



Shipping Instructions



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Help us ensure your event execution is seamless - we appreciate your attention to the following process for sending your materials to Big Sky Resort. We look forward to having you!

Ship to:

<NAME OF GROUP>, <NAME OF PERSON SHIPPING PACKAGES>, <DATE OF MEETING>
c/o Christy Storey
50 Big Sky Resort Rd
PO Box 160001
Big Sky, MT 59716

All boxes sent to Big Sky Resort before or during the conference must be labeled to the attention of the conference manager with the recipient's name, group affiliation and event date. We ask that your boxes do not arrive more than 5 days prior to the start of your conference. Please keep in mind that the resort does not receive mail or shipments over the weekend. A storage fee may be applied to boxes arriving more than 5 days prior to arrival. Contact your conference manager to arrange this in advance.

For return shipping, vendor must provide a paid shipping label (via UPS, FedEx, a specific courier) for each box. It is the responsibility of the vendors to ensure all boxes are properly packed and shipping label attached. Big Sky Resort will deliver all boxes from conference space to Shipping/Receiving.

All packages will be delivered to designated event spaces at the time indicated on the Banquet Event Orders. Delivery information is to be communicated between Group Leaders and Vendors. Big Sky Resort will transfer all packages/freight between Shipping/Receiving and conference spaces. It is the sole responsibility of vendors to provide all materials needed for return shipping; including tape, boxes, pre-paid shipping labels etc. Vendors may utilize the concierge services at the Huntley or Summit Hotel to print shipping labels. Big Sky Resort is not responsible for any packages left without paid shipping labels. Additional handling charges may be applied.

For additional questions, please contact Big Sky Resort Conference Services at 406-995-5898.