

# 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 earlier 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 disposed of Hilton Warsaw**