

TIPS FOR HOLDING A MEETING AT LE CENTRE SHERATON HOTEL

1. Your Customs Broker ConsultExpo will guide you!

If you plan on sending exhibit, incentive or registration material to Montréal, we highly recommend consulting a custom broker a minimum of **2-6** months prior. They may suggest officially registering your event with the *Canada Border Services Agency*.

As a reminder, Passports are required for all travel to Canada additionally, find out if you need a Visa or Electronic Travel Authorization document by visiting this link:

<http://www.cic.gc.ca/english/visit/visas.asp>

2. Ship on Time

It is important to allow sufficient transit time for your material to arrive in Montréal. Speak to your carrier or customs broker for more information about your specific needs.

3. The Do's and Don't's of shipping via a courier

If shipping via courier (Fedex / UPS / DHL), please ensure to send your shipment with all fees **prepaid** to your account. The hotel will not be responsible for shipments arriving with fees due upon delivery. If working with ConsultExpo, they will require your courier tracking number. Do not ship via postal service!

4. Complete Customs Documents

Prior to shipping to the hotel, ensure you complete the necessary customs forms that must accompany your shipment. All shipments entering Canada must be accompanied by a completed Canada customs invoice. ConsultExpo or your carrier or can guide you regarding required forms. Visit www.consultexpoinc.com for more information.

For personalized assistance, we invite you to contact:

John Santini
Director of Operations



Tel: 514.482.8886 Ext. 1
Fax: 888.629.9008
Mobile: 514.709.0781
Email: johns@consultexpoinc.com
www.consultexpoinc.com

Diane Labbé Deegan
Director of Sales



Tel: 514.482.8886 Ext. 2
Fax: 888.629.9008
Mobile: 514.709.0761
Email: dianel@consultexpoinc.com
www.consultexpoinc.com

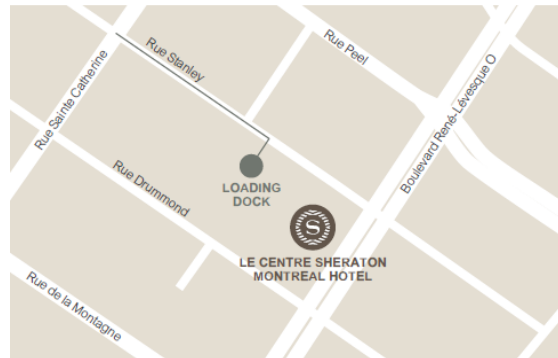


SHERATON
Le Centre Montreal Hotel

Shipping and Receiving

Loading Dock Information

- All shipments must be channeled through our receiving department.
- Boxes will be accepted no more than 48 hours prior to your function.
- Hotel address is: 1201 René-Lévesque Boulevard West, Montréal, Quebec H3B 2L7
- Loading dock is located north of the building and is accessible by Stanley Street



- Receiving hours are Monday – Friday, 6:00 AM – 5:00 PM
- Deliveries and pickup outside of these hours will need to be scheduled ahead of time.
- Deliveries and pickup outside of these hours will require a Hotel security agent at the rate of \$55.00 per hour, minimum 4 hours.
- Loading dock access is incompatible for 53' trucks.
- There is no parking at the loading dock.
- Vehicles must be loaded/unloaded upon arrival and cannot remain parked at the dock.
- It is the responsibility of the client to advise any contracted van line service/courier company of these restrictions.

Freight elevator dimensions are as follows:

- Weight limit: 6,000 lbs.
- Height: 8' 9"
- Depth: 8' 6"
- Width: 6' 5"
- Door Width: 4' 11"
- Door Height: 7' 5"

Envoi de / Shipping from

Nom / *Name*

Téléphone / *Phone*

Courriel / *Email*

Envoyé à / Shipped to

Contact sur place

On site contact

Date d'arrivée

Date of Arrival

Compagnie, groupe ou événement

Company, group or Event

Contact à l'hôtel

Hotel Contact



SHERATON

Le Centre Montreal Hotel

Réception de marchandises

Receiving Dock

1201 René-Lévesque West

Montreal, QC, H3B 2L7



Procédures d'expédition d'équipements, boîtes et colis

Cher invité, si vous prévoyez retourner des équipements, boîtes ou colis, veuillez prendre note des procédures d'expédition suivantes :

1. L'espace d'entreposage disponible dans l'hôtel est limité. Il est de votre responsabilité de contacter la compagnie de transport choisie pour planifier un ramassage dans un délai d'un (1) jour ouvrable
2. Chaque article doit être bien emballé et étiqueté avec l'adresse de retour clairement indiquée sur chacun des articles
3. La lettre de transport (Waybill) doit être complétée et doit inclure votre numéro de compte.
4. Veuillez utiliser votre compte en ligne et n'écrivez aucune information de carte de crédit sur les documents imprimés
5. Si votre envoi est destiné à l'extérieur du Canada, vous devez remplir tous les formulaires de douane et placer quatre (4) exemplaires de chaque document pour chaque lettre de transport ainsi qu'une copie de la facture commerciale
6. Nous vous recommandons de conserver une copie de la lettre de transport
7. Le Centre Sheraton Montréal n'acceptera aucun frais d'expédition ou de douane
8. Le centre Sheraton ne sera pas responsable du matériel perdu ou endommagé

Shipping procedures for equipment, boxes and parcels

Dear guest, if you are planning to ship back any equipment, box or parcel, please take note of the following shipping procedures:

1. Storage space in the hotel is limited. It is your responsibility to contact the courier/transport company to schedule pickup within one (1) business day
2. Each item must be properly wrapped and labelled with the return address clearly identified on each and every item
3. The waybill must be completed and must include your shipping account number.
4. Please use your online account and do not write any credit card information on any printed paperwork
5. If your shipment is going outside of Canada, you must complete all custom forms and place four (4) copies of each document with each waybill along with a copy of the commercial invoice.
6. We recommend that you keep a copy of the waybill to be able to trace your shipment with the courier/transport company
7. Le Centre Sheraton Montreal will not accept any shipping or custom charges
8. Le Centre Sheraton will not be responsible for any lost or damaged material