

Delivery/Storage

Due to limited storage space, we cannot always guarantee space for early delivery of materials. Those items being delivered must be clearly marked with event title, contact name and return address. Materials must be removed from the Ottawa Conference and Event Centre on the last day of the event. The Ottawa Conference and Event Centre will not be responsible for damage or loss of any items left on the premises prior to, during or following an event.

If any boxes/packages need to be returned after the meeting/conference; all arrangements need to be made by the client. This includes the completion of the way bill and contacting courier for pick up.

**To better the success of your delivery, please use
the shipping label template on page 2.**

Delivery of Materials

Delivery of materials will only be accepted 24 hours prior to the function set-up day. All deliveries must be clearly labeled with the name and date of the function, name of the meeting room and Sales/Convention Services Manager. All items must be removed from the Conference Centre immediately following the event. The Ottawa Conference and Event Centre will not be responsible for items left on the premises after 24 hours. Daily cartage and storage fees will apply. A delivery schedule should be provided one week prior to the scheduled event. Please note the maximum weight for a delivery in the convention centre is 1 tonne.

Receiving Fee for Deliveries and Shipments

1-19 boxes or packages* Complimentary

21-30 boxes or packages* \$100.00

31-40 boxes or packages * \$200.00

41-50 boxes or packages* \$300.00and so on

*** a box or a package is 25lbs or less**

Ship to address:			
Ottawa Conference and Event Centre 200 Coventry Road Ottawa ON K1K 4S3 ***loading dock entrance*** Tel: 613.288.3450			
Name of meeting/conference/event:			
Date of meeting/conference/event:			
To the attention of: (please indicate first and last name of on-site contact of meeting/conference/event)		Return address:	
Number of boxes or packages			
	OF		