



**SAVE THE DATE**

**AUGUST 23, 2018 (Thursday) 10AM**

**TOUR OF THE AMAZON FULLFILMENT CENTER  
CHANDLER, AZ**



Thank you for signing up to tour the Amazon Fulfillment Center in Phoenix. We're looking forward to seeing you **Thursday, Aug. 23, 2018 at 10 a.m.**

- Address of the fulfillment center is **5050 W. Mohave Street in Phoenix** (major crossroads are 51<sup>st</sup> Avenue and Buckeye Road). Attached is a map and directions to help guide you to our Guest Parking, as online mapping and GPS may not produce the desired results. Please make sure you're entering through our Main Entrance on the north side of our building.
- This is a **one-hour walking tour** that takes guests through the process of what happens after they click "buy" on Amazon.
- Our tour will begin promptly at 10 a.m. We are group listed as a maximum of **30** people.
- I need the names of all people who will be attending, and I have to send in those names. This will help to speed up the check in process when you arrive for your tour.

Here are some guidelines to help create the best possible experience. **Please pay particular attention to the guideline about fully enclosed shoes, as we cannot bend on this policy:**

- **IMPORTANT:** All guests must wear flat, closed-toe and closed-heel shoes (no sandals, clogs or high heels). We recommend wearing comfortable shoes/sneakers. Additionally, long hair must be pulled above the shoulders and long-hanging jewelry, scarves and ties are not permitted. Safety is the top priority in our fulfillment network therefore we're unable to accommodate children under the age of six. This includes infants being carried by their parents. All children age six and up should be accompanied by an adult and should be able to follow instructions from the tour guide.
- Please **arrive 15 minutes prior to your tour** start time. Note: If you are more than 10 minutes late for your scheduled tour, you will be unable to join the tour and will be asked to reschedule your tour for a later date.
- Please arrive early enough to use the restrooms prior to the start of the tour. **There won't be restroom breaks during the tour of the fulfillment center.**
- You may bring your keys, your wallet and your cellphone on the tour. Please leave all other personal items at home or in your car, including bags, purses, briefcases, backpacks, pocketbooks, and binoculars. Amazon is a weapon-free workplace; we reserve the right to turn away a guest if they are unwilling to tour without a weapon.
- No cameras or other video equipment are allowed on the tour, although you may bring your cellphone so long as you do not use it to take pictures or video/audio recordings.
- No food or drink is permitted on the tour and all participants must be free from the influence of alcohol or drugs during the tour.
- Please stay with your tour guide, remain within the designated walkways or areas, refrain from touching any equipment or machinery, and follow the instructions of the tour guide at all times.

Lisa Guinn  
**Community/PR Specialist**  
Amazon Fulfillment  
e: [lisaguin@amazon.com](mailto:lisaguin@amazon.com)