



REGULATIONS ON DISPLAY AND EXHIBITS TO HOTEL & CONFERENCE CENTRE

All deliveries for display and exhibits are to be brought into the exhibit area via the receiving entrance, which is located at the south side of the hotel. All exhibitors are to provide their own equipment, for example, dollies, carts etc. for loading, moving and unloading of exhibit materials. Dismantling of display materials are to follow right after the exhibition or no later than the time after the function is finished. Convenor must notify the Catering Department if display materials are of excessive weight. See hotel policies & procedures for exhibits & displays available from our catering/sales department.

- Ø No nails or tacks are allowed to be driven into walls. No displays or banners are to be hung from chandeliers, ceilings or drapes.
- Ø Combustible and flammable liquids are prohibited to be used on property. No smoke-making or fume-making machines are allowed on site.
- Ø The hotel accepts no liability whatsoever for the loss or damage of exhibit materials whether caused by the negligence of the hotel, its employees and agents or otherwise.
- Ø Hiring of security officers to supervise exhibit areas is highly recommended and can be arranged through the Catering Department.

SHIPPING OF MATERIALS TO THE HOTEL OR CONFERENCE CENTRE

Due to limited storage facilities within **Hilton Suites Toronto/Markham Conference Centre & Spa**, the Hotel is unable to store display materials or show merchandise. Should you or your guests require delivery of crates, boxes, or display material, it must first be coordinated with the appropriate Convention Services Manager. Deliveries will not be accepted more than 24 hours prior to the start of the conference. Handling charges will be incurred based upon size, weight, and storage of conference materials. The Hotel will charge specific handling fees to the individual guest or group for this service.

Summary of Handling Fees:

Boxes and Packages (under 50 lbs)	\$6.00 per box
Boxes and Packages (over 50 lbs)	\$25.00 per box
Crates	\$85.00 per crate
Pallets	\$200.00 per pallet

Delivery charges for non-perishable items and items provided by organizations outside the hotel are subject to bellman gratuities. It is important that bell services are given at least 24 hours notice for all deliveries. The hotel reserves the right to approve or deny all room deliveries. Current delivery rates are

Room Deliveries & Arrival Packages:

Items to be given to attendees at check-in	\$2.00 per room
Items that can be slid under the door	\$2.00 per room
Small items that need to be delivered inside the room	\$4.00 per room

Note: some deliveries may require additional fees.”

All materials to be shipped to the hotel are to be clearly labeled as follows:

1. Name of Organization **OR** Function Name
2. Contact Name
3. c/o Hilton Suites Toronto/Markham Conference Centre & Spa
8500 Warden Avenue, Markham Ontario L6G 1A5 CANADA
4. Date of Function
5. Name of Function Room

Please note that the hotel will not receive any shipment sent further than 24 hours prior to function date.

CUSTOMS

The hotel will not authorize the hotel's customs broker to clear any shipment arriving from the United States or Internationally. Please ensure arrangements have been made with a customs broker prior to attempting to ship your materials to the hotel.