



Corporate Meetings – Box Delivery Notice

If you are planning to send boxes for storage prior to your event, please ensure the following guidelines are followed in order that the boxes are accepted and delivered to the proper location.

Please note that this procedure does not apply to Exhibitor Shipments.

1. Packages will be received for storage no more than **3 days** in advance of your event day or move-in day. The Convention Centre will accept and store a maximum of **10 boxes** not larger than 1-1/2' x 1' x 1' (size of photocopier paper box). Special arrangements must be confirmed with the Meeting Manager if more than 10 boxes are shipped. **Please note that labour charges will apply for more than 10 boxes to be moved from the storage location to your meeting room.**
2. Deliveries will only be accepted at our **Receiving Department** located in the East Loading Docks, the Metro Toronto Convention Centre, North Building at 255 Front Street West between the hours of 9:00 am to 4:00 pm.
3. Access to the **Receiving Department** at the East Loading Dock is located on the west side of Lower Simcoe Street, south of Front Street. There is a security guard at the top of the ramp, who can also direct you to the East Loading Docks.
4. The courier will be required to off load the boxes and dolly the material along the service corridor to the **Receiving Department**.
5. It is the responsibility of the courier to transport all boxes to the **Receiving Department**. The courier must be equipped with their own dolly or pump truck. Your Meeting Manager will be notified of the acceptance of your boxes and the location of storage.
6. Every effort must be made to have **leftover material** picked up at the end of the event. Arrangements must be made with the Meeting Manager if boxes are to be picked up the following day. All boxes must be properly packaged and labelled by the client. Boxes will be held for one business day, after which the box(es) will be shipped to you at your cost, plus a \$40 handling fee. The handling fee will be added to your final invoice.
7. A shipping label has been included. We ask that you use this label.

Our People are the Centre



Shipping Label

SHIPPER INFO:

| | | |
|---------------|--------------|----|
| Contact Name: | Box | of |
| Shipper: | | |
| Address: | | |
| City: | Postal Code: | |
| Phone: | Contact: | |

DELIVER TO:

| | |
|-------------------------|--------|
| Attention: | Phone: |
| Event: | |
| Event Date: | |
| Accepted delivery date: | |

ADDRESS:

**Metro Toronto Convention Centre
North Building – Receiving Department
East Docks
255 Front Street West, Toronto, Ontario M5V 2W6**
(Couriers to enter on lower Simcoe Street, south of Front Street)

For the Convention Centre internal use only (final delivery locations, special notes)

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8000 | www.mtccc.com