

TO:

EVENT PLANNER

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

NAME OF EVENT:

DATE OF EVENT:

ROOM NAME:

STAND NAME & NUMBER:

HOTEL LABELS ARE **REQUIRED ON ALL DELIVERIES.**

**BOXES/ MATERIALS WILL NOT BE ACCEPTED MORE THAN 24 HOURS PRIOR THE EVENT DATE.**

DELIVERIES WILL ONLY BE ACCEPTED AT **SECURITY:**

**MONDAY - SUNDAY 0600 - 1800 HRS**

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

*After your event, please arrange **collection of your items within 24 hours.***

**PALLETS ARE NOT ACCEPTED UNTIL START OF TENANCY AND CLIENT IS ONSITE. THERE IS NO FACILITY TO STORE, MOVE OR DISPOSE PALLETS.**