

Annual NP Conference
April 11 - 12, 2025
Toronto, Ontario



**Nurse Practitioner
Association of Canada**

Shipping & Receiving Information for Exhibitors and Sponsors

Conference set up will occur on the evening of April 10, 2025.

Conference location:

Sheraton Centre Toronto Hotel
123 Queen St West,
Toronto, ON. M5H 2M9
Ph: 416-947-4807
Fax: 416-947-7875

The **CheckT Business Centre** is conveniently situated within the "**Main Lobby**" of the Sheraton Hotel, presenting an array of comprehensive services tailored to meet your needs:

- **Package Management:** For your convenience, we offer package receipt and shipping services. The details regarding handling and storage fees are available at the end of this document. To facilitate the process, kindly forward us the Group Information for both inbound and outbound packages, along with the corresponding tracking numbers. This will enable us to manage the logistics effectively.
 - **Handling and Storage Fees:** This document elaborates on the fees associated with our handling and storage services. You can only ship your items five days prior to your event or arrival (**April 5, 2025**).
 - **Label Design:** We also provide label design services for packages destined for show managers, the show site, and exhibitors
- **Exhibitor Support:** Exhibitors are encouraged to furnish us with a comprehensive list containing the contact details of exhibitors. These details should encompass full names, email addresses, company names, and telephone numbers.

By providing this information, we can efficiently oversee the reception and dispatch of packages to exhibitors, ensuring a streamlined process.

- **Document Printing:** Should you require printouts of documents, including small and large-format materials such as banners and signage, we are here to assist you. We kindly request a minimum lead time of two weeks for the production of advertising materials.

To initiate printing requests for smaller documents on standard stationery, please email us at sheraton@checkt.ca.

- **Branding Services:** Elevate your brand's visibility within the hotel by opting for our branding services. Our strategic placement of advertisements in key areas of the hotel guarantees impactful visuals that leave a lasting impression on both visitors and guests.



SHERATON

Centre Toronto Hotel

PACKAGE HANDLING & STORAGE FEES

Package Weight	Inbound & Outbound
Flat Envelopes	\$ 5.00
0.0 - 1.0 lbs	\$ 5.00
1.1 - 10.0 lbs	\$ 15.00
10.1 - 20.0 lbs	\$ 20.00
20.1 - 30.0 lbs	\$ 30.00
30.1 - 50.0 lbs	\$ 50.00
50.1 - 70.0 lbs	\$ 75.00
Over 70.0 lbs	\$ 100.00
Pelican Cases	\$ 150.00
Pallets	\$ 350.00
Crates	\$ 400.00

*Receiving and delivery charges for each pallet is consolidated into a single inbound fee of \$350. This includes breaking down pallets, or excessive package handling/moving due to a customer's request. Please note there is an additional \$350.00 outbound fee for moving, pick up, building and after event storing pallets.

Package Weight	Storage Fee after 5 days
Flat Envelopes	No Charge
0.0 - 1.0 lbs	\$ 5.00
1.1 - 30.0 lbs	\$ 10.00
31.0 - 60.0 lbs	\$ 15.00
Over 60.0 lbs	\$ 25.00
Pallets & Crates	\$ 50.00
Over 6.5' in size	\$ 25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Packing	Fees
Small - up to 11" x 11" x 11"	\$ 10.00
Large - above 11" x 11" x 11"	\$ 20.00
Fragile - any size	\$ 25.00

ADDITIONAL LABOUR
[SETUP / TEARDOWN]

\$70/hour

BUSINES CENTRE BY:

CHECKT

CHECKT TSC INC.

123 QUEEN ST W, TORONTO ON M5H 2M9

BUSINESS CENTRES BY:

CHECKT

SHIPPING LABEL

SHIPPING DETAILS

Shipment is for: Exhibitor Conference Sponsor Other: _____

DELIVERED FOR(ON-SITE CONTACT): _____

EVENT / MEETING NAME: _____

ROOM/BOOTH: _____ PHONE NUMBER(ON-SITE CONTACT) _____

FROM / SHIPPER NAME: _____

SHIPPER EMAIL ID: _____ TEL (____) ____-____-____

HOTEL EVENT MANAGER: _____

DELIVERY OPTIONS

I will pick up items at Business centre Prior to event.
CheckT Business Centre hours: Monday-Friday 7 a.m. – 6 p.m.
Date of pick up: _____

Deliver to Meeting Room
Location: _____
Date: _____

Deliver to Alternate location.
Location: _____
Date: _____

DELIVERY WINDOW (SELECT ONE)

8 AM – NOON

1 PM – 4 PM

AFTERHOURS

6 AM – 8 AM

6 PM – 9 PM

**** May be subject to surcharges depending on the scope of the job. ****

**** Handling fees will apply. ****

BOX _____ OF _____

BEST VALUE FOR ITEM ARRIVAL IS:

5 BUSINESS DAYS IN ADVANCE TO YOUR EVENT DATE

C/O CHECKT BUSINESS CENTRE
100 RICHMOND ST. WEST
TORONTO, ONTARIO M5H 3K6
647-472-8253



Need to print?

Please email your files to

sheraton@checkt.ca

Please use the following subject line format!

Printing Request: Number of copies/Single or

Double-sided/Paper Size/Paper Quality

Example:

Printing Request: 2 copies/single-sided/8.5x11/20 lbs



OR Scan the QR Code below.

Please feel free to take a Business Card



BUSINESS CENTRES BY:

CHECKT

Print & Copy							
			Price Per Unit				
Paper Type	Size	Colour	<100	101-500	501-1000	1001-5000	5001+
20 LB	8.5" x 11"	B & W	\$0.20	\$0.17	\$0.15	\$0.14	\$0.13
20 LB	8.5" x 11"	Colour	\$0.89	\$0.74	\$0.68	\$0.64	\$0.59
20 LB	11" x 17"	B & W	\$0.40	\$0.33	\$0.31	\$0.29	\$0.27
20 LB	11" x 17"	Colour	\$1.78	\$1.48	\$1.37	\$1.27	\$1.19
28 LB	8.5" x 11"	B & W	\$0.30	\$0.25	\$0.23	\$0.21	\$0.20
28 LB	8.5" x 11"	Colour	\$0.99	\$0.83	\$0.76	\$0.71	\$0.66
28 LB	11" x 17"	B & W	\$0.50	\$0.42	\$0.38	\$0.36	\$0.33
28 LB	11" x 17"	Colour	\$1.88	\$1.57	\$1.45	\$1.34	\$1.25
100 LB Matte	8.5" x 11"	B & W	\$0.75	\$0.63	\$0.58	\$0.54	\$0.50
100 LB Matte	8.5" x 11"	Colour	\$1.44	\$1.20	\$1.11	\$1.03	\$0.96
100 LB Matte	11" x 17"	B & W	\$0.95	\$0.79	\$0.68	\$0.68	\$0.63
100 LB Matte	11" x 17"	Colour	\$2.33	\$1.94	\$1.79	\$1.66	\$1.55

Finishing					
		Price Per Unit			
Service Type	Size	1	2-10	11-20	21+
Lamination	8.5" x 11"	\$5.00	\$4.17	\$3.85	\$3.57
Lamination	8.5" x 14"	\$6.00	\$5.00	\$4.62	\$4.29
Lamination	11" x 17"	\$7.00	\$5.83	\$5.38	\$5.00

Have additional printing needs? Scan the QR code below to see all our printing services.





HOURS OF OPERATION

Monday to Friday

8:00 AM - 5:00 PM

Saturday & Sunday

Closed - Please See Front Desk

CONTACT INFORMATION

