



**Sheraton®**

CAVALIER SASKATOON HOTEL

Sheraton Cavalier Saskatoon Hotel

Shipping and Receiving Information

**Material Delivery & Pick-Up / Handling Charges**

Delivery of materials for meetings will only be accepted 72 hours prior to the function (storage space is subject to availability). The material **must** clearly show the following information:

- Name of Event
- Date of Event
- Name of Event Contact
- Room Name
- Catering Representative
- Number of Items
- Attention: Banquet Department

The Hotel does not provide storage or handling services for exhibit material. All material and exhibits must be removed from the Hotel premises on the last day of the event. The client is responsible to make arrangements for the pick-up of all material.

The Hotel assumes no liability for loss or damage to materials while stored on Hotel premises.

Our Receiving Department's business hours are 8:00 a.m. - 12p.m and 1 p.m - 5 p.m Monday through Friday. Please make alternative arrangements with your Event Coordinator outside of these times.

The Receiving Door is located at the back of the Hotel, with entrances on Spadina and 21<sup>st</sup> Street. **Please note there is no loading dock.**