



TORONTO - INTERNATIONAL AIRPORT  
970 Dixon Road, Toronto, Ontario, M9W 1J9  
tel (416) 675-7611 fax (416) 798-5810

## **Instructions for Shipping to the Hotel - 2026 CUCE**

If you are planning to send packages for storage, please note the following guidelines to ensure that they will be accepted:

1. Packages will be received for storage no more than 1 working day from the 1<sup>st</sup> day of the event between the hours of 8:00 am – 4:30 pm, due to lack of storage space.
2. **The label must state:**
  - the name and mailing address of the Hotel, marked for the attention of the Meeting Services Manager handling the Event.
  - the name of the Company/Organization at the Event,
  - the name of the Event,
  - the Banquet Room the event is being held in,
  - the dates over which the Event is held,
  - the on-site contact person (who should these items be delivered to),
  - the number of items in the shipment, (i.e. 1 of 3, 2 of 3, etc.).
3. Any package received after the end of the event will not be accepted. Any returns will be sent collect.
4. The hotel will not be responsible for failure to receive packages that are improperly labeled.
5. **Any packages sent to the hotel from outside Canada must be cleared through Customs before delivery. You are responsible for prepaying any duties and taxes on such shipments. The hotel reserves the right to refuse any shipments that arrive with duties and taxes outstanding.**

### **LABEL FORMAT (EACH ITEM MUST BE LABELED ACCORDINGLY):**

Note: Please fill in the text displayed in red

Holiday Inn Toronto International Airport  
970 Dixon Road  
Toronto, ON  
M9W 1J9

Attention: Meeting Services Manager Lynda Nosan

Please hold for:

ABC Company

Canadian Underwater Conference & Exhibition (CUCe)

Trillium Ballroom

22-24 March 2026

Attention: XXXXX XXXXXXXX

Box X of X