

# WDS SPONSOR INFORMATION

## HOTEL ADDRESS

THE WESTIN HARBOUR CASTLE  
1 HARBOUR SQUARE,  
TORONTO, ONTARIO  
M5J 1A6, CANADA

## SHIPPING LABEL

Hold for: World Demolition Summit, 17-18 October 2023

Contact: (Guest contact, phone number, and email)

Hotel Contact: Kate Klemas

CheckT Business Centre Delivery Information: 17 October, 13:00, Queens Quay and Foyer

Content Description: \_\_\_\_\_

This shipment is for: Sponsor

Box \_\_\_\_\_ of \_\_\_\_\_

## SETUP

Tuesday 17 October

Time: from 1pm

## TAKE DOWN

Wednesday 18 October

Time: After conference 15:30 - 17:45

**Handling fees and additional information on pages 2, 3 & 4**

## AFTER SHIPPING:

Upon shipping your items, kindly arrange package deliveries by providing the following details via email to [westin@checkt.ca](mailto:westin@checkt.ca) or by contacting us at (647) 678-6583:

- Tracking number
- Expected number of packages
- Event Date & Time for Delivery to room
- Event location/room
- Payment information (credit card or master account number)

## CONTACT:

CHECKT BUSINESS CENTRE

+1 (647) 678-6583

[westin@checkt.ca](mailto:westin@checkt.ca)

[www.checkt.biz](http://www.checkt.biz)

1 Harbour Square, Toronto, M5J 1A6

Business Hours- Mon- Fri

(8.30 am to 4.30 pm)

Please note that deliveries on weekends are by appointment only, and an hourly labor rate and overtime charges will apply

## RETURN SHIPMENTS:

Upon your departure:

All outbound packages must have a completed carrier air waybill which are available within the CheckT business centre. CheckT offers pack and ship services in the business centre, including complimentary FedEx air waybills. Outbound packages to be picked up should be coordinated in advance with a CheckT team member. Outbound handling fees will be applied to all packages in addition to shipping/transportation fees.

Please note: The sponsors area will be cleared after the event, any unmarked boxes or dismantled stand equipment will be disposed of.

Please talk to the KHL staff if you need any assistance or advice.



## **Additional shipping information**

### **Broker Service**

Please be advised that CheckT currently do not have a designated broker service for your shipments. However, they recommend that you establish a connection with either FedEx or UPS Freight or your concerned courier company as they usually have their own brokers. By doing so, you can avail the requisite assistance for your shipment to Canada. These carriers will facilitate the assignment of a dedicated broker who will oversee the complexities associated with your merchandise.

### **Handling fees**

In addition, CheckT have handling and storage fees for all the packets that they receive in the hotel. Please find the attached fees list based on the weight of packet.

### **CheckT contact information**

#### **Natali Rios**

#### **CHECKT BUSINESS CENTRE**

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Business Centre by:

# CHECKT

**THE WESTIN**  
HARBOUR CASTLE  
TORONTO

## PACKAGE HANDLING & STORAGE FEES

"inbound" and "outbound"

Flat Envelopes	\$ 5.00
0.0 - 1.0 lbs	\$ 5.00
1.1 - 10.0 lbs	\$ 15.00
10.1 - 20.0 lbs	\$ 20.00
20.1 - 30.0 lbs	\$ 30.00
30.1 - 50.0 lbs	\$ 50.00
50.1 - 70.0 lbs	\$ 75.00
Over 70.0 lbs	\$ 100.00
Pelican Cases	\$ 150.00
Pallets	\$ 350.00
Crates	\$ 400.00

\*Receiving and delivery charges for each pallet is consolidated into a single inbound fee of \$350. This includes breaking down pallets, or excessive package handling/moving due to a customer's request. Please note there is an additional \$350.00 outbound fee for moving, pick up, building and after event storing pallets.

Package Weight	Storage Fee after 5 days
Flat Envelopes	No Charge
0.0 - 1.0 lbs	\$ 5.00
1.1 - 30.0 lbs	\$ 10.00
31.0 - 60.0 lbs	\$ 15.00
Over 60.0 lbs	\$ 25.00
Pallets & Crates	\$ 50.00
Over 6.5' in size	\$ 25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversized and will be assessed an additional oversized fee if stored for more than five (5) calendar days.

Packing	Fees
Small - up to 11" x 11" x 11"	\$ 10.00
Large - above 11" x 11" x 11"	\$ 20.00
Fragile - any size	\$ 25.00

**ADDITIONAL LABOUR**

**\$70/hour**

1 Harbour Square, Toronto, ON. M5J1A6

**[www.checkt.biz](http://www.checkt.biz)**

Sender:  
Company:  
Address:  
City:  
Country:  
Zip/Postal Code:

**The Westin Harbour Castle**  
**1 Harbour Square**  
**Toronto, Ontario, Canada, M5J 1A6**

Hold for: World Demolition Summit, 17-18 October 2023

Contact: (Name of event/guest contact, phone number, and email)

Hotel Contact: Kate Klemas

CheckT Business Centre Delivery Information: 17 October, 13:00, Queens Quay and Foyer

Content Description: \_\_\_\_\_

This shipment is for: (circle one) Exhibitor    Conference    Sponsor    Other: \_\_\_\_\_

**Box** \_\_\_\_\_ **of** \_\_\_\_\_