



CALGARY STAMPEDE DELIVERY & SHIPPING PROCEDURE

DELIVERY CONTACT INFORMATION

- Jason Forsyth: 403-585-4093
- BMOREceiving@calgarystampede.com
- On duty Venue Services Supervisor: 403-585-4083
- Hours of operation:
Monday – Friday: 9:00am – 4:00pm
- After hours deliveries are to contact the on duty Supervisor

INCOMING DELIVERIES

- Deliveries should be addressed as follows:
Calgary Stampede
BMO Centre
Door #6 – Facilities Administration Office
20 Roundup Way SE
Calgary, AB, T2G 2W1
- All boxes must have the following information clearly marked on them (improperly labeled packages will not be accepted):
Event Name:
Event Date(s):
Event Venue Name:
Exhibitor Name:
Exhibitor Booth Number (*if applicable*):
Event Coordinator Name:
Onsite Contact Name & Number (Show Manager):
- Shipments will not be accepted more than **1 day** in advance of the event, unless special arrangements have been made with advance notice.
- Items will be placed in the event room on the date of the package – include move in days on the package label.
- Packages will be accepted Friday for events taking place the following Monday.
- Packages are counted to verify number of pieces with discrepancies recorded.
- Damages will be recorded and a picture taken.
- C.O.D. shipments will not be accepted.
- Smaller items will be stored in a secure area.
- Larger shipments i.e. skids will be stored as close to the event area as possible. Wrapped skids will not be opened.

OUTGOING SHIPMENTS

- All outgoing shipments must be packaged, labeled and waybills provided by the client.
- We can contact the carrier for the client as long as the contact information has been provided.

Confirmation

Coordinators will receive an e-mail upon arrival.