

Sender

Delivery Address:

**HILTON WARSAW HOTEL & CONVENTION CENTRE;
UL.GRZYBOWSKA 63; 00-844 WARSZAWA; POLAND**

(BUSSINES CENTRE on M1 LEVEL - delivery via LOADING BAY at ŁUCKA STREET)

Sender's Company Name

Sender's Name

Sender's Mobile & Email

Description of Shipment content

BOX

OF

Sender's responsibilities:

Tax Payment in advance

Invoice translation

Description of shipment content

Direct Receiver

Delivery Address

**HILTON WARSAW HOTEL & CONVENTION CENTRE;
UL.GRZYBOWSKA 63; 00-844 WARSZAWA; POLAND**
(BUSSINES CENTRE on M1 LEVEL via LOADING BAY at ŁUCKA STREET)

**Direct Receiver - contact person (guest / event attendee /
Event organiser etc)**

Direct Receiver's Mobile & Email

EVENT NAME & DATE

Direct receiver's responsibilities:

Tax Payment to Courier company (*if not paid by the Sender*)

Invoice translation (*if not translated by the Sender*)

Description of shipment content (*if not done by the Sender*)

Additional Information

Delivery will be accepted not earlier than 2 days prior the event

Hotel reserves the right to refuse deliveries ealier than 2 days prior the event

Deliveries are accepted only at Loading Bay and must be moved by Courier to Bussines Centre (M1 level)

Loading Bay operates from Monday to Friday 07-16.00

Hilton Warsaw is not liable for any loss or damage of the shipment

Hilton Warsaw is not liable for tax payment or any additional charges that may appear

Any materials left after the Event should be couriered on the last day of the Event the latest. There might be an additional storage fee for any materials not shipped on the last day of the Event.

After event: shipment to be organised by responsible person for this shimpent

Any left over shipment cannot stay unattended and not handed over - the shipment will be dispond of Hilton Warsaw