



EVENT SHIPPING/RECEIVING PROCEDURES

CONTACT INFORMATION

- Andrew Gray: 403.585.4093
- bmoreceiving@calgarystampede.com
- On Duty Supervisor: 403-585-4083

HOURS OF OPERATION

Monday – Friday from 8:30 a.m. – 4:00 p.m.

- Deliveries are to Loading Dock #6. Arrangements can be made for other venues, proper notice will be required.
- After Hours deliveries are to contact on duty supervisor at 403-585 4083

INCOMING SHIPMENTS

- Incoming shipments can be addressed to:

Door #6
BMO Centre
20 Roundup Way SE
Calgary, AB
T2G 2W1

- Packages are counted to verify number of pieces with discrepancies recorded
- Damages will be recorded, a picture taken and verified by Delivery Company personal. Email will be sent to Event Coordinator for client follow up.
- C.O.D shipments will not be accepted.
- Smaller items will be stored in a secure area. Event Coordinator will be advised of location.
- Larger Shipments i.e skids will be stored as close to the event area as possible. Wrapped skids will not be opened. Event Coordinator will be advised of location.
- All boxes must have the following information clearly marked on them (improperly labeled packages may not be accepted)
 - o Event Name
 - o Event Date
 - o Event Coordinator Name
 - o Onsite client contact name & phone number
- Shipments may not be accepted more than 2 days in advance of the event, unless special arrangements have been made with advance notice.
- Packages will be accepted Friday for events taking place the following Monday.
- Items will be placed in the event room on requested date.

OUTGOING SHIPMENTS

- All outgoing shipments must have waybills provided be packaged, and labeled by the client.
- Unboxed shipments will not be accepted by any domestic courier company in Canada.
- Bubbles wrap and shrink wrap items can be shipped out but client must be aware of possibility of damage via travel. ***special handling fee will be charged by courier company***
- If client requires BMO receiving to fill out the waybill, all information such as destination and level of service must be given via email or signed paper work stating they accept all associated charges from courier companies.

LEFT BEHIND ITEMS

- All packages and or items left behind from an event will be held for 1 week before we dispose of them unless arrangements are made within that week.
- Efforts will be made to find the owner by informing the Coordinator via email with pictures and descriptions of the items.

THANK YOU