

# CDAO Canada Public Sector

CA

October 8<sup>th</sup> - 9<sup>th</sup>, 2025

Delta Hotels Ottawa City Centre

## SHIPPING INFORMATION

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Please schedule deliveries to the venue no earlier than October 5th. All deliveries must be dropped off between 9:00 am - 5:00 pm.

Suggested format for shipping label:

(Box \_\_\_\_ Of \_\_\_\_)

Delta Hotels by Marriott Ottawa City Centre c/o Gabriela Cordero/ **NAME  
OF SPONSOR**

Meeting & Event Management  
101 Lyon Street North,  
Ottawa, ON K1R 5T9

An additional required label can be found in the Sponsor Portal.

## RETURN SHIPPING INFORMATION

Please include a **RETURN PRE-PAID SHIPPING LABEL** with your original package. Once the event is over, your team will be responsible for packing up your exhibit. We will have some extra packing tape onsite to help seal any outgoing packages.

Your team will be instructed to leave any outgoing shipments on the table of your exhibit after the event is over. These must be sealed and with a completed pre-paid shipping label.

Please be aware that the sponsor is responsible for organizing the collection of goods after the event and for return shipping labels. Please ensure that your return shipping is scheduled no later than August th, two days after the event.

**ALL RETURN SHIPMENTS NEED TO BE SCHEDULED BY SPONSORS.**

Any questions, please feel free to reach out to [emily.spence@coriniumgroup.com](mailto:emily.spence@coriniumgroup.com).

# EARLY SHIPPING STORAGE CHARGE

Please note that any packages that are delivered more than 48 hours before the event setup are subject to a storage fee.

All packages, parcels, crates and equipment cannot be received by the Hotel more than 48 hours prior to the start of your functions. All deliveries should include the following information: **Name of the Event, date, function room(s) and Hotel contact.** The hotel will not be responsible for loss or damage of any items left in the Hotel. All items left in the Hotel following the last function must be picked up within 24 hours. The Hotel reserves the right to dispose of these packages past this period.

All incoming and outgoing packages are subject to package handling fees.  
Weight in Pounds Receipt and Processing

1-5 lbs -	\$7.50
6-20 lbs -	\$15.00
21-50 lbs -	\$25.00
Over 50lbs -	\$50.00
Palettes -	\$175.00

There are no storage charges for the first 48 hours prior to an event. If the storage exceeds 2 days, a \$25.00 per package/day and \$100.00 per pallet/day storage fee will be added

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