

**INCOMING SHIPMENTS**

The Kamloops Convention Centre does NOT have a loading dock.

Temporary parking in front of the Convention Centre will be permitted during the hours of **LOAD-IN & LOAD-OUT** only.

The Kamloops Convention Centre has limited storage facilities. We require all shipments to arrive on the appropriate move-in day and be returned immediately following the event. Early shipments will not be accepted by the facility, which may result in additional costs charged to the carrier. Please utilize the attached pre-addressed mailing label to ensure your materials are handled appropriately.

We have a **CARDBOARD RECYCLING** bin in the front of the Convention Centre. Please flatten and dispose of all your cardboard.

**OUTGOING SHIPMENTS**

For return shipments we require that all materials be packaged with a return address label and completed bill of lading. You are responsible for arranging the return shipment before the conclusion of your event.

Be sure to note the shipping confirmation number in order to trace your freight.

**TRANSPORT AGENCIES**

The Kamloops Convention Centre does not have weigh bills on site.

Here is a list of couriers and transport agencies for your reference:

BDC Courier Services 1-866-744-7232

Canpar Transport LP 1-800-387-9335

DHL Express (Canada) Ltd 1-800-225-5345

Federal Express Canada Ltd 1-800-463-3339

Greyhound Courier Express 1-800-661-8747

Priority Courier 1-888-550-6333

Purolator Courier Ltd 1-888-744-7123

UPS 1-800-742-5877

**SHIPPING CHARGES**

All shipping charges must be prepaid. The Kamloops Convention Centre cannot accept or be responsible for collect shipments, or for any materials left behind.

**\*REMEMBER\***

The Bill of Lading on inbound and outbound shipments is critical if you need to trace any missing freight!

Shipping Label

Send to:  
The Kamloops Convention Centre  
1250 Rogers Way  
Kamloops BC  
V1S 1N5  
Attention Sales Office

Details: Event Name:

---

Event # E0 \_\_\_\_\_

Event Date \_\_\_\_\_

Room event is in \_\_\_\_\_

Onsite Contact \_\_\_\_\_



.....