

SHIPPING CONFERENCE MATERIALS TO THE HOTEL

Due to the limited storage space, the hotel encourages groups sending boxes to the hotel for arrival no more than three days prior to the meeting.

The following information will assist you in sending materials to the hotel in a timely, efficient manner.

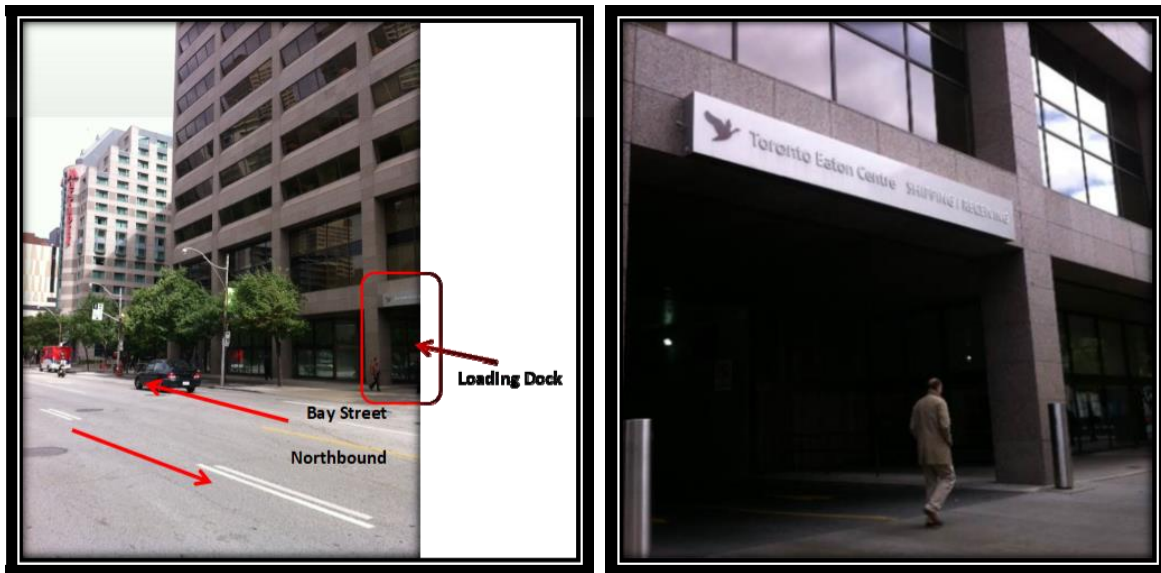
1. The following page has a template of shipping labels with all required information.
The labels must be clearly printed and affixed to all boxes delivered to the hotel.
2. For all International Shipments (e.g. U.S.A. to Canada), the INTERNATIONAL COURIER WAYBILL must specify that ALL CHARGES are to be billed to the SHIPPER.
This includes DUTIES/TAXES/CUSTOMS. If this is not indicated, the hotel will not accept the shipment and the parcels will be delayed at customs.

**** PLEASE ENSURE THE IMPORTER OF RECORD IS YOUR OWN COMPANY NAME or the EVENT NAME - NOT THE HOTEL, AND NOT THE EVENT MANAGER. (This shipment is not for the hotel or for the Event Manager, it is for the Event). The hotel does not sign Power of Attorney forms to release shipments from customs. ****

3. A COMMERCIAL INVOICE must be completed for all International Shipments.
All charges, including Canadian duty and taxes are to be billed to the shipper.
4. In addition to accurate billing information, the Commercial Invoice must clearly specify a detailed description of item(s) in the box, including the following:
 - Quantity of items
 - Material the items are made with (e.g. cotton tote bag with zipper, vinyl tote bag, polyester tote bag with draw string)
 - Country of manufacture
 - Dollar value of each item (please specify currency)
5. Should you expect a large quantity of items to be shipped, it may be worthwhile to have your event recognized with a customs broker. A customs broker will arrange to have Canada Customs officially recognize your event and will assist you and your exhibitors throughout the shipping and receiving process. It is the responsibility of the organizer of the event to have the program recognized with a broker.

 MARRIOTT DOWNTOWN CF TORONTO EATON CENTRE Ship To: MARRIOTT DOWNTOWN CF TORONTO EATON CENTRE 525 Bay Street Toronto, ON M5G 2L2 Canada ** MARRIOTT ISN'T THE IMPORTER, only the address to which the shipment is being sent. For all questions about shipping your package, please contact the appropriate courier company or your Event Manager at the Marriott Downtown CF Toronto Eaton Centre Hotel. If you have any questions in regards to customs clearance, please contact your BROKER. Hotel is not responsible for actions of Brokers, shipping fees or packages being held at Customs	Conference Title: IAEA 2026 Annual Conference
	Date of Conference: September 27 to October 2, 2026
	On-site Contact (person asking for the box): Tara Piettojo Email: info@iaea2026.org
	Conference/ Exhibit Room: Convention Level
	Event Manager: Tenisha Clarke-O'Rane
	Box _____ of _____ (total # of boxes in shipment)
	Shipped by (Contact Name):
	Shipped by (Company Name):
Address sent from:	
Contact Phone #	
Via Shipping Co.	
Waybill #	

DIRECTIONS TO THE LOADING DOCK



On Bay Street, south of the hotel in the Bell Trinity Building, you will locate the "Toronto Eaton Centre – SHIPPING/RECEIVING"

At the entrance of the Toronto Eaton Centre – Shipping/ Receiving, follow down the ramp to the end and turn LEFT.

Continue driving until you have reached the end of the docks.

The Marriott loading dock is to your left, across from Nordstrom.

Maximum length of vehicle is 53'

Height of the Marriott loading dock is 3.5'. There is NO ramp on our loading dock.

Marriott Freight Elevator Dimensions:

2041 kg Max

7'8" x 9'8"

7'7" high

Freight elevator will lead you to the Convention level

PARKING:

All vehicles using the loading dock shall unload/load in an expedient manner and not park for longer than necessary.