

**Delivery Details**

**Delivery of materials:**

Please mark all packages with following information:

**FAO Events Team**

**PMO Conference – John McIntyre Conference Centre – 2nd November**

**Company Name – Stand Number**

**Hospitality and Events Collection**

**The University of Edinburgh**

**Pollock Halls Main Reception**

**18 Holyrood Park Road**

**Edinburgh**

**EH16 5AY**

**Please include the box number i.e. 1 of 4 etc.**

*\*Please note that we have limited storage facilities therefore we ask that deliveries are made the day before conference and not any earlier.*

**Return shipments:**

Should you need to leave any items for courier collection please follow the following instructions:

1. Pack and seal all boxes/package/display boxes
2. Clearly and correctly label the items for return
3. Take the items to the Reception Centre for collection
4. Complete the details below:
* No. of boxes ……………….…
* Date of collection ………………………………………
* Time of collection ……………………………………..
* Courier name and telephone number …..………………………………………………….
* Your name and contact number …..………………………………………………….

*\* We have limited storage space and can only hold items for a maximum of 5 days.  Please ensure your items are collected within that time.*