

Advance Shipments to Valhalla Hotel & Conference Centre:

Shipments of exhibit materials and/or presentation materials may be sent to the Hotel up to 1 week (7 days) prior to Day One of your event. Please know if shipments arrive before the date specifications they may be refused. As a shipper it is your responsibility to instruct your carrier of the proper date for the direct delivery to the hotel. All shipments must be prepaid; collect shipments will be refused.

Please address the package to your company contact person who will be at the Valhalla Hotel & Conference Centre. **Under no circumstances should your package be addressed to a Valhalla Catering / Banquet / Sales Manager.**

Kindly address your shipment with the following information:

- **Your company contact person who will be onsite.**
- **Your company name.**
- **The name of the event / conference / meeting (and tradeshow booth # if applicable).**
- **The date of the event / conference / meeting.**
- **The function room in which your event is taking place.**

Shipment Address:

**Valhalla Hotel & Conference Centre
1 Valhalla Inn Road
Thunder Bay, Ontario. P7E 6J1. Canada.**

If you are shipping large boxes or pallets, please ensure your carrier is equipped with a rear truck lift and/or pallet jack as large deliveries will have to be off loaded at ground level.

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After event outbound shipments:

A fully completed bill of landing is required on all outbound shipments. Ensure your payment information and account number is included. As a shipper it is your responsibility to contact your carrier to timely pick up at the hotel. After your items have been packed, labeled and ready to be shipped Valhalla Associates will ensure it is moved Valhalla loading dock for pick up.