



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.
 - 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 and On-Site Contact (the person onsite that will be looking for the package)
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)
Name of Conference Services Manager

OUR HOTEL PACKAGE HANDLING FEES ARE DETAILED BELOW

INBOUND PACKAGE HANDLING FEES*

0 to 5 pounds	\$5.00 each
6 to 20 pounds	\$10.00 each
21 to 50 pounds	\$15.00 each
Over 50 pounds	\$25.00 each
Pallets	\$75.00 each
Crates	\$150.00 each

OUTBOUND PACKAGE HANDLING FEES

Each box	\$10.00 minimum
Skid/Pallet	\$25.00 each
Does 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:

Group Name: _____

Shipment addressed to: _____

Shipment coming from: _____

Date of Arrival: _____ Date of Departure: _____

Credit Card Type: _____

Credit Card Number: ____-____-____-____ Expiry: ____/____

Card Holder Name: _____ Card Holder Signature: _____

Card Member Billing Address: _____

Email Address (required)_____

QUANTITY

TOTAL

	0 – 5 pounds	\$5.00 each	
	6 – 20 pounds	\$10.00 each	
	21 – 50 pounds	\$15.00 each	
	Over 50 pounds	\$25.00 each	
	Crates	\$150.00 each	
	Pallets	\$75.00 each	
	BOXES SHIPPING OUT	\$10.00 each	
	SKIDS/PALLETS SHIPPING OUT	\$25.00 each	

Total Amount to be charged:
\$ _____

Canadian Funds

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