

COMPANY: **Your company**  
ADDRESS: **Your address**  
PHONE: **Your phone number**

**SHIP TO: Sheraton Wall Centre Hotel  
c/o Shipping & Receiving  
1001 Hornby St.  
Vancouver, B.C. Canada  
V6Z 2R9**

ATTN: **Guest or Group name; do not put EM name.**  
CONTACT PHONE #: **Phone number to reach guest in case of emergency.**  
**Do not put EM's contact number.**  
ATTENDING AS: **Convener**  
MEETING NAME: **Name of the function.**  
DATE OF FUNCTION: **Start and end date of function.**  
MEETING ROOM: **If known, indicate location/meeting room.**  
EVENT MANAGER: **Ainslie Lam**  
NUMBER OF PACKAGES: **01 of 01**  
ADDITIONAL NOTES: **If you have any other comments, please leave here.**

*For all package related  
inquiries (including customs),  
please contact guest directly  
at number to the left. The  
hotel will not clear packages  
stuck in customs.  
Please note, the hotel will **NOT**  
accept C.O.D. packages.*