

Sheraton Red Deer
Shipping & Receiving Department
Phone: 587.876.0770
Email: shipping@sheratonreddeer.com
Monday-Friday 8:00am-4:30pm



Please note that the hotel cannot accept C.O.D. Shipments, Deliveries or Duty Charges.

Receiving Items:

To facilitate the efficient handling of all items received by the Sheraton Red Deer in conjunction with your hotel stay, please ensure all cartons and envelopes are addressed as follows:

Sheraton Red Deer / Shipping & Receiving
3310-50th Avenue
Red Deer, Alberta T4N 3X9
Attention: (Recipient's Name/Company)
Reference: (Name of Event & Start Date of Event)
Booth #: (If applicable) **Room Name:** (Name of Event Space)
Catering Consultant Name: (Sheraton Catering Contact Name)
Customs Broker: (Name of Custom Broker if applicable)

Please contact Sheraton Red Deer Shipping & Receiving at 587.876.0770 or via email at shipping@sheratonreddeer.com to inform us of any delivery/pickup.

Shipping Items:

To facilitate the efficient handling of all items shipped out of the hotel please ensure the following steps have been taken:

- Client notifies the Courier Company of their choice of the total number of items, time of pickup and location. Our Shipping & Receiving Office is open Monday-Friday from 8:00am-4:30pm. Holiday hours are subject to change.
- All items are clearly labeled with a Forwarding Address
- All items are clearly labeled with a Client Return Address and Account Number
- Ensure that all waybills and needed paper work are attached for a quick and easy return. If we are returning more than 1 item; we require return address labels for all items (i.e. booths or boxes) that are being returned. All items going to the USA need commercial invoices

Forklift:

A Forklift with Operator is available for unloading / loading pallets at the following rates: Regular Size Pallet: \$50.00/per Over Size Pallet or Equipment: \$100.00/per Please contact Sheraton Red Deer Shipping & Receiving at 587.876.0770 or via email at shipping@sheratonreddeer.com prior to delivery/pickup to make Forklift arrangements.

Storage:

Storage Space is limited; any shipments received more than 3 business days prior to your arrival or maintained more than 3 business days following will be subject to storage charges of \$50.00 per week. The Hotel is not responsible for the return of items; all arrangements must be made by the client before their departure with their preferred courier. Failure to make return shipping arrangements will result in additional shipping and handling fees.

Payment Information:

Card Type:	Card Number:	Expiry Date:
Client Name: (Please Print)	Client Signature:	
Contact Phone:	Email:	Today's Date: