



INSTRUCTIONS FOR DELIVERIES TO THE ICC

NAME OF PERSON COLLECTING PARCEL ON SITE	COMPANY NAME/STAND NUMBER	CONTACT NO
NAME OF THE EVENT AAC2024	DATE OF THE EVENT 26-27 FEBRUARY	
EVENT MANAGER NAME PHILIPPA BARTON	HALL NUMBERS HALL 3	
DELIVERY ADDRESS THE ICC GOODS INWARDS/ BAY B CAMBRIDGE STREET BIRMINGHAM B1 2NP		
Deliveries to Site – 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.		



INSTRUCTIONS FOR COLLECTIONS FROM THE ICC

NAME/ COMPANY/ ADDRESS OF WHERE PARCEL IS GOING	
CONTACT TELEPHONE NUMBER	EVENT & DATE ATTENDED AT ICC AAC2024 26-27 FEBRUARY
DATE & TIME OF COLLECTION	COURIER DETAILS
<p>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.</p> <p>Please note that it is the responsibility of the individual standholder to arrange their own courier.</p>	