BUSINESS CENTRES BY:
CHECKT

SHIPPING LABEL

SHIPPING DETAILS

Shipment is for: ☑Exhibitor ☐Conference ☐Sponsor ☐Other: _____

DELIVERED FOR(ON-SITE CONTACT): _____

EVENT / MEETING NAME: HFN Conference & AGM

ROOM/BOOTH: Elgin Room PHONE NUMBER(ON-SITE CONTACT)_____

FROM / SHIPPER NAME: _____

SHIPPER EMAIL ID: _____ TEL (____)____-_____-_____

HOTEL EVENT MANAGER: Tina Kuan / Kathy Micallef - HFN

DELIVERY OPTIONS

☐ I will pick up items at Business centre Prior to event.
CheckT Business Centre hours: Monday-Friday 7 a.m. – 6 p.m.
Date of pick up: _____

☑ Deliver to Meeting Room
Location: Elgin
Date: Fri May 7 - Fri May 14, 2027

☐ Deliver to Alternate location.
Location: _____
Date: _____

DELIVERY WINDOW (SELECT ONE)

☐ **8 AM – NOON** ☐ **1 PM – 4 PM**

AFTERHOURS

☐ **6 AM – 8 AM** ☐ **6 PM – 9 PM**

** May be subject to surcharges depending on the scope of the job. **
** Handling fees will apply. **

BOX _____ **OF** _____

BEST VALUE FOR ITEM ARRIVAL IS:

5 BUSINESS DAYS IN ADVANCE TO YOUR EVENT DATE

C/O CHECKT BUSINESS CENTRE
100 RICHMOND ST. WEST
TORONTO, ONTARIO M5H 3K6
647-472-8253