

**TO:**

**EVENT PLANNER**

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

**NAME OF EVENT:**

**ConFuzzled  
C/O Natasha Miller**

**DATE OF EVENT:**

**SENDER DETAILS:**

**NAME:**

**ADDRESS:**

**TELEPHONE NO:**

**NUMBER OF BOXES**

**CONTENTS**

**BOX**

**OF**

**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.