

SHIPPING AND LABELING INSTRUCTIONS

For shipments from within Canada or from the United States, all boxes must be labeled as follows:

Attention: (Name of Client)
Company:
Meeting Name: CLASS Annual Meeting
Manager's Name: Hans von Rosenberg
PARK HYATT HOTEL
4 Avenue Road
Toronto, ON M5R 2E8

*****Special instructions for shipping via UPS or FEDEX from the United States to the Park Hyatt**

For U.P.S. Labels

Please make sure to tick off in the *Payment of Charges Option* of the waybill, BILL, DUTY, TAX AND SHIPPING CHARGES TO SHIPPER.

Usually if this portion is not checked off, UPS will assume that a company is shipping products to the Park Hyatt for commercial use. This will usually be harder to clear customs.

For FEDEX Labels

Please make sure to tick off in the *Payment Bill Transportation Charges to AND Payment Bill Customs Charges to, SENDER.*

IF COMPANY DOES NOT HAVE A CUSTOMS BROKER:

1. Both UPS and FEDEX can clear boxes one time as long as all the information in the waybill is filled-out correctly.
2. Park Hyatt Customs Broker can clear boxes for groups for one time only. Client needs to call:

LIVINGSTON
(905) 676-3700 – ask for Customer Service

If client uses the Park Hyatt customs broker, billing arrangements must be processed directly through LIVINGSTON via Credit Card only. Prices for clearing the goods will not be determined upon phone call. Prices will be quoted AFTER the goods have cleared Canada Customs only.