



Sheraton Vancouver
WALL CENTRE
HOTEL

SHIPMENT REQUEST FORM

NAME: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

TABLE TOP NUMBER: _____

CONFERENCE NAME: _____

CONFERENCE DATE: _____

PACKAGE DELIVERY (DROP OFF AND/OR PICK-UP):
NUMBER OF BOXES: _____ \$5.00 EACH BOX

PACKAGE DELIVERY (DROP OFF AND/OR PICK-UP):
NUMBER OF PALLETS: _____ \$50.00 EACH PALLET

CARD #: _____

TYPE OF CARD: _____

EXPIRY DATE: _____

NAME OF CARDHOLDER: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

PAYMENT will be settled with the credit card provided above. Please complete and return with an authorized signature along with a legible copy of the front and back of the card.

PLEASE E-MAIL BACK TO: **Ainslie Lam – alam@wallcentre.com**
OR FAX BACK ATTN: **Ainslie Lam, Catering & Convention Services Manager**
604-893-7139

Forms **MUST** be faxed OR emailed to the contact above at least 4 days before the shipment is expected to arrive unless special arrangements are made directly with the Catering & Convention Services Manager. **The guest will be required to make arrangements with the Banquet Department to retrieve their boxes onsite and for shipping out on their departure date** Boxes are not to be left unattended as this will be the responsibility of the exhibitor, not the hotel

NOTE: The **Sheraton Vancouver Wall Centre Hotel** accepts no responsibility for lost or damaged packages after the courier has received the package. The hotel has the right to refuse shipment if there is a lack of information given or for whatever reasons the hotel sees fit. The hotel is not responsible for paying customs charges or insurance charges for any packages that are sent. Any customs charges are to be billed to a third party or to the recipient, any customs charges that do get charged to the hotel for whatever reason will be charged to the credit card on file.