

DELIVERY LABEL

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

To: etc venues 155 Bishopsgate, 1 st Floor or 2 nd Floor (please circle) 155 Bishopsgate, London, EC2M 3TP Tel: +44 (0) 20 3735 4400 Your Events Manager's name OLIVER MARTINI / LAUREN HUGHES	FAO Your Representative's name Your Telephone Number: Your Company Name Package _____ of _____
NAME AND DATE OF EVENT CDAO UK 2024 – 6 TH & 7 TH FEBRUARY	
Please complete and securely attach to your packages to be delivered	

All deliveries and collections to etc.venues 155 Bishopsgate must be recorded using the Fulcrum system following a change in loading bay operations. Register using the following link and fill out the appropriate details. <https://www.wj-fulcrum.co.uk/register/>

COLLECTION LABEL

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

To:	
Contact (must be a member of your company):	_____
Company Name:	_____
Address:	_____

Country:	_____
Contact telephone number:	_____
Collection date:	_____
Courier:	_____
Courier reference:	_____
	Package _____ of _____
Please complete and securely attach to your packages to be collected	

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