



Material Shipping Guidelines

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

- Deliveries are not the responsibility of the QEII Simulation Program. Deliveries must be coordinated with the **NSHA Shipping Department**. Please contact them at **902-473-7487** to arrange shipping/receiving dates and times.
- Once confirmed with the NSHA Shipping Department, representatives must inform Skills Centre staff of equipment delivery dates and times. Delivery/pickup times should be scheduled between Monday - Friday : 09:00 – 15:00 and confirmed by Skills Centre staff.
- Representatives are responsible for:
 - the unpacking/repacking of crates and pallets
 - removal of all packaging materials
 - providing the necessary packaging documentation required for delivery or shipment of goods
 - sign any delivery paperwork
 - arrange deliveries to and from the loading dock to the Skills Centre (Bethune B04)
- Suggested: 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
- Skills Centre address:
 - Skills Centre
 - 1276 South Park Street
 - Bethune Building | Room B04 (Basement)
 - Halifax, Nova Scotia B3H 2Y9
 - 902-473-1963

We appreciate your cooperation