## **OPTION 2 - SHIP DIRECT TO THE HOTEL - PACKAGE HANDLING FORM**

- The hotel cannot accept responsibility for the receipt of and/or storage of boxes more than 3 days prior to the scheduled meeting/program. Additional charges apply. If storage exceeds 3 business days prior to your event; an additional \$25 per day will apply regardless of size and or weight.
- Packages should be received during regular business hours:
- Monday Friday 8:00 am 5:00 pm; Saturday 10:00am 3:00 pm & Sunday 9:00-1:00 pm
- All packages will be held until a payment method has been confirmed.
- After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with shipping address and phone number, return address, phone number and method of payment. Pick ups must be scheduled through the Business Centre.
- ho The hotel is not responsible for packing or for supplying any packing materials.
- Any materials left behind will be discarded 3 business days after your departure

#### Each box must be labeled as follows

Name of Group (ORCGA Damage Prevention Conference) On-Site Contact (the person onsite that will be looking for the package) or Booth Number

C/O Sheraton On The Falls Hotel

### 5875 Falls Avenue, Niagara Falls, ON, L2G 3K7

905-374-4445

Box(es) \_\_\_\_\_ of \_\_\_\_\_ (Multiple boxes must be numbered) Conference Services Manager -Bailey Morris

#### **OUR HOTEL PACKAGE HANDLING FEES ARE DETAILED BELOW**

#### **INBOUND PACKAGE HANDLING FEES\***

0 to 5 pounds\$5.00 each6 to 20 pounds\$10.00 each21 to 50 pounds\$15.00 eachOver 50 pounds\$25.00 eachPallets\$75.00 eachCrates\$150.00 each

OUTBOUND PACKAGE HANDLING FEESEach box\$10.00 minimumSkid/Pallet\$25.00 eachDoes not include packing materials

\*Inbound fees are based on pounds and will include storage for up to 3 business days

# Exhibitors: All Shipping Information & Package Handling forms must be completed & faxed to 905-371-9069 within 7 days prior to the conference arrival date.

#### **CREDIT CARD AUTHORIZATION FOR PAYMENT OF PACKAGE HANDLING FEES**

I, \_\_\_\_\_\_, hereby authorize Sheraton On The Falls Hotel, to charge my credit card listed below for the following Package Handling Fees:

QUANTIT

0 – 5 pounds	\$5.00 each	
6 – 20 pounds	\$10.00 each	
21 – 50 pounds	\$15.00 each	Total Amount to be charged:
Over 50 pounds	\$25.00 each	
Crates	\$150.00 each	\$
Pallets	\$75.00 each	Canadian Funds
BOXES SHIPPING OUT	\$10.00 each	
SKIDS/PALLETS SHIPPING OUT	\$25.00 each	

\*Sheraton On The Falls does not accept responsibility for any Customs charges, nor do we provide brokerage services for Customs clearance.