EVENT SHIPPING/RECEIVING PROCEDURES

CONTACT INFORMATION
Phone: 403.261.0180 or logistics@calgarystampede.com
Hours of Operation: Monday to Friday (08:00 – 16:00 hrs)
After hours deliveries: On Duty Venue Services Supervisor: 403.585.4083

INCOMING DELIVERY INFORMATION
<u>All</u> deliveries should be sent to the following address, and labeled as below:

Label:
- Shipper Name and Cell Phone:
- Event Name:
- Event Date:
- Event Venue Name:
- Event Manager Name:
- Exhibitor Name (if applicable):
- Box (number) of (total shipment):

Address:
Calgary Stampede
BMO Centre
20 Roundup Way SE
Calgary, AB
T2G 2W1

Improperly labeled incoming shipments will not be accepted

IMPORTANT INFORMATION
- Please let your event manager know that you will be shipping material
- All shipments should be sent to the address listed above, even if your event is in different buildings
- Shipments will not be accepted more than **1 business day** prior to the event move in day, unless special arrangements have been made through the Event Manager
- Packages will be accepted Friday for events taking place the following Monday
- Packages are counted to verify number of pieces, discrepancies and damages will be recorded
- C.O.D. (cash on delivery) shipments will not be accepted or paid for by the venue under any circumstance
- If sending more than ten (10) packages together, please wrap together on a skid to ensure package do not get misplace during transit or delivery. Wrapped skids will not be opened
- Items will be placed in the event room on the requested date

OUTGOING DELIVERY INFORMATION
- All outgoing shipments must have waybills, properly sealed and labeled by the client
- Unboxed shipments will not be accepted by any domestic courier in Canada
- Please contact your courier directly to make arrangements for delivery
- The show manager must inform the event manager of any outgoing shipments at the start of the event.

LEFT BEHIND ITEMS
- All items left behind will be held for 3 business days before we dispose of them unless arranges were made with the event manager