

SHIPPING OF MATERIALS TO SHERATON ON THE FALLS

Please follow these procedures to ensure your boxes arrive in the proper meeting room.

All materials to be shipped to Sheraton on the Falls **MUST** be clearly labeled. Please be sure to indicate if the materials are to be placed at the exhibitor booth or in delegate bags. A shipping label is provided below. Delegate bag inserts must be sent to venue no earlier or later than Monday September 17, 2018. Fees will be incurred if packages arrive prior to this date.

TO THE GUEST:

The Hotel is not responsible for storage and/or materials handling. Please ensure prior arrangements for storage and/or material handling have been made before any shipment of materials to the Hotel. Please note the Hotel is not able to accommodate all shipments internally and other arrangements may be required in order to move shipments to certain locations within the Hotel. Groups who send flammable, corrosive, poisonous, or other dangerous goods (chemicals) must have an MSDS sheet for anything that comes onto Sheraton On The Falls property, Without the MSDS sheet the items will not be accepted by the Hotel. *The hotel reserves the right to administer additional fees for handling/storage of items prior to the event and after the group has departed.*

INBOUND SHIPPING:

We encourage all exhibitors and delegates to make use of the Shipping Template provided. One shipping template must be affixed to each item being shipped to the resort. This will assist our receiving team in ensuring all items are accounted for when they are delivered to the hotel. Deliveries will be accepted from 8:00am – 5:00pm, Monday to Friday, and from 9:00am – 3:00pm on Saturdays & Sundays.

Attention: Sheraton on the Falls will not be held responsible for any lost or misplaced items that have been sent to the resort without a properly completed shipping template.

OUTBOUND SHIPPING:

All outgoing items must be properly sealed, courier waybills completed and the items clearly addressed, including your courier billing account number or alternate billing *information (Sheraton On The Falls is not able to bill for any courier/shipping charges)*. It is against custom/courier policies for hotel staff to pack client boxes. All outgoing items cannot exceed a total weight (per item) of 70lbs. Sheraton On The Falls keeps a detailed log of all outgoing shipments and will require you to sign indicating your intention to ship packages. Any boxes left in function rooms after departure without shipping instructions will be delivered to Sheraton On The Falls' Lost and Found Department. All outgoing freight pickups are to be scheduled for the day after the event.

QUESTIONS:

Should you have any questions about the shipping process, please contact the Conference Services Coordinator at Sheraton on the Falls at 905-374-4445 x 4847

CUSTOMS:

The venue will not authorize its broker to clear any shipment arriving from the United States or Internationally. Please ensure arrangements have been made with a customs broker prior to attempting to ship your materials to the hotel.

DELEGATE BAG INSERT: The Exhibitor may include a paper handout or small gift to be included in the delegate bags. Inserts must be sent directly to the venue using the proper shipping template (page 6) **no earlier or later than Monday September 17, 2018**. Please remember to label as: ***MFOA Conference Delegate Bag Insert***. **NOTE:** If package arrives before the above date, you will be subjected to additional handling and holding fees from Sheraton on the Falls.

Note: Please be sure to indicate if the package is to be placed at the exhibitor booth or in delegate bags

SHIP TO: C/O Sheraton On The Falls Hotel
5875 Falls Avenue, Niagara Falls, ON
L2G 3K7 (905)-374-4445

RE: MFOA's Annual Conference - September 19-21, 2018
ATTN: Conference Manager: Tim Laslo

Box(es) ____ of ____ (Multiple boxes must be numbered)