



## **Blue Mountain Resort Shipping Procedures**

Please follow these procedures to ensure your boxes arrive in the proper meeting room.

### **Inbound Shipping:**

We require meeting planners, presenters, exhibitors and delegates make use of the Shipping Template provided. *One shipping template must be affixed to each item being shipped to the resort.* This will assist our receiving team in ensuring all items are accounted for when they are delivered to the resort.

*Deliveries will be accepted from 8:30am – 4:30pm, Monday to Friday, and from 9:00am to 2:00pm on Saturdays. Deliveries will not be accepted after hours or on Sundays, unless previously arranged with the Conference Services department.*

**Attention:** Blue Mountain will not be held responsible for any lost or misplaced items that have been sent to the resort without a properly completed shipping template.

### **Storage:**

Storage is limited at the resort. Please ensure all shipments are set to arrive no sooner than 72 hours prior to the start of the event. Likewise, items cannot be stored longer than 72 hours past the completion of the event. If storage is required outside of this time frame, additional charges may apply.

### **Outbound Shipping:**

Waybills and packing supplies are the responsibility of the group. Each return box must have a waybill with the company's account number and return address, and boxes must be sealed and ready for shipment. The shipping contact or vendor is required to arrange for pick-up times with their shipping company directly.

When all boxes are ready for return shipping, please contact the Banquet Supervisor on duty to have these items taken to our loading dock.

### **Questions:**

Should you have any questions about our shipping process, please do not hesitate to contact our Conference Services Coordinator at 705.445.0231, extension 6460.