

Special arrangements must be made for receiving any equipment, goods, displays or other material, which will be sent, delivered, or brought into the Hotel. Failure to do so may result in deliveries being refused or materials being unavailable when required. **Please refrain from shipping materials more than three (3) days prior to the meeting date.** Any materials being sent to the Hotel must be marked as follows:

Name of Event: CSCP National Meeting October 27th – 29th, 2023

Name of person (group on site contact):

Date of Arrival:

Name of the company, Group of event: Name of representative at the Hotel:

Hôtel Place d'Armes – Group Service 55 St-Jacques, Montréal, Québec H2Y 1K9

The following handling charges apply: \$5.00 per box **per day** \$75.00 per skid **per day**

The Hotel and CSCP do not accept liability for equipment, goods, displays, or other materials which arrive or fail to arrive at the Hotel. The shipper is responsible for insuring its property for any loss or damage.

The shipper is responsible for re-boxing all equipment and material and preparing shipping documents at the end of the program. The Hotel is only responsible for ensuring that the shipment is sent. Labour charges will apply if the Hotel is required to prepare shipping documents.

When goods are not shipped domestically or within a single customs union, such as the European Union, the shipper is liable to pay any inbound duties and taxes which the local customs authority deems appropriate.