

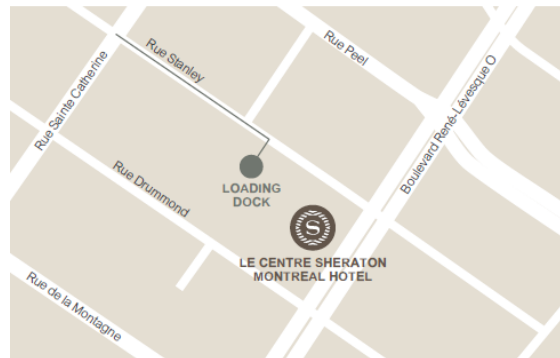


SHERATON
Le Centre Montreal Hotel

Shipping and Receiving

Loading Dock Information

- All shipments must be channeled through our receiving department.
- Boxes will be accepted no more than 48 hours prior to your function.
- Hotel address is: 1201 René-Lévesque Boulevard West, Montréal, Quebec H3B 2L7
- Loading dock is located north of the building and is accessible by Stanley Street



- Receiving hours are Monday – Friday, 7:00 AM – 2:00 PM
- Deliveries and pickup outside of these hours will need to be scheduled ahead of time.
- Deliveries and pickup outside of these hours will require a Hotel security agent at the rate of \$40 per hour, minimum 4 hours.
- Loading dock access is incompatible for 53' trucks.
- There is no parking at the loading dock.
- Vehicles must be loaded/unloaded upon arrival and cannot remain parked at the dock.
- It is the responsibility of the client to advise any contracted van line service/courier company of these restrictions.

Freight elevator dimensions are as follows:

- Weight limit: 6,000 lbs.
- Height: 8' 9"
- Depth: 8' 6"
- Width: 6' 5"
- Door Width: 4' 11"
- Door Height: 7' 5"



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Shipping Label

- When shipping materials, please apply the following label on all boxes



Étiquette
expédition - Shipping

International shipping information

- Below are useful tips and resources when shipping through customs.



Tips for Shipping to
Le Centre Sheraton.