

# **Gertens Fundraising**

## **Tips for delivery day & Receiving your product.**

### **What to expect on delivery day:**

#### **Gertens drivers operate 26 ft dock trucks with lift gates.**

Please consider the size and utility of the vehicle when choosing your delivery space. The trucks are 13'6" tall, and low hanging trees or structures could be an obstacle.

Your order will come on rolling carts which will be lowered from the back of the truck with a lift gate. **A level unloading space is critical to safely unload your order.**



**The afternoon before your delivery, you will get a call with a one-hour window for your delivery.** Sometimes it can take until late afternoon for efficient routing to be finalized.

**On delivery day - Your Gertens delivery driver will call with an E.T.A. and to get any special instructions when they are headed to you from their previous stop.**

Commercial drivers are not allowed to interact with their phone in any way while driving. The driver will be unable to reach you while he is in transit.

# Tips for receiving your product:

## Designate space for each item prior to the truck arriving.

Keep each item in the same sequence as the bulk item list. It will be easier to count when the product arrives. When the truck arrives, unload the product in organized rows.



**Space Calculator** - \$500 of plants needs about 100 square feet of space to unload. The more space, the easier it is to count and organize.

**Volunteer calculator** - We recommend a volunteer for every \$1000 of plants/greens.

**Count your product and check in against the bulk item list our driver gives you.** This will list the total number of each item needed to fill your orders. Check everything in before you begin sorting/distributing your orders.



## If there appears to be something missing:

- Please check with your volunteers before calling Gertens fundraising office to be sure the plants haven't already been handed out or set aside.
- If we have missed something or you have a damaged item, please call us at 651-239-1321. Missing or damaged items can be picked up at **Gertens Greenhouse Production/Will Call Area–Dock 9** (we are separate from the retail store), or Gertens will do their very best to get replacements out within 24 hours.
- Please call ahead if picking up so we can have the item ready for you.  
**Fundraising office spring hours:** 8am – 4:30pm Monday through Friday  
8am – noon Saturday

**Weather Concerns** - If the day or night temperature is going to be **below 50 degrees** be sure to have your sellers tell their customers that they need to bring the plants inside. Plants need to be checked daily for water. If it is warm and windy the flats may need water more than once a day.