

Conference & Banqueting

ATTENTION OF:

**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

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 0600 - 1500 HRS SATURDAY 0600-1300 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.**