TO:

Monarch Lock Up c/o Security
HILTON BIRMINGHAM METROPOLE
NEC
BIRMINGHAM
B40 1PP

SENDER DETAILS:

NAME:

ADDRESS:

TELEPHONE NO:

NUMBER OF BOXES

CONTENTS

BOX OF

EVENT PLANNER

NAME OF EVENT:

DATE OF EVENT:

ROOM NAME:

STAND NAME:

STAND NO:

DELIVERIES WILL ONLY BE EXCEPTED AT SECURITY

MONDAY - FRIDAY 0600 - 1600 HRS

SATURDAY 0600 - 1300 HRS

BOXES/MATERIALS ETC WILL NOT BE ACCEPTED MORE THAN 24 HOURS PRIOR TO THE EVENT DATE

Please note that the hotel does not accept responsibility for the loss or damage of any materials accepted/stored by the hotel.