###### INSTRUCTIONS FOR DELIVERIES TO THE ICC

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF PERSON COLLECTING PARCEL ON SITE | COMPANY NAME/STAND NUMBER | | CONTACT NO |
| NAME OF THE EVENT | | DATE OF THE EVENT | |
| EVENT MANAGER NAME | | HALL NUMBERS | |
| DELIVERY ADDRESS THE ICC GOODS INWARDS/ BAY B CAMBRIDGE STREET BIRMINGHAM **B1 2NP** | | | |
| **Deliveries to Site -**  Deliveries to site are only accepted during tenancy times, and preferably when the client is available to sign for packages.  Delivery label should be fully completed, and couriers should be advised to report to Bay B of the ICC (off Cambridge Street) for further delivery instructions. The ICC Goods Inwards will sign for goods (on acceptance of arrival basis only). The ICC will not accept any liability for items after delivery.  Please be advised that there is no on-site storage available, and all tenancy areas must be clear at the end of the event.  Any parcels or stands left at the venue must be clearly marked ready for collection and left in Bay B/Goods Inwards. Collection must be made within 3 working days of tenancy ending; anything left behind beyond this time will be disposed of by the venue.  Please note that it is the responsibility of the individual organiser/standholder to arrange their own courier. | | | |

### INSTRUCTIONS FOR COLLECTIONS FROM THE ICC

|  |  |
| --- | --- |
| NAME/ COMPANY/ ADDRESS OF WHERE PARCEL IS GOING | |
| CONTACT TELEPHONE NUMBER | EVENT & DATE ATTENDED AT ICC |
| DATE & TIME OF COLLECTION | COURIER DETAILS |
| Any parcels or stands left at the venue must be clearly marked ready for collection and left in Bay B/Goods Inwards. Collection must be made within 3 working days of tenancy ending; anything left behind beyond this time will be disposed of by the venue.  Please note that it is the responsibility of the individual organiser/standholder to arrange their own courier. | |