



**Shipping and Receiving Policies**

The Delta Bessborough would be pleased to accept the delivery of your conference materials. We ask that you follow these guidelines to assist us in better serving you:

- 1) Please address all packages in the following manner:

*Delta Bessborough -- Shipping/Receiving Department  
c/o your company (or convention), on-site contact, date of function  
601 Spadina Crescent East  
Saskatoon, Saskatchewan S7K 3G8*

- 2) Packages should be labelled 1 of 3, 2 of 3, etc.  
3) As storage space is limited, packages should be sent to arrive no earlier than two days prior to your event, and picked up no later than two days after your event.

Hub City Display can co-ordinate drayage services (a "materials handling service") which includes receiving of all display materials, delivery of these materials to the individual display booth, display booth draperies, additional electrical requirements, and packing and shipping of all displays after the event. Price quotations for these services can be obtained through:

*Hub City Display  
1740 Ontario Avenue  
Saskatoon, Saskatchewan S7K 1T1  
(306) 653-3705*

Description	Rates
Box Storage and Meeting Room Delivery*	- \$2.00/box (1-10 boxes) - \$3.00/box (11-20 boxes) - \$4.00/box (21 or more boxes)
Outgoing Shipments (completed waybills required)	- \$2.00/box (1-10 boxes) - \$3.00/box (11-20 boxes) - \$4.00/box (21 or more boxes)
Cardboard and Paper Disposal; Paper Shredding	-\$50/container (2'x2'x3')

- 4) Packages arriving from other countries will be required to clear through the Federal Government Customs and Excise Offices. The Delta Bessborough recommends the use of a Customs Brokerage firm to expedite your delivery.
- 5) To locate materials shipped in advance, please contact our Shipping and Receiving Department at (306) 244-5521, extension 6921. Hours of operation: Monday through Friday, 8:00 am to 5:00 pm.

Loading Dock: - Dimensions: 8' high x 7' wide, raised 4' off ground  
Freight Elevator: - Dimensions: 7' high x 8' wide x 6' deep  
- Capacity: 4,000 pounds

**LIABILITY and DAMAGE TO PROPERTY**

**The Delta Bessborough does not accept liability for any loss or damage to goods while being brought in or out of the facility, nor while on the premises. In all cases, the exhibitor will assume responsibility for damage, howsoever caused, to property, accidents and injuries to exhibitors or employees. No signs may be fixed (nailed or otherwise attached) to walls, doors or ceiling.**