

## TIPS FOR HOLDING A MEETING AT LE CENTRE SHERATON HOTEL

### 1. Your Customs Broker ConsultExpo will guide you!

If you plan on sending exhibit, incentive or registration material to Montréal, we highly recommend consulting a custom broker a minimum of **2-6** months prior. They may suggest officially registering your event with the *Canada Border Services Agency*.

As a reminder, Passports are required for all travel to Canada additionally, find out if you need a Visa or Electronic Travel Authorization document by visiting this link:

<http://www.cic.gc.ca/english/visit/visas.asp>

### 2. Ship on Time

It is important to allow sufficient transit time for your material to arrive in Montréal. Speak to your carrier or customs broker for more information about your specific needs.

### 3. The Do's and Don't's of shipping via a courier

If shipping via courier (Fedex / UPS / DHL), please ensure to send your shipment with all fees **prepaid** to your account. The hotel will not be responsible for shipments arriving with fees due upon delivery. If working with ConsultExpo, they will require your courier tracking number. Do not ship via postal service!

### 4. Complete Customs Documents

Prior to shipping to the hotel, ensure you complete the necessary customs forms that must accompany your shipment. All shipments entering Canada must be accompanied by a completed Canada customs invoice. ConsultExpo or your carrier or can guide you regarding required forms. Visit [www.consultexpoinc.com](http://www.consultexpoinc.com) for more information.

For personalized assistance, we invite you to contact:

John Santini  
Director of Operations



Tel: 514.482.8886 Ext. 1  
Fax: 888.629.9008  
Mobile: 514.709.0781  
Email: [johns@consultexpoinc.com](mailto:johns@consultexpoinc.com)  
[www.consultexpoinc.com](http://www.consultexpoinc.com)

Diane Labbé Deegan  
Director of Sales



Tel: 514.482.8886 Ext. 2  
Fax: 888.629.9008  
Mobile: 514.709.0761  
Email: [dianel@consultexpoinc.com](mailto:dianel@consultexpoinc.com)  
[www.consultexpoinc.com](http://www.consultexpoinc.com)