



Exhibitor Shipping Information

Sheraton Red Deer
Shipping & Receiving Department
Phone: 587.876.0770
Email: shipping@sheratonreddeer.com
Monday-Friday 8:00am-4:30pm

Please note that the hotel cannot accept C.O.D. Shipments, Deliveries or Duty Charges.

Receiving Items:

To facilitate the efficient handling of all items received by the Sheraton Red Deer in conjunction with your hotel stay, please ensure all cartons and envelopes are addressed as follows:

Sheraton Red Deer / Shipping & Receiving
3310-50th Avenue
Red Deer, Alberta T4N 3X9
Attention: (Recipient's Name/Company)
Reference: (Name of Event & Start Date of Event)
Booth #: (If applicable) **Room Name:** (Name of Event Space)
Catering Consultant Name: (Sheraton Catering Contact Name)
Customs Broker: (Name of Custom Broker if applicable)

Please contact Sheraton Red Deer Shipping & Receiving at 587.876.0770 or via email at shipping@sheratonreddeer.com to inform us of any delivery/pickup.

Shipping Items:

To facilitate the efficient handling of all items shipped out of the hotel please ensure the following steps have been taken:

- Client notifies the Courier Company of their choice of the total number of items, time of pickup and location. Our Shipping & Receiving Office is open Monday-Friday from 8:00am-4:30pm. Holiday hours are subject to change.
- All items are clearly labeled with a Forwarding Address
- All items are clearly labeled with a Client Return Address and Account Number
- Ensure that all waybills and needed paper work are attached for a quick and easy return. If we are returning more than 1 item; we require return address labels for all items (i.e. booths or boxes) that are being returned. All items going to the USA need commercial invoices

Forklift:

A Forklift with Operator is available for unloading / loading pallets at the following rates: Regular Size Pallet: \$50.00/per Over Size Pallet or Equipment: \$100.00/per

Please contact Sheraton Red Deer Shipping & Receiving at 587.876.0770 or via email at shipping@sheratonreddeer.com prior to delivery/pickup to make Forklift arrangements.

Storage:

Storage Space is limited; any shipments received more than 3 business days prior to your arrival or maintained more than 3 business days following will be subject to storage charges of \$50.00 per week. The Hotel is not responsible for the return of items; all arrangements must be made by the client before their departure with their preferred courier. Failure to make return shipping arrangements will result in additional shipping and handling fees.