

## Hilton Toronto Hotel (Downtown), 145 Richmond St. West, Toronto

### **Shipping/Storage/Canada Customs**

Conference materials shipped to the Hilton Toronto must be clearly labeled with the name of the conference, dates of event, Hotel contact and address (Please see Shipping label below). Due to limited storage facilities, the Hotel is unable to store display materials or show merchandise. Should guests require delivery of crates, boxes, or display material, it must first be coordinated with the Event Services Manager. Deliveries will not be accepted more than 48 hours prior to the start of the Meeting. Handling charges may be incurred based upon size, weight, and storage of conference materials. Deliveries from outside Canada must have a Customs Broker in order to ensure proper clearance over the border. The Hotel is not responsible for clearing shipments held at the border and reserves the right to refuse any shipments that arrive with duties and taxes outstanding. Please consult the Hotel for recommendations on Customs Brokers.

### **Elevator Load in/out**

All deliveries must be made via the loading dock located off of Richmond Street leading to a freight elevator to the Convention Level of the Hotel. No deliveries are to be made through the main Hotel lobby. In-house transportation of exhibits must be on rubber wheeled dollies and must be supplied by the exhibitor. Escalators are not to be used for transporting freight or equipment including easels, chairs, tables, etc. The dimensions of this elevator are Height – 7’; Width – 4’; Depth – 7’ 10’’; Maximum load – 4000 pounds. Please coordinate the usage of these elevators with your Event Services Manager

### **Loading Dock**

Dimensions are: Length: 31’, Width: 5’

Height from grade or street: 1’-7’’

A truck may not be higher than 13’. The loading dock does not have a hydraulic lift and if one is required it is recommended using a truck equipped with its own platform.

**Items can be delivered Monday – Friday, 8:30am – 4:30pm.** (NOTE: Large Shipments for OAGS meeting cannot be accepted until Friday, November 10 after 2pm in the Varley Room on the Conventions Level. )

**Dock can be accessed by:**

*IF YOU ARE COMING FROM THE EAST END OF THE CITY:*

Take 401 West exit on Don Valley Parkway South – Exit on Richmond Street about 3-5 minutes drive pass the York Street on the left hand side you will see the Hilton Toronto Hotel a small alley way before the hotel turn left – the hotel loading dock is on the right side.

*IF YOU ARE COMING FROM THE WEST END OF THE CITY:*

From QEW East to Gardiner Express way East exit on York Street – continue on York Street about 3 minutes drive pass the Adelaide Street on the left hand side you will small alley way across the KEG Steak House turn left – the hotel loading dock is on the straight ahead.

**Labour/Drayage**

Exhibitors must provide their own labour for the unloading of trucks and transportation of equipment and display materials to and from the exhibit area. The Hotel does not provide labour for this purpose. To avoid damage to flooring, wooden skids must be placed under all heavy pieces of equipment. Bolts or other fastenings must be countersunk below the surface of such skids, and sharp edges or nails that might scratch into the floor must be eliminated. The Hotel will hold exhibitors liable for any damage to Hotel property.

Sender's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Via Shipping Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Waybill #: \_\_\_\_\_

**SHIP TO:** The Hilton Toronto Hotel  
145 Richmond Street West  
Toronto, ON M5H 2L2

**Attention:** Jaclyn Harrison – Hilton Event Manager

**Conference Name:** 23rd OAGS Annual Meeting

(Ontario Association of General Surgeons - Lori Quilty, Coordinator)

**NAME OF EXHIBITOR:** \_\_\_\_\_

Date of Conference: Saturday, November 11, 2017

**Name of Function Room:**

Box \_\_\_\_\_ of \_\_\_\_\_ \*\* (\*\*=Total # of Boxes in Shipment)

**Table #:** \_\_\_\_\_

Please Hold in Varley Room/Banquet Storage **C/O – Banquet Manager**