



## Material Shipping Guidelines

The following are requirements necessary for the shipping of material to and from the Skills Centre:

- All deliveries must be coordinated with the NSHA Shipping Department. Please contact Paul Flowers at 902-473-7487 to arrange shipping/receiving dates and times.
- Once confirmed with the NSHA Shipping Department, representatives are to inform Skills Centre staff of equipment delivery dates and times.
- All deliveries must have arrangements to transport items to the Skills Centre. NSHA employees are not responsible to sign any paperwork or arrange deliveries from the loading dock to the Skills Centre (Bethune B04).
- Suggested:     Delivery truck with cargo lift.  
                          Two delivery personnel, if a single delivery person is unable to transport the shipment.
- All materials delivered via crate, pallet, or other method must be within the following dimensions to allow access:
  - Width: 113 cm / 44.48 inch
  - Height: 198 cm / 77.95 inch
- Representatives are responsible for the unpacking/repacking of crates and pallets.
- Representatives are responsible for providing the necessary packaging documentation required for delivery of goods.
- Delivery/pickup times should be scheduled between Monday and Friday during the hours of 09:00 – 15:00.
- Skills Centre address:

Skills Centre  
QEII Health Sciences Centre, VG Site  
Room B04 (Basement), Bethune Building  
1276 South Park Street  
Halifax, Nova Scotia  
B3H 2Y9  
(902)473-1963

**We appreciate your cooperation**