



525 Bay Street
Toronto, Ontario
M5G 2L2

SHIPPING CONFERENCE MATERIALS TO THE HOTEL

Due to the limited storage space, the hotel encourages groups sending boxes to the hotel for arrival no more than three days prior to the meeting.

The following information will assist you in sending materials to the hotel in a timely, efficient manner.

1. The following page has a template of shipping labels with all required information. The labels must be clearly printed and affixed to all boxes delivered to the hotel.
2. For all International Shipments (e.g. U.S.A. to Canada), the INTERNATIONAL COURIER WAYBILL must specify that ALL CHARGES are to be billed to the SHIPPER. This includes DUTIES/TAXES/CUSTOMS. If this is not indicated, the hotel will not accept the shipment and the parcels will be delayed at customs.
3. A COMMERCIAL INVOICE must be completed for all International Shipments. All charges, including Canadian duty and taxes are to be billed to the shipper.
4. In addition to accurate billing information, the Commercial Invoice must clearly specify a detailed description of item(s) in the box, including the following:
 - Quantity of items
 - Material the items are made with (e.g. cotton tote bag with zipper, vinyl tote bag, polyester tote bag with draw string)
 - Country of manufacture
 - Dollar value of each item (please specify currency)
5. Should you expect a large quantity of items to be shipped, it may be worthwhile to have your event recognized with a customs broker. A customs broker will arrange to have Canada Customs officially recognize your event and will assist you and your exhibitors throughout the shipping and receiving process. It is the responsibility of the organizer of the event to have the program recognized with a broker.

Suggested brokers:

Mendelssohn Phone #: 1-800-665-4628
Omnitrans Phone #: 1-866-677-9541

 <p>Ship To:</p> <p>Toronto Marriott Downtown Eaton Centre 525 Bay Street Toronto, ON M5G 2L2 Canada</p> <p>For all questions about shipping your package, please contact the appropriate courier company or your Event Manager at the Toronto Marriott Downtown Eaton Centre Hotel. If you have any questions in regards to customs clearance, please contact Livingston International, the hotel's custom broker at 1-800-226-1875 (Team #54)</p>	Shipped By (Name)
	Company Name
	Address
	Phone #
	Via Shipping Co.
	Waybill
	Company Onsite Contact
	Company Name
	Conference Title
	Conference/Exhibit Room
	Exhibit Booth#
	Date of Conference
	Box _____ of _____ (total number of boxes in shipment)

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