywood on the side facing the personal effects. Nail the bottom plate of the wall onto the wooden floor of the van and you can put an angled brace on each side.



We are happy to assist you in this move; with the proper coordination we are confident that things will go well. My phone number is listed below. David Schroyer is the gentleman representing Pacific Alaska Forwarders, the company with which we deal, and his phone number is 907-336-2567. David will be the one making the shipping arrangements and coordinating your move. If you have a huge amount of "stuff" that just can't fit within 20-25 feet and you are willing to wait a few days longer for it to arrive, sometimes we can arrange a 40-foot container to be barged for about the same price as a 20-foot container on a ship. Just ask Dave about the options.

If you have any questions, please contact the Treasury department at the Alaska Conference at 907-346-1004 or by fax at 907-346-3279.

Dare I say, "Enjoy your move!"

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