



SHIPPING

We ask that your shipment arrive no earlier than 3 days prior to your event and if items are large or heavy that the driver bring extra hands to unload as our staff is unable to assist the shipping company to load or unload.

Please label all boxes with the following information

- *Hotel Address: 7551 Westminster Hwy. Richmond, BC V6X 1A3 Canada*
- *Event Name*
- *Conference Services Manager*
- *Event On-Site Contact*
- *Event Start and End Date*
- *Number of Packages (i.e.: 1 of 2)*

See suggested shipping label at the end of this document

Please note that the hotel is not responsible for any items shipped to the hotel which may or may not require to be stored.

PACKAGE HANDLING AND STORAGE FEES

Package Handling

within 72 hours of event

more than 72 hours of event

Pallet/Skid Storage

Complimentary

\$5 per box

\$50 per pallet/per day

Kindly ensure all boxes are picked up on the last day of the event, otherwise charges of \$5 per box and \$50 per pallet/skid will apply.

RETURN SHIPMENTS:

Vendor/Exhibitor is responsible for providing all documentation and fees for return shipments following the event. Please bring prepared waybills indicating payment of charges to be covered by your company.

Sheraton Vancouver Airport Hotel
7551 Westminster Highway, Richmond, BC V6X 1A3
T 604 273 7878 F 604 278 0188
Marriott.com/YVRS



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7551 Westminster Hwy, Richmond, BC V6X 1A3
+1 (604) 273-7878

EVENT NAME:	
EVENT MANAGER NAME:	Winnie Leung, Conference Services Manager
ON-SITE CONTACT NAME:	
FUNCTION START DATE:	
FUNCTION END DATE:	
FUNCTION SPACE NAME:	
NUMBER OF PACKAGES: (ex.: 1 of 6)	___ of ___

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