



ATTENTION: EXHIBITORS AT THE HARRISON HOT SPRINGS RESORT AND SPA

**WHEN SHIPPING EXHIBITS TO THE RESORT:**

- 1. Please ensure each box is individually labeled, with the following information:**
  - Your name
  - Your company name
  - Name and dates of the conference
  - Name of Resort Catering Sales Manager (Mary-Anne Sprenger)
  - Resort shipping address (see bottom of this notice)
  - All boxes numbered (ie 1 of 5, 2 of 5, etc.)
- 2. All shipments must be pre-paid, as no c.o.d. shipments will be accepted.**

**WHEN SHIPPING EXHIBITS FROM THE RESORT:**

- 1. All returns following the conference must be pre-arranged by each individual exhibitor prior to departure from the Resort, and appropriate way bill must be affixed to the shipments.**

Loomis, UPS and Purolator are the major servicers in the region, and please note that Fedex does not provide a pick-up service from the Resort.

Please note:

For exhibitors shipping from the United States, please note your packages will be processed through Customs, which may result in lengthier than normal shipping times. Your own customs brokers must be used, and please ensure your broker registers all packages at

<http://cbsa-asfc.gc.ca/services/ie-ei/cmt-cre/workingwith-travailavec-eng.html#s3>

Should you not have a customs broker, you may wish to contact Robyn Adams at [radams@eventsonthefirst.com](mailto:radams@eventsonthefirst.com) ( 604-647-0130).

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