

# Outbound Shipping Instructions

Thank you for having your event here at Blue Mountain! In order to help facilitate a smooth shipping process for your items, we ask that you follow the below steps:

1. Make arrangements for pick-up
  - Please complete all required waybills provided by your preferred courier company. Waybills can be found on your preferred courier company's website and can be printed in the business centre (located on the 2nd floor of the conference centre) if you do not have access to your own printer.
  - If you need to send your items to the United States or Overseas, please complete a commercial invoice to accompany your shipment, otherwise they will be held at Customs.
  - Our street address is:  
*Blue Mountain Inn Conference Centre  
242 Jozo Weider Boulevard  
Blue Mountains, Ontario L9Y 3Z2  
705.445.0231 ext. 51144*
  - Schedule a pick-up.
2. Affix shipping labels to boxes, advise the porter team of their location to be brought to our loading dock.

**PLEASE NOTE:** All outgoing shipments must to be picked up **on or before Monday, January 22<sup>nd</sup>, 2018 at 5:00pm**, otherwise a storage fee of \$175.00 + HST per day will apply.

FedEx [www.fedex.com/ca](http://www.fedex.com/ca) | 1-800-GoFedEx

Purolator [www.purolator.com](http://www.purolator.com) | 1-888-SHIP-123

Conference Services Coordinator team [cservices@bluemountain.ca](mailto:cservices@bluemountain.ca) 705-445-0231 ext 51144

