



# HP Free Large Format Banner/Media Recycling Packing and Shipping Instructions



To determine whether you are eligible, and to participate, read and follow the information below.

## Eligible Products

This free program is available to return and recycle any of the following non-PVC, HP Large Format Media products printed on an HP printer:

- HP HDPE Reinforced Banner
- HP Dupont™ Tyvek® Banner
- HP Heavy Textile Banner
- HP Wrinkle-free Flag with liner  
(the liner is removed after printing; it is not eligible for this program and must be disposed of locally)

Unprinted scrap material generated during the printing process is also eligible.

## Packaging Instructions

- All grommets, hooks, hanging hardware, tape, etc. must be removed from the banner material prior to shipment for recycling.
- Banner material can be packed in any cardboard box strong enough to hold the weight being shipped. A shipping box must be reasonable sized for transportation via UPS. The approximate maximum size for a box is 24" x 24" x 24".
- The maximum shippable weight of a single box is 75 pounds. If you have more than 75 pounds of material then it must be split into separate boxes and the shipping label request process will have to be repeated. If you have an extremely large amount of banner material to recycle, please contact customer support for assistance.
- Additional packing materials (ex. bubble wrap, packing peanuts, newspaper, etc.) must not be included. The box should only contain banner materials.
- Tape all seams with packing tape to ensure package can be transported without breaking or opening.
- Weigh the box and have weight ready to provide at the next step of the process. Box weight is required to create a shipping label.

## Shipping Instructions

- At the end of this process you will be provided a pre-paid shipping label.
- With packaging tape, securely affix to the box the prepaid shipping label. Ensure that tape does not cover any information on the label.
- Hand your completed package to any United Parcel Service driver, or drop it off at an authorized UPS location. See [www.ups.com/content/us/en/locations/](http://www.ups.com/content/us/en/locations/) for a UPS Store, drop box or retail alliance locations near you.