



**DEERHURST**  
*Resort*

**Shipping Instructions to Deerhurst Resort**

*Please have the following information labeled on each box sent to Deerhurst Resort.*

<b>Deerhurst Conference Manager Name: Deborah Hill</b>	
<b>Conference Name: Boating Ontario Conference &amp; Trade Show</b>	
<b>Date: November 30 - December 2, 2015</b>	
<b>Boating Ontario Event Manager: Jackie Crawford Wink</b>	
<b>Location:</b>	Deerhurst Resort 1235 Deerhurst Dr Huntsville, ON P1H 2E8, CANADA
<b>Guest Name:</b>	_____
<b>Number of Boxes:</b>	_____
<b>Instructions:</b>	<b>Hold for Guest</b> <input type="checkbox"/> <b>Deliver to Event Office</b> <input type="checkbox"/>

**TO THE GUEST:** The Resort is not responsible for storage and/or materials handling. Please ensure prior arrangements for storage and/or material handling have been made before any shipment of materials to the Resort. Please note the resort is not able to accommodate all shipments internally and other arrangements may be required in order to move shipments to certain locations within the resort.

Shipping Labels

All deliveries must be labeled, with the following information: name of the group/event, group/event contact, the date of event, hotel contact and number of boxes. Deliveries must be made to the receiving/loading dock of the Hotel. The Hotel will not accept deliveries to the front door. The Hotel reserves the right to administer additional fees for handling and storage of items both prior to the event and after the group has departed.

Skids

Please note that skids received by Deerhurst Resort will not be broken down and counted. Deerhurst Resort will accept the shipment as one (1) skid. Storage of skids must be pre-arranged through the Conference Services Department. Due to elevator size, skids cannot be moved to the following function rooms in the Pavilion: Tom Thomson, Arthur Lismer, Lawren Harris, AJ Casson and AY Jackson. Skids cannot be delivered to function space outside of the Pavilion building.

Outgoing Shipments

All outgoing items must be properly sealed, courier waybills completed and the items clearly addressed, including your courier billing account number or alternate billing information (Deerhurst Resort is not able to bill for any courier/shipping charges). It is against custom/courier policies for hotel staff to pack client boxes. All outgoing items cannot exceed a total weight (per item) of 70lbs. Deerhurst Resort keeps a detailed log of all outgoing shipments and will require you to sign indicating your intention to ship packages. Any boxes left in function rooms after departure without shipping instructions will be delivered to the Deerhurst Resort Lost and Found Department. All outgoing freight pickups are to be scheduled for the day after the event.

Shipping and Receiving Charges

Box storage/delivery to function space	\$4.00 per unit per day
Skid storage	Contact Conference Services for storage availability and rates
Skid delivery to function space	\$40.00 per skid
Outgoing box handling fee	\$4.00 per unit
Staff assistance	\$40.00 per staff member per hour