

BioTrinity 2018 - Shipment Form

For shipment deliveries and collections please return this form to **Emma Durham** (email:

Emma.Durham@obn.org.uk) **by the end of Thursday 19 April 2018.**

Please let your courier know the onsite contact person is Emma Durham and contact number is M: 07810 863370

Exhibiting company:	
Stand number:	
Contact name:	
Contact phone number:	Office: Mobile:
Courier name:	
Courier contact number:	
Consignment number:	
Number of box(es) in shipment:	Small: Large:
Estimate delivery date and time:	
Estimate collection time (between 16.30-18.00)	

Shipment – delivery

Shipments delivered before Saturday 21 April 2018 may be rejected by Novotel London West.

Deliveries must be labelled using attached Novotel proforma. Please ensure all deliveries are to be made **before midday on Monday 23 April 2018.**

Shipment – collection

Wednesday 25 April 2018 (16.30 – 18.00) - small and large items should be collected from the hotel.

Collections must be labelled using attached Novotel proforma.

Thursday 26 April 2018 (must be collected from security point)

All items remaining after 18:00hrs on Thursday 26 April 2018 will be disposed of by the hotel.

Template shipment labels attached overleaf.



**21st April 2018 TO: Novotel London West
Convention Centre
1 Shortlands, W6 8DR LONDON
Tel. 02087411555
Box Delivery**

Event Name: BioTrinity 2018

Receiver (client's name): OBN

(+44 (0)7795 688 604)

(C/O Novotel London West)

Please make sure you address all deliveries to your own company

Event Date: 23 – 25 April 2018

Meeting Room: Exhibition

Sender Contact Name & Phone Number: Emma
Durham



**Novotel London West
Convention Centre
1 Shortlands, W6 8DR LONDON
Tel. 02087411555**

Box Collection April 26th 2018

Event Name: BioTrinity 2018
Meeting Room: Exhibition
Number of Boxes and Stand Number: OBN
Courier Name & Phone Number: Swift Couriers 0870 24 24 365
Box Destination: OBN, 5F Park Square, Milton Park, Abingdon, Oxfordshire, OX14 4RR
Receiver Name & Phone Number: Emma Durham 01235 420887
Collection Date: 26 th April 2018

