**Return Instructions for Tradeshow Items**

To ensure a smooth return process and avoid any potential delays or fees, please adhere to the following steps:

1. On your packing slip (or a piece of paper if packing slip was misplaced), clearly indicate the items being returned. Provide details including SKU number, product name, and exact quantity for each item being returned.
2. Package the items in their original condition, including packaging and tags where applicable. Please do not include any additional items and ensure your return is free of trash. If any items are damaged or defective, please let us know.
3. Take a photo of your return product box along with the accompanying packing slip and send to [programs@kotisdesign.com](mailto:programs@kotisdesign.com) for processing.