



**Contact the Administration Office for information.
808 Canada Games Way, BC, V2L 5T6**

Phone: 250-561-7723

Fax: 250-561-7737

Email: civiccentre@city.pg.bc.ca

SHIPPING & HANDLING

Incoming Shipments:

The Prince George Civic 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 by your carrier. Please utilize the attached pre-addressed mailing label to ensure your materials are handled appropriately.

Outgoing Shipments:

For return shipments we require that all materials be packaged with a return address label and completed weigh bill. 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.

Transporters:

The Prince George Civic Centre has a limited supply of weigh bills on site. Contact the Administration Office if you require one. 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	1-877-463-6446
Priority Courier	1-888-550-6333
Purolator Courier Ltd	1-888-744-7123
Tiger Courier Inc.	1-888-844-3724
UPS	1-800-742-5877

Shipping Charges:

All shipping charges must be prepaid. The Prince George Civic 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!***



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While preparing your materials for transport, please use this pre-addressed mailing label for the Prince George Civic Centre (below). We have provided this template so you can easily fill in the blanks and photocopy as many labels as you need. All of our mailing information is included for your convenience. However, we ask that you please fill in the remaining sections, especially the **EVENT NAME** and your **EXHIBITOR INFORMATION**.

The Prince George Civic Centre is unable to store exhibitor's freight that arrives at the facility prior to the appropriate move-in date. Please consult with your Event Promoter if you require more details regarding move-in date(s) or official freight storage. Also feel free to contact the Administration Office at the Prince George Civic Centre for more information.

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Send to:

Prince George Civic Centre
808 Canada Games Way
Prince George, British Columbia, V2L 5T6
CANADA
Attn: ADMINISTRATION 250-561-7723

Details:

EVENT NAME: _____

EVENT DATE: _____

BOOTH NUMBER: _____

EXHIBITOR NAME: _____

EXHIBITOR PHONE NUMBER: _____

NOTES: _____
