

**Conference & Banqueting**

**LOADING BAY  
HILTON LONDON METROPOLE HOTEL  
EDGWARE ROAD  
LONDON  
W2 1JU**

**SENDER DETAILS:**

**NAME:**

**ADDRESS:**

**TELEPHONE NO:**

**NUMBER OF BOXES**

**CONTENTS**

**BOX**

**OF**

**ATTENTION OF:**

**C&B  
Operations**

**NAME OF EVENT:**

**DATE OF EVENT:**

**ROOM NAME:**

**STAND NAME:**

**STAND NO:**

**DELIVERIES WILL ONLY BE ACCEPTED AT THE LOADING BAY IN HARBET**

**ROAD. MONDAY - FRIDAY 0800 - 1500 HRS**

**SATURDAY 0800 - 1300 HRS**

**BOXES/MATERIALS ETC WILL NOT BE ACCEPTED MORE THAN 2**

**WORKING DAYS 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.**