



## **EXHIBITOR SHIPPING INFORMATION PACKAGE**

Welcome to the Sheraton Vancouver Wall Centre Hotel. We are absolutely thrilled to be hosting the BC Poultry Conference. If you are shipping anything to the hotel, please be aware of the following and contact the Hotel's preferred customs and shipping supplier: **Davidson & Sons (D&S) Customs and Event Logistics**; Remy Perrot, Director of Sales at 604-697-2595 or [remy@davidsonandsons.com](mailto:remy@davidsonandsons.com)

### **Step 1: Inbound Shipment**

1. Ensure all packages are properly labeled using the hotel accepted Shipping Label (attached)
2. Inform your Catering & Convention Services Manager (contact info found below) the details of your shipment (*# of pieces, arriving from, arrival date, shipping company used and any other important/specific information the hotel should be aware of*) a minimum of 10 business days prior to your packages estimated arrival date

**IMPORTANT:** The Hotel will NOT accept Cash-on-Delivery Packages (COD) and will NOT clear any shipments at customs on behalf of the exhibitor. Exhibitor is responsible for clearing shipments on their own and paying for any applicable custom charges

**SUMMARY OF CHARGES:** The following charges (plus applicable taxes) are a one-time delivery fee and payment is required upon delivery of boxes/pallets via credit or debit card only. Hotel will not accept cash or guestroom charges for delivery fees

\$5.00 per Box

\$50.00 per Pallet (storage fees may apply for larger shipments)

### **Step 2: On-site**

1. The exhibitor shipment will be available for delivery during designated move-in times set by the conference organizers
2. All shipments will be delivered to the exhibitor once onsite and payment will be collected at the time of delivery

**IMPORTANT:** Boxes will NOT be delivered to guestrooms nor to the designated exhibit area if the exhibitor is not present at their booth

### **Step 3: Outbound Shipment**

1. The Outbound Shipping Form must be completed and provided to a Banquet Captain with their shipment prior to departure (*Outbound Shipping Form will be provided by the Banquet Captain before the end of the conference*)
2. If the shipment is NOT sent by FedEx Express, UPS, Purolator, or Canada Post, then the Exhibitor is responsible for arranging their own package pick-up during Shipping & Receiving business hours (Monday – Friday 9am – 5pm)

**IMPORTANT:** Shipments will NOT be sent out unless all necessary paper work has been completed and given to the Banquet Captain prior to departure

Please send all necessary information and questions to:

CCSM Name

TITLE

Email

Phone

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