

Please follow below process for Shipment;

Receiver	Guest's name & Company who will receive the shipment. DO NOT PUT MY NAME OR HOTEL NAME AS RECEIVER.
Event	Asia CanTech – October 2025
Address	Royal Orchid Sheraton Riverside Hotel, Bangkok 2 Charoen Krung Road Soi 30 (Captain Bush Lane) Siphya, Bangrak Bangkok 10500 Thailand Tel. 66 (0) 266 0123 (c/o Ladda Charoenpachok – Director of Events Management)
DDP (Delivery Duty Paid)	Tick DDP (Delivery Duty Paid) on the invoice. This is to confirm that Delivery Duty Paid (Deliver fee/Custom fee/Tax fee response by Sender).

Kindly note.

1. The hotel will accept shipment which deliver to the hotel door only.
The hotel is not responsible for clearing the shipment if it's not release from Custom.
Sender has to find own local shipping company to process the document & declare with custom.
2. Sender has to response own custom duty fee, storage fee, etc...
3. Recommend to send the shipment approx. 2 weeks prior to event.
4. Send an e-mail to me with tracking number, contact name & phone number so I help to keep monitor. Email: ladda.charoenpachok@sheraton.com
5. **Important** – Please do not use my name or hotel name as receiver.
We are not allowed to use personal I.D. to clear the shipment from custom.