



# DELIVERY LABELS FORM

**Delivery Label to Venue:** please use this form when sending your packages to the event

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| <b>To:</b><br>etc venues 155 Bishopsgate,<br>1 <sup>st</sup> Floor<br>155 Bishopsgate,<br>London,<br>EC2M 3TP<br><br>Tel: +44 (0) 20 3735 4400<br><br>Your Events Manager's name<br>_____ | <b>FAO</b><br>Your Representative's name<br>_____<br><br>Your Telephone Number:<br>_____<br><br>Your Company Name<br>_____<br><br>Package _____ of _____ |
| NAME AND DATE OF EVENT<br>_____   |  |
| Please complete and securely attach to your packages to be delivered  |  |

**Delivery Label from Venue:** please use this form when collecting your packages after the event

|  |  |
|--|--|
| <b>To:</b><br>Contact (must be a member of your<br>company):<br>Company Name:<br>Address:<br><br>Country:<br>Contact telephone number:<br>Collection date:<br>Courier:<br>Courier reference: | _____<br>_____<br>_____<br><br>_____<br>_____<br>_____<br>_____<br>_____ |
| Package _____ of _____   |  |
| Please complete and securely attach to your packages to be collected   |  |