



## EVENT SHIPPING / DELIVERY PROCEDURE

### DELIVERY CONTACT INFORMATION

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

### INCOMING DELIVERY INFORMATION

All deliveries should be sent to the following address, and labeled as below:

<b>Label:</b> Shipper Name and Cell:	<b>Address:</b> Calgary Stampede
Event Name:	BMO Centre - Door #16
Event Date(s):	20 Roundup Way SE
Event Venue Name:	Calgary, AB, T2T 2W1
Event Manager Name:	
Exhibitor Name (if applicable):	
Box of (number) of (total shipment):	

*\*\*\*Improperly labeled packages 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 a 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 10 packages together, please wrap together on a skid to ensure packages do not get misplaced during transit or delivery. Wrapped skids will not be opened.
- Items will be placed in the event room on 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.

### ITEMS LEFT BEHIND

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