**When sending materials, please note the following:-**

Hyatt Regency Toronto

370 King Street West

Toronto, Ontario

Canada

M5V 1J9

Attention: Sohail Ahmed, Banquet Manager

**Please Place Attached Shipping Label (On Second Page) on All your Boxes, Packages, Materials…**

**Please also note the following:-**

Organization Name: Data Connectors

Name of Event: The Toronto Tech-Security Conference

Contact Name: Dawn Morrissey

Return Address:

Date of Event: October 26, 2023

Main Function Room: Regency Ballroom

Name of the Person Who Will Claim the Package:

**Outgoing Instructions**  
Vendors can leave their packages on the vendor tables after the event and the hotel will collect the boxes from the vendor tables and transport to the shipping area. Vendors will tape up their boxes and provide Prepaid Return Labels on the boxes and our Concierge or Vendors to call and schedule the couriers for pick up

**Label on page 2**

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| https://www.hyattconnect.com/HGIntranet/Global/Brands/Images/regencylogo.jpg  **SHIP TO:**  **HYATT REGENCY** TORONTO  370 King Street West Toronto, Ontario  M5V 1J9  Canada  For all questions about shipping your package, please contact the appropriate courier company or your Event Manager at Hyatt Regency Hotel | Shipped by (Please enter your name) |
| Shipped by (Please enter company name) |
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|  |
| Conference Title:  Data Connectors Cybersecurity Conference |
| Date(s) of Conference: October 26, 2023 |
| Event Manager: |
| On-site Contact: |
| Content Description: |
| Box \_\_\_\_\_ of \_\_\_\_\_ (Total Number of Boxes) |