



**Delivery instructions to forwarding company (only to be used if goods arriving Monday-Friday between 09.00-16.00 and all shipments must arrive by Tuesday 31st October 2017). Please fix securely to the outside of each box you send.**

**ONLY TO BE USED TO SEND ITEMS TO DHL - DO NOT USE IF YOU ARE SENDING DIRECTLY TO CONFERENCE**

**Recipient details**

**TO:**

**NAME OF EVENT:**

**DATE OF EVENT:**

**Instructions to forwarding company**

**STAND NUMBER:**

**FOR ATTENTION OF (your representative on site):**

**EXHIBITOR NAME:**

**CONTACT PHONE NUMBER ON SITE:**

**TOTAL NUMBER OF BOXES:**

**Sender details**

**NAME:**

**THIS IS BOX NUMBER:**  **OF:**

**ADDRESS:**

**CONTENTS OF BOXES:**

**PHONE NUMBER:**