

Shipping Information 2024

Signatures Butterdome Spring Craft Sale

****Please inform show management if you plan on shipping to the show****

Francine Leduc - fleduc@signatures.ca

The official show transporter is **Recall Trade Show Logistics**: Rob McCall | rmccall@rogers.com | 416.509.6103

You will need to request a quote prior to shipping; please have the following information ready:

- Shipment dimensions & weight – be as specific as you can
- Number of pieces (i.e. number of pallets and/or crates)
- Pick-up location and details (i.e. require tail gate lift, residential address, loading dock, etc.)
- Delivery location (see below)
- Billing information
- Pick-up and delivery dates (see below)

Delivery Location & Details

Inbound freight delivery date: Thursday, May 2nd by 8 a.m.

Material handling: Global Convention Services

Outbound freight pick-up date: Sunday, May 5th by 11 p.m.

Shipments should be addressed as follows:

[Your Name], [Your company Name]
Signatures Butterdome Spring Craft Sale
University of Alberta, Butterdome
11440 87 Avenue NW
Edmonton, AB T6G 1C9

Important

Please note that shipments must arrive on Thursday, May 2nd only. The facility **will not** accept early shipments and will not be responsible for any losses incurred should freight be delivered early.

All outbound shipments from the show must be picked up Sunday, May 5th before 11 p.m. Freight awaiting pickup must be securely packed with shipping labels attached and will be picked up from your booth area Sunday night. Any remaining freight not picked by 11 p.m. will be shipped through Recall Trade Show Logistics at the exhibitor's expense. The facility will **not** store freight overnight.

Complimentary material handling is provided for freight shipped through Recall. Freight handled by other transportation brokers or carriers will be subject to additional material handling fees.

Deliveries at the Show

If you have parcels or deliveries expected during the show, we recommend you have these sent to your hotel (indicate Guest and Room #) or pick them up yourself at the shipper/courier's office. When sending deliveries to your hotel room, be sure to include the Guest Name on your room booking and your room number.